



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, October 11, 2011

4:00 PM

Huntington Building

1. Call To Order

Mayor Perrin was also in attendance.

Present 4 - Ann Williams; John Street; Darrel Dover and Mikel Fears

Absent 1 - Charles Coleman

2. Approval of minutes

MIN-11:084 Minutes from the Finance Committee meeting on September 27, 2011.

Attachments: [Minutes](#)

A motion was made by Councilman Mikel Fears, seconded by Councilman John Street, that this matter be Passed . The motion PASSED by a unanimous vote

Aye: 3 - John Street; Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

3. New Business

Ordinances To Be Introduced

ORD-11:069 AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD AN OFFICE MANAGER TO THE PARKS AND RECREATION DEPARTMENT

Sponsors: Parks & Recreation and Human Resources

Attachments: [Office Manager - Parks](#)

Mayor Perrin explained they are realigning the Parks Department. Positions have been lost in the past and not filled, so the addition of the office manager position will result in a savings to the department. He further explained extra help is needed due to the Parks Department taking on soccer and softball responsibilities. Chief Financial Officer Ben Barylske noted Assistant Parks Director Wixson Huffstetler requested a clerical position as opposed to filling the currently vacant positions. Councilman Fears questioned whether the vacant positions would need to be filled in the future. Mayor Perrin answered yes, because Youth Sports Coordinator Danny Kapales will

also need an assistant. He added they are looking to add that into the 2012 budget. He stated even with adding an assistant for Mr. Kapales the department still needs clerical help in the form of the office manager position.

A motion was made by Councilman Mikel Fears, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

4. Pending Items

5. Other Business

RES-11:179 A RESOLUTION APPROVING THE RECOMMENDATION OF THE LOCAL FIREMENS PENSION BOARD AND TO LEVY A ONE-HALF (.5) MILL TAX ON ALL REAL AND PERSONAL PROPERTY FOR THE LOCAL FIREMENS PENSION AND RELIEF FUND

Sponsors: Finance

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

RES-11:180 A RESOLUTION APPROVING THE RECOMMENDATION OF THE JONESBORO POLICE PENSION BOARD AND TO LEVY A ONE-HALF (.5) MILL TAX ON ALL REAL AND PERSONAL PROPERTY FOR THE JONESBORO POLICE PENSION FUND

Sponsors: Finance

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

RES-11:181 A RESOLUTION TO LEVY A 2 MILL TAX ON ALL REAL AND PERSONAL PROPERTY FOR THE PUBLIC LIBRARY TAX

Sponsors: Finance

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

ORD-11:078 AN ORDINANCE TO AMEND ORD-07:29 REGARDING PURCHASES

Sponsors: Finance

Mr. Barylske explained this ordinance will allow department heads to spend up to \$1,000 before needing phone quotes. He stated this will speed up the process.

A motion was made by Councilman Darrel Dover, seconded by Councilman Mikel Fears, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

ORD-11:079 AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2011 BUDGET AND AUTHORIZING A 3% COST OF LIVING INCREASE TO ALL EMPLOYEES AND ELECTED OFFICIALS OF THE CITY OF JONESBORO

Sponsors: Finance

Attachments: [Mayor's Statement](#)

Mayor Perrin explained they would like to give the employees a 3% cost of living adjustment (COLA) retroactive to October 1st. He noted the increase will cost approximately \$147,000 for the rest of the year. He stated the City is \$2 million over budget in revenues and \$290,000 under budget in expenditures in the O&M Fund. Mayor Perrin read a prepared statement regarding the COLA. Statement is attached to the resolution file.

Councilman Fears questioned if the increase would include public safety officers. Mayor Perrin answered yes, the COLA will be for non-uniform and uniform employees, as well as elected officials.

Discussion was held regarding Blue Cross Blue Shield's proposal for insurance in 2012.

Councilman Fears referred to Mayor Perrin's statement regarding no future increases for 2012 and recommended the Administration look into also giving the employees a 3% increase for 2012. He noted the employees have gone without a cost of living increase for almost three years. Mayor Perrin stated they would look into giving a 3% increase for 2012, but he cannot promise anything due to the cost of the increase as well as the cost of the new pension plan compared with the uncertainty of the economy. Councilman Dover noted the City can look at a "back end" increase in October, 2012, after they know how the economy will act.

Discussion was then held regarding the reserve fund. Mayor Perrin stated the reserve fund is required to have \$5 million, but the City has \$11 million in the fund extra for a total of \$16 million in reserves.

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by a unanimous vote

Aye: 3 - John Street;Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman

COM-11:077 2010 A-133 Federal Grants Audit Report

Sponsors: Grants

Attachments: [FY 2010 A-133 Federal Grants Audit Report](#)

Mayor Perrin stated the federal grants audit was clean with no deficiencies regarding internal controls. Mr. Barylske noted there were a few findings in the report, but he has already discussed them with Grants Administrator Heather Clements. He added the audit report has been filed with the federal clerk.

This item was Read.

Non-uniform pension plan

Councilman Dover questioned the status of the new non-uniform pension plan with First Security Bank. Mayor Perrin noted they have been working on the 2012 budget, so they have not been able to get all the details worked out with the new pension plan. Mr. Barylske explained they are still deciding whether it will be mandatory for the employees to contribute, how much the City will match and how much the City will contribute to the plan. He noted the City will contribute to the plan whether or not the employees participate in it. Chairwoman Williams questioned what the maximum amount will be for the City's match. Mr. Barylske answered they are looking at a maximum of 5%. They are also looking at making the employees have a mandatory 1% minimum contribution to the plan.

Councilman Dover motioned, seconded by Councilman Street, for the Administration to present recommendations to the committee regarding the City's contribution to the plan, whether or not it will be mandatory on the employee's part and how much the maximum match for the City will be. All voted aye. It was also decided to hold a special called Finance Committee meeting on October 20th at 6:15 p.m. prior to the City Council meeting in order to discuss the recommendations and forward them on to Council. NOTE: It was later decided to hold the meeting at 6:00 p.m. in order to allow for enough time to discuss the pension plan.

COM-11:080 Statement from Mayor Perrin regarding First Security Bank and the non-uniform pension plan as read at the Finance Committee meeting on October 11, 2011

Sponsors: Mayor's Office

Attachments: [Mayor's statement](#)

This item was Read.

6. Public Comments

7. Adjournment

A motion was made by Councilman Mikel Fears, seconded by Councilman John Street, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 3 - John Street; Darrel Dover and Mikel Fears

Absent: 1 - Charles Coleman