



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, June 22, 2010

4:00 PM

Huntington Building

1. Call To Order

2. Approval of minutes

[MIN-10:056](#) Minutes for the Finance Committee meeting on June 8, 2010.

Attachments: [Minutes](#)

3. New Business

Ordinances To Be Introduced

[ORD-10:051](#) AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-026-2010 (FILE NUMBER ORD-10:041) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

Sponsors: Information Systems

[ORD-10:052](#) AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-027-2010 (FILE NUMBER ORD-10:042) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

Sponsors: Information Systems

[ORD-10:053](#) AN ORDINANCE TO AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-028-2010 (FILE NUMBER ORD-10:043) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

Sponsors: Information Systems

Resolutions To Be Introduced

[RES-10:072](#) A RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Sponsors: Mayor's Office

4. Pending Items

5. Other Business

COM-10:063 Results of bidding for the Justice Complex ATM

Sponsors: Finance and Mayor's Office

Attachments: [RFP ATM Services](#)

COM-10:064 Report of the status of Non-Uniform Pension Plan transfer and meeting with plan retirees

Sponsors: Finance, Human Resources and Mayor's Office

Attachments: [Recommended Outline for Retiree Meeting](#)

6. Public Comments

7. Adjournment



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-10:056 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 6/10/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on June 8, 2010.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the Finance Committee meeting on June 8, 2010.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, June 8, 2010

4:00 PM

Huntington Building

1. Call To Order

Mayor Perrin was also in attendance.

Present 4 - Ann Williams; Jim Hargis; John Street and Darrel Dover

Absent 1 - Mikel Fears

2. Approval of minutes

MIN-10:049 Minutes for the Finance Committee meeting on May 11, 2010.

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

Aye: 3 - Jim Hargis; John Street and Darrel Dover

Absent: 1 - Mikel Fears

MIN-10:052 Minutes for the special called Finance Committee meeting on June 1, 2010.

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

Aye: 3 - Jim Hargis; John Street and Darrel Dover

Absent: 1 - Mikel Fears

3. New Business

4. Pending Items

5. Other Business

COM-10:057 Feasibility of Providing ATM Services at Justice Complex

Sponsors: Finance

Chairwoman Williams explained an ATM is being considered for the Justice Complex due to having to pay fines in cash. Councilman Street noted he has personally had to escort people to their bank to get money. Chairwoman Williams stated an ATM would

be helpful in order to reduce risk and to use the personnel elsewhere. Councilman Street asked if there would be any cost to the City. Mayor Perrin added ATM services will be bid out to all of the banks and the banks will pay the City a monthly rental since the needed data lines are already set up at the Justice Complex. Chairwoman Williams asked if it will be like an ATM that's set up at a grocery store or quick stop. Mayor Perrin answered yes. Councilman Dover questioned whether the ATM will accept a bank card from any bank. Mayor Perrin stated yes it will, but it will charge a \$2 transaction fee if the user is a customer of another bank. He added the bank will make income due to the transaction fees, plus the City will get income from the rental fee as well as providing a public service.

Councilman Dover motioned, seconded by Councilman Street, to instruct the Mayor to proceed with the RFP. He noted the bids should be brought back to the Finance Committee.

Councilman Hargis questioned who will set the transaction fee. Mayor Perrin stated the bank will set the fee. He added as far as he knows all transaction fees used to be \$2 and are standard throughout banking. He noted they did not include in the bid stating what the transaction fee will be, but they can ask the bank.

City Treasurer Jim Eagan stated he had concerns about monitoring the ATM. He explained the desk sergeant's camera looks onto where the ATM will be placed. He also noted the area in which the ATM will be located is recessed, so it will provide some privacy for the users. He further explained the bids will be received before the next Finance meeting in order for the committee to make a decision and pass a resolution on to the City Council.

This item was Read.

COM-10:058

Cash Management Reports

Sponsors: Finance

Discussion was held concerning the financial reports. Councilman Hargis expressed concern over the amount of information that is in the cash balances report and questioned what they are supposed to get out of it. He noted the report does reflect a gain of \$200,000 during May. Mayor Perrin stated he is trying to provide the committee with information regarding the cash balances and what the City ended the month with. Further discussion was held regarding the reports.

Councilman Hargis questioned where the reserve money is located in the interest earning report. Mr. Eagan explained it is calculated into the fund balances. Mayor Perrin added the reserve money is included in the \$23 million that is reflected in the report. He added the budget process will start in August and the interest rate will probably go down for 2011. Discussion was then held regarding the current stock market and incoming revenue. Mayor Perrin noted the City still runs day-to-day operations on sales tax revenue.

This item was Read.

Principal Financial and the non-uniform pension plan

Mr. Eagan explained they sent out letters to the retirees asking them to sign a waiver in order to the transfer funds. He further explained some retirees have contacted them with questions, so they will be holding a public meeting on June 21st at 6:00 p.m. at the Huntington Building to address the retirees concerns. Councilman Hargis

expressed concern over the transfer of funds taking so long. Mr. Eagan noted the majority of the retirees they have spoken to have indicated they will sign their waivers. He added once they have the waivers they will present them to Principal and transfer the funds to Stephens. Councilman Dover questioned how long the City is paid through with Principal. Mr. Eagan stated they have not sent in any money to Principal, but they are accruing it. Mayor Perrin added the City is paid through 2008, but they haven't sent any money to Principal for 2009. He noted the money that is accruing is for 2009. He explained typically the money would have been sent in February or March. He further explained if they are successful in transferring the pension money to Stephens, then the money the City has accrued for 2009 can be sent to Stephens rather than Principal.

Mayor Perrin questioned whether the Principal reports are still being sent out to the committee members. Councilman Dover stated he hasn't gotten one in a while. Mayor Perrin asked for the reports to be sent out to the committee members.

Chairwoman Williams stated City Attorney Phillip Crego has sent a letter to Principal concerning transferring the funds. Councilman Dover questioned how the City determines how much money should be saved every month to pay for the pension plan. Mayor Perrin explained the company sends the City an actuarial form that lets the City know the cost of the plan. He added they got the form back in November of 2008 or 2009 that reflected a cost of \$650,000 or \$690,000. Chairwoman Williams questioned how often the City will be paying the company in 2011. Mayor Perrin stated he would like to start making monthly payments for the pension plan in 2011, so the City can take advantage of the stock market fluctuations during the year.

Edwards property near the landfill

Councilman Hargis questioned whether Dr. Edwards' property near the landfill has been purchased yet. Mayor Perrin stated he anticipates having to write a check to purchase the property within the next 30 to 60 days. He noted the City will be getting 30 acres in the purchase for \$365,000. He explained he thinks the City will be able to sell the property in the future for a profit. He further explained he is hoping to further negotiate the land purchase with Dr. Edwards.

Discussion concerning the recent hire of a CPA

Mayor Perrin informed the committee that about a month ago he hired a CPA to assist the Finance Department with certain tasks. He explained the CPA was hired through Professional Services at the rate of \$2,500 a month. He further explained he's looking at journal entries and bank reconciliations, as well as other duties. He noted the CPA has found a journal entry error in the amount of \$385,000.

6. Public Comments

Mr. Harold Carter discussed the pension plan with Principal Financial. He questioned why Principal hasn't released the funds yet. Mayor Perrin stated the City has a contract with Principal for the pension plan. He explained the contract states Principal will guarantee a certain dollar amount for each retiree and the City cannot transfer the money from Principal to Stephens due to that obligation. He further explained Principal has indicated that until they get waivers from the retirees they will not release the funds. Discussion was held concerning the pension plan. Mr. Carter then questioned what will happen if a retiree doesn't sign the waiver. Mayor Perrin stated if a retiree doesn't sign the waiver, then Principal will be obligated to continue paying the pension for the retiree by purchasing an annuity to fund the retirees plan.

7. Adjournment

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 3 - Jim Hargis; John Street and Darrel Dover

Absent: 1 - Mikel Fears



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:051 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 6/2/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-026-2010 (FILE NUMBER ORD-10:041)
FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF
FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE
Sponsors: Information Systems
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-026-2010 (FILE NUMBER ORD-10:041) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

body

WHEREAS, the incorrect account number was provided in Ordinance Number O-EN-026-2010 which was adopted on May 18, 2010 by the Jonesboro City Council; And

WHEREAS, the City of Jonesboro desires to amend Ordinance Number O-EN-026-2010, reflecting the proper account number for the purchase of video equipment for the Information Systems Department.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: Ordinance Number O-EN-026-2010, SECTION TWO shall be amended as follows:

SECTION TWO: That said equipment may be purchased from Influence Media Network, a sole source, for the sum of \$27,301.86 sales tax included, to be paid from the Jonesboro Job Training Grants. Funding source for this purchase was received from the General Improvement fund from The State of Arkansas. The said purchase is to aid in the production of training materials that will provide sufficient and cost effective training for current and future employees of the City of Jonesboro.

SECTION 2: It is further found that due to immediate need to expedite the purchasing process and reduce time constraints, an emergency is declared to exist and this ordinance being necessary for the preservation of the public peace, health and safety, it shall take effect from and after its passage and approval.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:052 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 6/2/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-027-2010 (FILE NUMBER ORD-10:042)
FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF
FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE
Sponsors: Information Systems
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title

AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-027-2010 (FILE NUMBER ORD-10:042) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

body

WHEREAS, the incorrect account number was provided in Ordinance Number O-EN-027-2010 which was adopted on May 18, 2010 by the Jonesboro City Council; And

WHEREAS, the City of Jonesboro desires to amend Ordinance Number O-EN-027-2010, reflecting the proper account number for the purchase of Audio Recording equipment for the Information Systems Department.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: Ordinance Number O-EN-027-2010, SECTION TWO shall be amended as follows:

SECTION TWO: That said equipment may be purchased from Sweetwater Music Technology Direct, a sole source, for the sum of \$2,057.72 sales tax included, to be paid from Jonesboro Job Training Grants. Funding source for this purchase was received from the General Improvement fund from The State of Arkansas. The said purchase is to aid in the production of training materials that will provide sufficient and cost effective training for current and future employees of the City of Jonesboro.

SECTION 2: It is further found that due to immediate need to expedite the purchasing process and reduce time constraints, an emergency is declared to exist and this ordinance being necessary for the preservation of the public peace, health and safety, it shall take effect from and after its passage and approval.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-10:053 **Version:** 1 **Name:**

Type: Ordinance **Status:** To Be Introduced

File created: 6/2/2010 **In control:** Finance & Administration Council Committee

On agenda: **Final action:**

Title: AN ORDINANCE TO AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-028-2010 (FILE NUMBER ORD-10:043) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

Sponsors: Information Systems

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

AN ORDINANCE TO AN ORDINANCE TO AMEND ORDINANCE NUMBER O-EN-028-2010 (FILE NUMBER ORD-10:043) FOR THE PURPOSE OF CHANGING THE ACCOUNT NUMBER AND THE IDENTIFICATION OF FUND AND FOR THE ADOPTION OF THE EMERGENCY CLAUSE

body

WHEREAS, the incorrect account number was provided in Ordinance Number O-EN-028-2010 which was adopted on May 18, 2010 by the Jonesboro City Council; And

WHEREAS, the City of Jonesboro desires to amend Ordinance Number O-EN-028-2010, reflecting the proper account number for the purchase of Audio Recording equipment for the Information Systems Department.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: Ordinance Number O-EN-028-2010, SECTION TWO shall be amended as follows: That said equipment may be purchased from B&H, a sole source, for the sum of \$13,000.00 sales tax included, to be paid from Jonesboro Job Training Grants. Funding source for this purchase was received from the General Improvement fund from The State of Arkansas. The said purchase is to aid in the production of training materials that will provide sufficient and cost effective training for current and future employees of the City of Jonesboro

SECTION 2: It is further found that due to immediate need to expedite the purchasing process and reduce time constraints, an emergency is declared to exist and this ordinance being necessary for the preservation of the public peace, health and safety, it shall take effect from and after its passage and approval.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: RES-10:072 **Version:** 1 **Name:**

Type: Resolution **Status:** To Be Introduced

File created: 6/2/2010 **In control:** Finance & Administration Council Committee

On agenda: **Final action:**

Title: A RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Sponsors: Mayor's Office

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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Title

A RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Body

WHEREAS, in order to be considered for participation in the Tax Back Program, the local government must endorse a business to participate in the Tax Back Program; and

WHEREAS, the local government must authorize the refund of local sales and use tax as provided in the Consolidated Incentive Act of 2003; and

WHEREAS, said endorsement must be made on specific form available from the Arkansas Economic Development Commission; and

WHEREAS, Thomas & Betts Corporation, located at 5601 E. Highland Drive, has sought to participate in the program and more specifically has requested benefits accruing from construction and equipping of the specific facility; and

WHEREAS, Thomas & Betts Corporation has agreed to furnish the local government all necessary information for compliance.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

1. Thomas & Betts Corporation be endorsed by the City Council of Jonesboro, Arkansas for benefits from the sales and use tax refunds as provided by Section 15-4-2706(d) of the Consolidated Incentive Act of 2003.
2. The Department of Finance and Administration is authorized to refund local sales and use taxes to Thomas & Betts Corporation.
3. This resolution shall take effect immediately.



Legislation Details (With Text)

File #: COM-10:063 **Version:** 1 **Name:**
Type: Other Communications **Status:** To Be Introduced
File created: 6/17/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Results of bidding for the Justice Complex ATM
Sponsors: Finance, Mayor's Office
Indexes:
Code sections:
Attachments: [RFP ATM Services](#)

Date	Ver.	Action By	Action	Result
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title
Results of bidding for the Justice Complex ATM



REQUEST FOR PROPOSAL ATM SERVICES

SUBMISSION DEADLINE:
June 21, 2010
2:00 p.m. (CDST)

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REQUEST FOR PROPOSAL ATM SERVICES

I. INTRODUCTION

The City of Jonesboro, Arkansas (City) is requesting proposals from interested parties to provide ATM services at the City's Justice Complex located at 410 West Washington Street in Jonesboro.

II. SERVICES SOUGHT

The ATM operator must install and maintain ATM equipment, any necessary stand or cabinet to support the ATM, and all proposed signage. The ATM must provide:

- 1) Cash withdrawals in increments of not more than \$20.00, to a maximum per withdrawal of not less than \$300.00.
- 2) Cash advances from credit or debit cards.
- 3) Account balance inquiries.

III. LOCATION AND UTILITIES

The ATM's location within the Justice Complex building is depicted in Exhibit "A". City will provide an appropriate electrical connection at the location and will furnish electrical service at no cost to the ATM operator. Any necessary telecommunications service is the responsibility of the ATM operator. City will, at its' discretion, make reasonable physical accommodations for the installation of telecommunications service required by ATM operator.

IV. SURCHARGES AND RENT

All fees charged to the ATM user by the ATM operator and processing network (but not by the user's bank) will hereinafter be called "surcharges." The surcharge must be clearly disclosed to ATM users.

In return for the right to operate its ATM and occupy space for its ATM within the Justice Complex building, the City requires monthly payments of rent. The rent will be a flat, fixed amount for the term of the contract.

V. TERM OF CONTRACT

The term of the contract will be from July 1, 2010 through December 31, 2012.

VI. PROPOSAL INSTRUCTIONS

Proposals must be submitted in sealed envelopes addressed to: Purchasing Department, City Hall, 515 West Washington Street, Jonesboro, AR 75401 and be received no later than 2:00 P.M., June 21, 2010.

VI. PROPOSAL INSTRUCTIONS (conc.)

A cover letter should accompany the proposal and include the following: the company name and address; the name, title or position and telephone number of the person or persons authorized to bind the organization to all commitments made in the proposal; and a brief overview of the proposal. The letter must be signed by the person or persons authorized to bind the respondent contractually.

All proposals will be logged as to the date and time of delivery. No proposal will be accepted after the deadline.

Any proposal that does not provide the information requested or does not meet all the requirements may be rejected. City reserves the right to accept or reject any or all proposals or any parts thereof, and to waive any formalities in the submission of proposals if it is deemed in the best interests of the City to do so. Proposals containing false or misleading information may, at the discretion of City, be rejected.

Please submit one signed original and two (2) copies.

VII. BID SPECIFICATIONS

The proposer's bid document must include the following information, at a minimum:

- 1) A full description of the business entity that would enter into contract to provide the ATM services, and contact information for the person who would answer questions about the proposal.
- 2) The types of ATM, credit or debit cards that will be supported by the ATM.
- 3) The make and model of ATM equipment to be installed. A photograph of the equipment should be provided.
- 4) Bid documents may also contain elevation drawings or other details regarding the proposed ATM installation. Any signage the proposer may wish to install above the ATM should be described fully. In the absence of such a description, the City will assume all signage will be on the ATM itself or on the stand or cabinet supporting the ATM.
- 5) A complete description of the services available at the ATM (e.g. withdrawals, cash advances, balance inquiries).
- 6) An operating plan describing the manner in which the ATM will be regularly maintained and replenished with cash. The operating plan must address the manner in which service outages should be reported, and the expected response times for repair services.
- 7) The initial surcharge amount proposed.
- 8) The amount of monthly rent to be paid. It must be a single number that applies to each calendar month, regardless of the number of chargeable transactions, as described above, and it must be readily identifiable in the bid proposal. This number will be the primary basis for the City's selection of the winning bidder.

VIII. CONTRACT AWARD

The Finance Committee (of the City Council) will evaluate all proposals based on what is most advantageous to the City and its patrons. The Finance Committee will then select the proposer that best meets the evaluation criteria and make a recommendation to the City Council.

The contract is expected to be awarded by the City Council at its regular meeting at 6:30 p.m., July 6, 2010 at Council Chambers located at 900 West Monroe.

IX. INQUIRIES

Questions regarding this RFP should be directed to Jim Eagan, Assistant Finance Director at jeagan@jonesboro.org.



Legislation Details (With Text)

File #: COM-10:064 **Version:** 1 **Name:**
Type: Other Communications **Status:** To Be Introduced
File created: 6/17/2010 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Report of the status of Non-Uniform Pension Plan transfer and meeting with plan retirees
Sponsors: Finance, Human Resources, Mayor's Office
Indexes:
Code sections:
Attachments: [Recommended Outline for Retiree Meeting](#)

Date	Ver.	Action By	Action	Result
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title

Report of the status of Non-Uniform Pension Plan transfer and meeting with plan retirees

Recommended Outline for Retiree Meeting

June 21, 2010

- I. Introduction
- II. Background
 - A. Structure of Current Plan
 - B. Inherent Conflicts with Principal
 - C. Terms of Contract
- III. Revisions to Current Structure
 - A. Benefits of Change
 1. Decreased Costs
 2. Ability to Increase Returns
- IV. Questions from Retirees