



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes - Draft Finance & Administration Council Committee

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Tuesday, November 27, 2012

4:00 PM

Huntington Building

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### 1. Call To Order

*Mayor Perrin was also in attendance.*

**Present** 5 - Ann Williams; John Street; Darrel Dover; Mikel Fears and Charles Coleman

### 2. Approval of minutes

**MIN-12:082** Minutes for the Finance Committee meeting on October 9, 2012

**Attachments:** [Minutes](#)

**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:** 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

**MIN-12:089** Minutes for the special called Finance Committee meeting on November 6, 2012

**Attachments:** [Minutes](#)

**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:** 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

### 3. New Business

#### *Resolutions To Be Introduced*

**RES-12:185** A RESOLUTION APPROVING THE SUBMISSION OF THE FY 2013 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN AND PROPOSED BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**Sponsors:** Grants

**Attachments:** [2013 Action Plan FINAL Nov 2012](#)

*Grants Administrator Heather Clements explained this is the proposed 2013 Action*

*Plan. She added she expects the City to receive \$500,000 for 2013. She further explained due to some changes that were requested by HUD in the 2012 plan the City will receive additional funds in 2013. She noted the City is closing out the North Jonesboro Neighborhood Initiative line item and will move the funds to 2013.*

*Mayor Perrin discussed the 2013 Action Plan.*

*Councilman Mikel Fears asked if the projects were paid for before the City received the funds. Ms. Clements answered yes. Councilman Fears then asked what happens if the City does not receive those funds. Ms. Clements answered the City does not spend the money until they receive the award letter from HUD. She added the funds are submitted into the online banking system between the City and HUD. She noted the City spends the money then makes a request for reimbursement of the funds. She stated the City does not draw down the money before it is spent because the auditors do not look upon that favorably.*

*Ms. Clements noted if this plan is approved then the City will submit it to HUD for approval and once they approve it then the City will come back to this committee for approval of the contract for the funds.*

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

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

**RES-12:192**

RESOLUTION TO AMEND THE CITY'S SALARY & ADMINISTRATION POLICY TO ALLOW MERIT INCREASES FOR EXCEPTIONAL JOB PERFORMANCE AND/OR INCREASED JOB TRAINING OR CERTIFICATIONS

**Sponsors:** Finance and Mayor's Office

**Attachments:** [Salary Administration Plan revision](#)

**This item was pulled from the agenda.**

**RES-12:216**

A RESOLUTION APPROVING THE REVISED FY 2012-2016 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED PLAN TO INCLUDE A NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) DESIGNATION FOR THE NORTH JONESBORO NEIGHBORHOOD INITIATIVE

**Sponsors:** Grants

**Attachments:** [2012-2016 Consolidated Plan Revised Nov 2012](#)

*Ms. Clements stated the City is required to submit a consolidated plan every 5 years to HUD, which was done last year but since there were changes to how the City will spend the North Jonesboro funds the City is having to revise the plan. She added one of the changes is adding a Neighborhood Revitalization Strategy Area (NRSA) status to the consolidated plan for the North Jonesboro Initiative plan and the status will allow the City to spend the funds with fewer restrictions.*

*Councilman John Street asked if Councilman Charles Coleman is ok with the plan. Dr. Coleman answered yes.*

**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:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

*Ordinances To Be Introduced*

**ORD-12:064**

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF DIGITAL CAR CAMERA SYSTEMS FOR THE POLICE DEPARTMENT FLEET; AND TO DECLARE AN EMERGENCY TO EXPEDITE THE PURCHASE OF THE EQUIPMENT IN ORDER TO HAVE THE NEWLY ORDERED POLICE CARS ON CITY STREETS AS SOON AS POSSIBLE

**Sponsors:** Finance

*Chief Financial Officer Ben Barylske explained the City removed 10 police cars from the 2013 budget and added them to this year's budget. He added the City has the funds for the cars in revenue and expenses, but since he was unable to balance the 2013 budget some items had to be removed. He noted there is only one regional supplier for this equipment and the equipment will go on the 10 cars that will be purchased this year. He noted the IT Department has already ordered the computers for the police cars.*

*Councilman Darrel Dover asked what the new cars will be. Mr. Barylske answered they will be the new Ford Taurus. Councilman Dover then inquired if they will be patrol cars. Mayor Perrin answered the cars will be on the patrol division. He added the budget only shows that the City is buying 2 cars in 2013, but 10 are being bought in 2012. He then stated the cameras will cost \$348,000.*

*Discussion was held concerning the new computers.*

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

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

2013 Budget

*Chairwoman Ann Williams asked if the Mayor had received any questions concerning the budget. Mayor Perrin answered no. He added the coversheet in the budget did not state that there will be a 2% COLA for the city employees. He also added it did not explain that Blue Cross Blue Shield's premium went up 2% and the employees will not have to pay the increase because the City will absorb the cost. He added BCBS came in with a higher rate, but the City was able to negotiate the cost.*

*Discussion was held concerning the price of the BCBS coverage.*

*Mayor Perrin stated the budget is good, but remains tight. He noted one of the changes concerns the LOPFI plan due to the State changing the law and the City also increased the monthly payout to the old plan by \$700 a month.*

*Councilman Fears asked for some details concerning the new administrative positions. Mayor Perrin answered one is for an additional HVAC person, one administrative person will be in the Mayor's Office, one will help out Keith Sanders in the Building and Maintenance Department and the other will be in the Inspections Department because Code Enforcement is going to be back under the Police*

Department as of tomorrow. He further explained the City will be hiring 3 new police officers, which could cost between \$85,000 to \$100,000 for each new officer and that will include uniforms and cars. Mr. Barylske stated the salaries for the crime analyst and her assistant will be paid by the City because they will no longer be paid for by federal funds.

Discussion was held concerning school resource officers.

Councilman Coleman asked if Code Enforcement will be hiring additional officers. Mayor Perrin answered there is no way of knowing until Lt. Todd Nelson, who will be over Code Enforcement, can get things set up and train the people on the Quality of Life program. He noted Code Enforcement will be located at Parker Park.

Councilman Coleman stated he believes Code Enforcement does not have enough officers for the amount of area they have to cover. Mayor Perrin explained Code Enforcement was understaffed by 1 to 2 people in the previous year, but in 2013 they will be fully staffed.

Councilman Fears questioned if all the department heads are happy with their budgets. Mayor Perrin answered he has not received any complaints. Mr. Barylske explained he believes a lot of the department heads don't know about all the cuts that had to be made due to the requests costing more than what the City is bringing in. He added he explained to the department heads the City will look at the funds in June or July and if the funds look good then additional projects could happen. He noted in order for the cost of living increase to be included and also to balance the budget they had to cut some of the requests.

City Clerk Donna Jackson explained she was happy with her budget because she got most of what she requested with the exception of the software for Legistar. She added she was told that the software may come out of Capital Improvements. Mr. Barylske stated that is correct and it may happen next year. Ms. Jackson then stated this software would allow for the City Clerk's Office to link the minutes to the video. She noted Legistar is already setup with the ability to do that, but the \$7,000 cost will also allow for iPads. Mayor Perrin stated he will look at the software. Mayor Perrin explained the new Council chambers will have a recording device, which will allow the City Clerk to be able to record all meetings. He noted the City will also have someone recording the meetings with video recording equipment.

Councilman Fears asked if the software would not come out of the IT budget. Ms. Jackson stated this is an additional suite to Legistar. Mayor Perrin noted he will review it.

Mayor Perrin explained if the City purchases the Army Reserve Center it will cost \$1.2 million to get the building in shape so the Patrol Division can move into it.

Mayor Perrin also discussed the \$10.5 million loan. Mr. Barylske explained the amount of the first payment will depend on how much the City borrows against it. He noted he anticipates borrowing \$4.9 million at the end of December and the balance of the loan will be borrowed against in March of 2013. He noted the payment should be approximately \$2.75 million in April, 2013.

Councilman Dover asked if the City is obligated to draw down all of the funds in that loan. Mayor Perrin answered no and the City will probably not draw all the money. Mr. Barylske noted he is drawing the money out to balance the Capital Improvement funds.

*Councilman Dover asked if the City does buy the Army Reserve Building how long the renovations will take. Mayor Perrin answered it will cost approximately \$250,000 to \$300,000 to convert the HVAC to all electric, but the City could move into the building within 90 to 120 days. Discussion was then held concerning what the building will contain.*

*Councilman Fears asked when the City should know if they got the building. Mayor Perrin answered the City advertised in this past Sunday's paper so anyone who wants to apply for the building will have 21 days to do so. Discussion was then held concerning what the process will be for getting the building. Councilman Dover stated it will be around June, 2013, before the City could move in. Mayor Perrin agreed.*

#### Discussion concerning various traffic signals

*Chairwoman Williams asked for a status update concerning a light near the Marion Berry Parkway. Mayor Perrin stated the Highway Department is doing a traffic study on Aggie Road and Marion Berry Parkway to see if a traffic light should be placed there.*

*He noted the City will be putting up the Clinton School Road stop light next year. He added he will be meeting with someone concerning the study for Southwest Drive so some of the money can be used to extend Parker Road.*

*Councilman Street asked for a status update on the Darr Hill Road light. Mayor Perrin answered it has been approved. Councilman Street then inquired when construction will begin. Mayor Perrin answered the planning and design will happen in 2013 and the light should be installed in 2014.*

#### Eastern Bypass

*Councilman Fears asked for a status update on the Eastern Bypass. Mayor Perrin answered he will deliver a sketch drawing to the Highway Department tomorrow and discuss how to get a cost estimate for this project. He added he would like for a cost estimate for an overpass at CR 702.*

*Councilman Fears stated he does not believe the traffic on Stadium will be relieved until all the people going towards Greene County can get away from Stadium.*

*Mr. Barylske noted the City will receive \$350,000 for next year and \$1 million in 2014 in state turnback funds, which will be put back into the Street Fund.*

#### Discussion concerning ORD-12:062

*JETS Director Steve Ewart explained he thought ORD-12:062 was suppose to be on the agenda. Ms. Jackson explained it missed the deadline to make the agenda and there were some questions concerning how it was put into Legistar.*

*Councilman Dover suggested a special Finance meeting be held on December 4, 2012, at 6:20 p.m. for this item.*

#### **4. Pending Items**

#### **5. Other Business**

**6. Public Comments**

**7. Adjournment**

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

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman