



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes - Draft Finance & Administration Council Committee

Tuesday, October 13, 2009

4:00 PM

Huntington Building

1. Call To Order

Mayor Perrin was also in attendance. Councilman Mikel Fears arrived at the meeting at 4:20 p.m.

Present 5 - Ann Williams; Jim Hargis; John Street; Darrel Dover and Mikel Fears

2. Approval of minutes

MIN-09:097 Minutes for the Finance Committee meeting on September 8, 2009.

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilman Jim Hargis, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

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

Absent: 1 - Mikel Fears

MIN-09:098 Minutes for the special called Finance Committee meeting on September 15, 2009.

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilman Jim Hargis, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

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

Absent: 1 - Mikel Fears

3. New Business

Ordinances To Be Introduced

ORD-09:072 AN ORDINANCE TO AMEND THE 2009 BUDGET TO APPROPRIATE FUNDS FOR THE 2009 COPS HIRING RECOVERY PROGRAM GRANT IN THE FEDERAL FUNDS FUND AND DECLARING AN EMERGENCY

Sponsors: Mayor's Office

A motion was made by Councilman Jim Hargis, seconded by Councilman John

Street, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

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

Absent: 1 - Mikel Fears

ORD-09:073 AN ORDINANCE TO AMEND THE 2009 BUDGET TO APPROPRIATE FUNDS FOR THE 2009 INTERNET CRIMES AGAINST CHILDREN GRANT IN THE FEDERAL FUNDS FUND AN DECLARING AN EMERGENCY

Sponsors: Mayor's Office

A motion was made by Councilman John Street, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

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

Absent: 1 - Mikel Fears

ORD-09:075 AN ORDINANCE TO AMEND THE 2009 ANNUAL BUDGET AND THE CITY PAY PLAN FOR THE CITY OF JONESBORO FOR THE POSITION OF PAYROLL AND ACCOUNTING SPECIALISTS/BUDGET COORDINATOR AND DECLARING AN EMERGENCY

Sponsors: Finance and Human Resources

Attachments: [FIN10 Payroll and Accounting specialist budget coordinator](#)
[FIN10 Payroll and Accounting specialist budget coordinator - PDF](#)

Councilman Hargis inquired if this is a new position. Finance Director Jim Barksdale explained this was proposed last year due to additional duties being added to the positions. He added the City does not have a backup to the payroll clerk. He stated Ms. Teresa Shaver has had additional duties added to her position such as payroll and budget administration.

Councilman Hargis asked again if this is a new position. Mr. Barksdale answered no. Councilman Hargis stated the way the position is being presented makes it look like a new position. Mr. Barksdale explained due to the effect it has on the pay plan the City is required to reclassify or reevaluate the position, which requires the City Council's approval.

Human Resources Director Gloria Roark explained the City created a new title due to the additional duties being added to the Budget Coordinator. She added the City shows this as an additional person, but the City has no intention of hiring additional staff due to the position being filled internally. She noted no one currently has this new title.

Mr. Barksdale explained the person who will fill this position has been doing the duties for the past year.

Councilman Street inquired if Mayor Perrin was ok with this ordinance. Mayor Perrin answered yes.

A motion was made by Councilman John Street, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

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

Absent: 1 - Mikel Fears

ORD-09:077 AN ORDINANCE TO AMEND THE 2009 BUDGET TO APPROPRIATE FUNDS IN THE AMOUNT OF \$2245.00 FOR EXPENDITURES RELATED TO THE 2008 INTERNET CRIMES AGAINST CHILDREN GRANT PROGRAM IN THE FEDERAL FUNDS FUND AND DECLARING AN EMERGENCY

Sponsors: Mayor's Office

Attachments: [Budget Adjustment 09-28-09 Grants Fund](#)

Councilman Hargis asked if this ordinance is related to the 2009 Internet Crimes Against Children's grant. Grants Administrator Tony Thomas answered no, because the previous approved grant was for 2009 and this is for the 2008 grant. He added the City received some equipment late, which caused some of the 2008 funds to be spent in 2009. He stated this ordinance is for the clean-up of the funds and the City has already been reimbursed for these funds.

A motion was made by Councilman Jim Hargis, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

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

Absent: 1 - Mikel Fears

ORD-09:078 AN ORDINANCE TO AMEND THE 2009 BUDGET TO APPROPRIATE FUNDS FOR THE ICE STORM RECOVERY GRANT PROGRAM FROM THE ARKANSAS FORESTRY COMMISSION AND DECLARING AN EMERGENCY

Sponsors: Mayor's Office and Parks & Recreation

Attachments: [Agreement](#)

Parks Director Jason Wilkie explained the City received the funds from the State of Arkansas for ice storm damage. He added the City received the full amount of the grant, which was \$161,915 because no other towns applied for the grant. He stated \$121,000 will be used for pruning of the trees in the parks, cemeteries and at public offices that were damaged in the ice storm. He added the rest of the funds will go towards planting trees at the parks and the retention ponds.

Councilman Hargis inquired if the \$41,583 is the portion the City has to match. Mr. Wilkie answered yes, but the City will be reimbursed for 100% of the \$41,583. Mr. Thomas explained the State of Arkansas is handling the contract for the pruning, which requires no outlay from the City. He added the Grants Department is only requesting appropriation for the \$41,583 because that is the amount the City will file for reimbursement. He stated the City will spend the money this year, but may not receive the reimbursement until 2010.

A motion was made by Councilman Jim Hargis, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 4 - Jim Hargis;John Street;Darrel Dover and Mikel Fears

Resolutions To Be Introduced

RES-09:141 A RESOLUTION TO ACCEPT THE RECOMMENDATIONS OF THE FINANCE AND ADMINISTRATION COMMITTEE OF THE CITY COUNCIL REGARDING PROVIDERS OF SERVICES FOR THE NON-UNIFORM PENSION PLAN FOR THE EMPLOYEES OF THE CITY OF JONESBORO

Sponsors: Finance

Assistant City Accountant Jim Eagan explained this resolution is ratifying the Finance Committee's recommendations for the management and advisory services. He added the City has received a sample contract from the actuarial service. He noted they are talking with Stephens Group concerning the investment advisory portion. He also added the City has received RFPs for the investment management services.

Mr. Barksdale questioned if Stephens Group has submitted their RFPs for the investment management services. Mr. Eagan answered the City has not received the Stephens Group RFP. He added Stephens Group stated they prepared a RFP, but no one can seem to locate it. He noted Stephens Group is currently searching for the RFP.

Councilman Hargis asked if Stephens Group responded to the RFPs for investment management services. Mr. Eagan answered no, but they did respond to the RFPs for investment advisory services.

Councilman Hargis inquired how many RFPs for investment management services were received. Mr. Eagan answered the City has two in hand and they are still looking for Stephens Group RFP. He explained he should have received Stephens Group RFP no later than today, which is past the deadline. He added he is currently working with Purchasing Agent Steve Kent on how the City's purchasing policy handles missing RFPs.

Councilman Hargis inquired if the duties need to be separated. Mr. Eagan explained the duties need to be separated in order for the City to show the segregation of duties and to fulfill their fiduciary role. He added Stephens Group has responded to both the management and advisory RFPs. He stated Stephens Group has two different departments that will be able to keep the duties separated. He explained Principal Group does not segregate duties and all contracts are insurance-type contracts, which limits the City on what can be done with the funds.

Mr. Eagan discussed the asset allocation review process by Principal Group. He noted Principal Group only reviews the asset allocation two times a year instead of the four times a year other managers do.

A motion was made by Councilman John Street, seconded by Councilman Jim Hargis, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 4 - Jim Hargis;John Street;Darrel Dover and Mikel Fears

RES-09:151 RESOLUTION RATIFYING PREVIOUS ACTS OF MAYOR HUBERT BRODELL AUTHORIZING LEASE OF FIVE (5) ACRES FROM ARKANSAS STATE UNIVERSITY

Sponsors: Mayor's Office

Mayor Perrin explained he has no knowledge of this resolution. Chairwoman Williams asked if this resolution needs to be pulled. Mayor Perrin answered yes.

This Resolution was Tabled.

RES-09:153

A RESOLUTION FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH WASTE REDUCTION TECHNOLOGIES, LLC (WRT) FOR PURCHASE OF A WASTE INCINERATOR

Sponsors: Mayor's Office

Attachments: [Contract for Waste Incinerator](#)

Councilman Hargis explained he is not satisfied with the information being provided concerning the incinerator.

Councilman Street stated buying the incinerator was discussed during Mayor Brodell's administration, but was never purchased due to the City owning their own landfill. He added Sanitation Director Royce Leonard supports the purchase of the incinerator.

Councilman Street explained the estimated time the incinerator will run a year is approximately 70 to 75 days due to the amount of debris that will be burned.

City Engineer Craig Light stated the City does not have a composting facility they can take the debris to in Jonesboro. He added the City currently receives between 12,000 to 15,000 tons of trash and yard waste per year. He further added the City is asking for the incinerator to be permitted to burn 168 tons per day.

Councilman Hargis suggested a presentation be made to Council concerning the incinerator.

Mayor Perrin explained the City has a pile of debris at the landfill that could get the City fined by the ADEQ. He noted he has spoke with ADEQ concerning the debris issue. He stated the City has contacted Legacy Landfill concerning a having a composting facility. He added starting the composting facility would cost the City approximately \$1.5 million and an additional \$458,000 a year to run it. He noted the City added a clause in the contract that no money will be paid for the incinerator until the City receives a Title 5 permit from ADEQ. He added the document will be hand delivered to ADEQ next week.

Mayor Perrin discussed what will be allowed to burn in the incinerator. He noted regular household trash will not be allowed to be burned.

Mayor Perrin stated the incinerator will be located at Dan Avenue and Lacy Drive. He explained based on Councilman Hargis' questions concerning the incinerator he will have City Attorney Phillip Crego review the contract again.

Discussion was held concerning payment for the incinerator.

Mayor Perrin explained he will sign the contract only after he receives the Title 5 permit.

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

Aye: 4 - Jim Hargis;John Street;Darrel Dover and Mikel Fears

4. Pending Items

5. Other Business

COM-09:136

A recommendation on the proposal of new fees from the Revenue Enhancement Committee.

Sponsors: Mayor's Office

Attachments: [Summary](#)
[Animal Control](#)
[Cemetery](#)
[Finance - Privilege License Fees](#)
[Engineering](#)
[Inspections](#)
[Inspection Fee Calculation Sheet](#)
[JETS](#)
[Parks](#)
[Planning](#)
[Streets](#)

Mayor Perrin commended all the departments heads for their work concerning the permit and privilege fees. He explained the City's fee structure is behind other cities of the same size. He added he meet with all but one Council member today and the only issue with the fees concerned the privilege license fees in the Collector's part of the report. He noted he is removing the privilege license fees from the report, which totals \$96,000. He added the amount in the report will be calculated into the 2010 budget.

Councilman Hargis inquired if the fee raise will make the City competitive with other cities. Mayor Perrin answered the City will still be below other cities due to the City gradually increasing the fees. He added in a few years the City will look at raising the fees again.

Mayor Perrin stated Mr. Wilkie has a PowerPoint presentation concerning the fee increase, which will be shown to the homebuilders and other businesses. He added he will continue to meet with the homebuilders on a quarterly basis to discuss the fees.

Chairwoman Williams asked if any action needs to be taken concerning this matter. Mayor Perrin answered no, but there will be different ordinances that will need to be amended due to the fees being increased.

Mayor Perrin explained some of the fees were increased and others are new fees. He added the new fees are for services the City has been providing for free.

This item was Read.

COM-09:137

Financial reports

Sponsors: Finance

Attachments: [Sep-09 Alcohol Monthly Tax](#)
[Sep-09 Motel Tax Report](#)
[Sep-09 Review of Interest Earnings](#)
[CC-Jonesboro Public Library YE 12-31-2008](#)
[Revenue Bond Information](#)
[Sales Tax History with Projected 2009](#)
[Sep-09 Audit Update Info](#)
[Sep-09 Budget Adjustment Summary](#)
[Sep-09 Budget Report Summary by Department Fund](#)
[Sep-09 Budget Adjustment Monthly DETAIL](#)
[Sep-09 Cash Balances EOM](#)
[Sep-09 Fixed Asset Report](#)
[Sep-09 Receipts, Disbursements & Changes in Fund Balances - SUMMARY](#)
[Sep-09 Receipts, Disbursements & Changes in Fund Balances YTD](#)
[Sep-09 Sales Tax Revenue](#)
[Sep-09 State Turnback](#)
[Sep-09 JETS Cash Control Audit](#)
[Sep-09 Deposit Collateralization Report](#)

Mr. Barksdale explained the Jonesboro Public Library financial reports will be available to review online.

Councilman Hargis asked where the audits could be found for review. Mr. Barksdale answered once the audits are finished he will present them to the Finance Committee.

Mayor Perrin stated he anticipates the legislative audit will hold the exit interview this week. He added he will provide the exit interview report to the Finance Committee once he receives it. He noted he anticipates the audit to be better than 2007, but it could have some deficiencies.

Mr. Eagan explained they hoped to provide a full report concerning the bank reconciliations by the second monthly Council meeting. He added he is currently putting a composite report together that will have the detail required by state code. He noted the report is required to be presented to Council each month.

He explained the Finance Department is currently working on the reconciliation of all the accounts and checking those balances in Springbrook. He added he believes all the accounts can be reconciled to Springbrook.

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: 4 - Jim Hargis;John Street;Darrel Dover and Mikel Fears