



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, July 26, 2011

4:00 PM

Huntington Building

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### 1. Call To Order

*Mayor Perrin was also in attendance.*

**Present** 4 - Ann Williams; John Street; Darrel Dover and Charles Coleman

**Absent** 1 - Mikel Fears

### 2. Approval of minutes

**MIN-11:051** Minutes for the Finance Committee meeting on June 14, 2011.

**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:** 3 - John Street; Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

**MIN-11:055** Minutes for the special called Finance Committee meeting on July 5, 2011.

**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:** 3 - John Street; Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

### 3. New Business

*Ordinances To Be Introduced*

**ORD-11:056** AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A COMMUNICATIONS OFFICER TO THE MAYORS DEPARTMENT

**Sponsors:** Mayor's Office and Human Resources

**Attachments:** [Communications Officer](#)

*Human Resources Director Gloria Roark explained this is really just a change in position and will not result in an increase in the budget. Mayor Perrin added the person is already an employee in the Information Systems Department, so this will be a lateral move into Administration. He further explained Mr. Jack Turner will still be over Springbrook, but with the increase in public relations there was a need to add this position to the Administration. Councilman Dover clarified this is not a new position; rather, it's just a move from one department to another. Mayor Perrin stated the Communications Officer is new because there is not a position like that currently in the City. He discussed some of the projects Mr. Turner will be working on. Councilman Coleman stated he thinks the lateral move is good and that the position will help information to go through a channel before hitting the media so it will prevent other departments from not knowing what is going on in the City.*

**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 Charles Coleman

**Absent:** 1 - Mikel Fears

#### *Resolutions To Be Introduced*

**RES-11:123**

RESOLUTION TO ADOPT A SUPPLEMENTAL SUBSTANCE ABUSE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE ("CDL")

**Sponsors:** Human Resources and Finance

**Attachments:** [DOT SUBSTANCE ABUSE POLICY FOR CDL DRIVERS](#)

*Ms. Roark stated they are taking the policy out of the handbook and making it a separate policy due to it being so stringent by the Department of Transportation. She added JETS already has a policy and this is the same at the JETS policy.*

**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:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears

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

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

RFPs for investment advisor

*Chief Financial Officer Ben Barylske explained they have received and opened the*

*bids for an investment advisor for the non-uniform pension plan. He further explained due to the length of the documents and amount of supporting information, they decided to put the information in a spreadsheet and discuss it at the next meeting. He added they received seven bids. Discussion was held regarding who submitted bids. Councilman Dover asked that an employee representative be present when discussing the investment advisor to ensure the employees are involved in the process.*

*Chairwoman Williams questioned whether there is a meeting schedule to discuss the RFP's. Mayor Perrin stated they first need to compile the information in a spreadsheet and then go from there. He added they will also be looking at what extent the employees will be adding to the plan, how the investments will be handled, etc. He explained he would like Employee Representative Chairman Larry Jackson and any other interested employees to attend the next Finance Committee meeting on August 9th, which is when the committee will be discussing the plan. Mayor Perrin discussed further questions he has concerning the plan. He added the August 9th meeting may need to be held at a different location so they can discuss everything without worrying about the MAPC meeting.*

#### Financial reports

*Councilman Street referred to recent financial reports indicating revenues are increasing. Mr. Barylske discussed the increases in taxes. Mayor Perrin also noted the hotel/motel tax has increased and that's due to increased tournaments in the area. He added there is a big tournament scheduled in the fall. Councilman Dover stated there was a state baseball tournament at Nettleton High School.*

*Chairwoman Williams asked if the annexation of the new fairgrounds site on Highway 49 north would impact the City's revenues. Mayor Perrin answered yes, due to future commercial building in the area of the old fairgrounds site on Stadium Boulevard. Discussion was then held regarding commercial development on Stadium. He stated they will need to look at the long-term infrastructure on Stadium Boulevard due to all of the commercial developing going on in that area.*

*Discussion was held regarding the O&M budget for 2011. Mr. Barylske stated the revenues and expenses are just about even, mostly due to large expenses such as workman's comp, purchasing of vehicles, etc. He added during the last part of the year they expect to come out with more in revenue than expenses.*

#### **6. Public Comments**

*Mr. Larry Jackson thanked the Finance Committee for their work with the non-uniform pension plan.*

#### **7. Adjournment**

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

**Aye:** 3 - John Street;Darrel Dover and Charles Coleman

**Absent:** 1 - Mikel Fears