



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, December 15, 2015

4:00 PM

Municipal Center

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### Special Called Meeting

#### 1. Call To Order

#### 2. Roll Call by City Clerk Donna Jackson

*Councilman Burton arrived at 4:02 p.m.*

*Mayor Perrin was also in attendance.*

**Present** 5 - John Street; Darrel Dover; Charles Coleman; Todd Burton and Rennell Woods

**Absent** 1 - Ann Williams

#### 3. New Business

##### *Ordinances To Be Introduced*

##### [ORD-15-069](#)

AN ORDINANCE FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2016, AND ENDING DECEMBER 31, 2016, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, ADOPTION OF THE EMERGENCY CLAUSE FOR THE EFFICIENT OPERATION OF CITY GOVERNMENT, AND FOR THE FINANCIAL CONTINUITY OF 2016, AND FOR OTHER PURPOSES.

**Sponsors:** Mayor's Office

**Attachments:** [2016 Budget](#)  
[Presentation from Finance Committee meeting on Dec. 15](#)

*Chief Financial Officer Suzanne Allen presented the committee with an overview of the 2016 budget and the budget process they followed. See presentation attached to the ordinance.*

*Councilman Coleman referred to Ms. Allen's comment regarding using some of the city's money in reserves to fund the salary and longevity plan the Salary/Longevity Committee is currently working on. He asked if they have an estimated amount that will be needed. Ms. Allen answered not at this time because the committee is not completely finished. Projected figures have been discussed, but nothing specific has been determined. Mayor Perrin agreed, adding in order to address the compression and longevity issues he anticipates spending at least \$1 million. Ms. Allen noted the sales tax revenue is growing with the city ending 2015 with a growth of \$850,000 to*

\$900,000. They hope the sales tax revenue continues to grow at a 2% rate each year. Councilman Coleman stated he sat in on the Johanson Group presentation and he thought they did a great job. They explained information that he had never heard before. Ms. Allen explained the areas being focused on are compression for employees 2 to 8 years since that has been identified as a problem area, longevity for those not currently receiving it and a potential increase for employees. Chairman Dover noted the committee will have their next meeting on Monday at 3:30 p.m. He invited Dr. Coleman to attend. He thinks the committee is getting close to a finished project.

Councilman Street stated Animal Control Officer Glenn McGinnis passed out some information to the committee concerning the Animal Control Department's proposed 2016 budget. He explained Sgt. Larry Rogers had requested two trucks for 2016, but was only allocated one truck. He further explained there may have been some confusion, but the department needs that extra truck due to the high mileage on the current vehicles and one truck not operating. Councilman Street proposed amending the budget to add a vehicle for the Animal Control Department. Mayor Perrin agreed, explaining he thought Sgt. Rogers had purchased one in 2015.

Chairman Dover clarified the expenditure quote in Ms. Allen's presentation did not include an increase for salaries. Ms. Allen agreed, stating it did not include the salary adjustments and will be added on when the plan is finalized.

Chairman Dover also noted the budget is a working document that can be amended if there is a need to do so.

Councilman Street stated they put \$250,000 in the 2016 budget for sidewalks. He questioned if that included grant funding such as Safe Routes to School. Mayor Perrin answered no, it does not include grant funding. Any grant funding will be added in 2016.

Councilman Burton asked if projections can be provided because currently the proposed budget just compares one budget to another. He suggested providing ten months worth of revenue for 2015 and then projections for the last two months of 2015 if the final numbers aren't available. Ms. Allen stated she has those numbers and can provide the committee with that information.

Councilman Burton then questioned the Cemetery Fund. He stated the reserve amount is pretty excessive at \$1 million. Ms. Allen explained the city passed an ordinance regarding the Cemetery Fund and only the interest would be expended, which narrows the scope of what can be spent. Mayor Perrin added the city is getting low on available plots in the cemeteries, so they may have to use some of the money in that fund to acquire additional land. Parks Director Wixson Huffstetler agreed, saying the city's inventory is getting small. But, they would like to be able to use that money on equipment purchases in emergency situations. He suggested looking at the ordinance in order to allow the Parks Department to also use the interest or possibly the principal in order to purchase equipment in emergency situations instead of having to use General Fund monies.

Councilman Street motioned, seconded by Councilman Coleman, to amend the proposed 2016 budget to include two trucks for the Animal Control Department instead of just one. All voted aye. Mayor Perrin noted they will go with the state bid price.

Ms. Allen stated she will provide Councilman Burton with a copy of the Cemetery Fund ordinance so the committee can review it in the future. Chairman Dover added

*they can discuss it at the next Finance Committee meeting.*

*Mayor Perrin thanked Ms. Allen for her work on the 2016 budget. He also thanked the department heads and noted he couldn't find a better crew to work with.*

*Chairman Dover asked if the ordinance would need to be walked on to tonight's City Council meeting or if it can wait. Mayor Perrin answered he would like to read it once tonight and hold it until January. Even though the Council members have had the budgets since November, he would rather wait and read the ordinance on two different nights. Ms. Allen noted that adjustments may also need to be made to the budget to allow for the salary/longevity plan once it's finalized and the I.T. audit plan. Mayor Perrin agreed, adding the city has held back on some of the issues such as longevity and compression over the years, so it will cost the city money to catch up.*

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

**Aye:** 4 - John Street;Charles Coleman;Todd Burton and Rennell Woods

**Absent:** 1 - Ann Williams

#### *Resolutions To Be Introduced*

#### **RES-15:174**

A RESOLUTION TO ENTER INTO CONTRACT WITH ROY OCKERT FOR COMMUNICATIONS SERVICES FOR THE THE MAYOR'S OFFICE

**Sponsors:** Mayor's Office

**Attachments:** [Roy Ockert Contract](#)

*Mayor Perrin explained he would like to hire Mr. Ockert as a contract employee to replace Communications Director Fritz Gisler who recently left the city. The rate will be less than the budgeted figure and will be for 60 days. That will give him time to conduct interviews for the position.*

*Chairman Dover asked if the resolution needed to be walked on to tonight's City Council meeting. Mayor Perrin answered yes.*

**A motion was made by Councilman John Street, seconded by Councilman Rennell Woods, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 4 - John Street;Charles Coleman;Todd Burton and Rennell Woods

**Absent:** 1 - Ann Williams

#### **RES-15:175**

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH SAGELY SOLUTIONS, LLC FOR GRANTS CONSULTING

**Sponsors:** Mayor's Office

**Attachments:** [Sagely Jonesboro 2016](#)

*Mayor Perrin discussed Mr. Sagely and noted this is just an extension of the contract they have with Mr. Sagely from earlier this year. He provided the committee with a report concerning Mr. Sagely. See the report attached to the resolution. Councilman Street asked if it was the same dollar amount and if the city could get out of the*

*contract if needed. Mayor Perrin stated it was the same dollar amount and the contract can be broken at any time. Ms. Allen added they are setting up a day and time for weekly meetings with Mr. Sagely via a 1-800 number. She will provide the committee with the number once it's set up, so the committee members can be a part of the meetings if they would like.*

*Councilman Street asked if the resolution needs to be walked on to tonight's City Council meeting. Mayor Perrin answered yes. He noted the money is already in the budget.*

**A motion was made by Councilman John Street, seconded by Councilman Rennell Woods, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 4 - John Street;Charles Coleman;Todd Burton and Rennell Woods

**Absent:** 1 - Ann Williams

#### **4. Adjournment**

**A motion was made by Councilman Rennell Woods, seconded by Councilman Charles Coleman, that this meeting be Adjourned . The motion PASSED with the following vote.**

**Aye:** 4 - John Street;Charles Coleman;Todd Burton and Rennell Woods

**Absent:** 1 - Ann Williams