



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, September 27, 2011

4:00 PM

Huntington Building

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-11:074 Minutes for the Finance Committee meeting on August 23, 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-11:078 Minutes for the special called Finance Committee meeting on September 6, 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-11:068 AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET FOR THE CITY OF JONESBORO TO ADD AN ADDITIONAL GRANTS PROJECT COORDINATOR TO THE GRANTS DEPARTMENT

Sponsors: Grants and Human Resources

Attachments: [CDBG or GRANTS Project Coord](#)

Chief Financial Officer Ben Barylske explained they would like to swap employees between Grants and JETS in order to give Grants some help. He further explained they are looking at promoting a part-time person into a full-time job. The Grants Coordinator position will help Grants Administrator Heather Clements.

Councilman Dover questioned if this position is similar to the coordinator position that was approved earlier this year. Mr. Barylske answered yes, that position was made when the CDBG Department was restructured because they went from three people down to two. He added they are doing the same thing with Grants and JETS.

Mayor Perrin noted they feel they are putting people in the right place. The person who is in JETS right now is already assisting Ms. Clements, so they would like to move her to Grants.

A motion was made by Councilman Darrel Dover, 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

ORD-11:072 AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A TRANSPORTATION OPTIONS COORDINATOR TO THE JETS DEPARTMENT

Sponsors: JETS and Human Resources

Attachments: [Transportation Options Coordinator](#)

A motion was made by Councilman Darrel Dover, 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

ORD-11:073 AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET TO ADD A PARATRANSIT COORDINATOR TO THE JETS DEPARTMENT

Sponsors: JETS and Human Resources

Attachments: [Paratransit Coordinator](#)

A motion was made by Councilman Darrel Dover, 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

Resolutions To Be Introduced

RES-11:167 RESOLUTION APPROVING AN AMENDMENT TO THE PRINCIPAL GROUP ANNUITY CONTRACT

Sponsors: Finance

Attachments: [Principal Amendment](#)

Mr. Barylske explained they periodically get attachments regarding changes from Principal concerning the money that is still there. They would like to include separate accounts that are investments that perform better during inflationary periods. Mr. Jeremiah Wood from Friday Eldredge and Clark has indicated to Mr. Barylske that the proposed changes should be approved and it will not affect or hurt the City's ability to get out of the plan. The proposed changes will put the City's money into 25 different investments as opposed to 5.

Discussion was held concerning the money that is with Principal. Mr. Barylske stated the money in the plan grew by about \$500,000 during the first four months of the year, but in the last four months assets have dropped. He spoke with Principal concerning the drop in assets and asked what they intend to do about it, which is how the proposed changes to the plan came about.

A motion was made by Councilman Darrel Dover, 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

Non-uniform pension plan

Councilman Dover questioned whether Employee Representative Chairman Larry Jackson has been able to speak with the Employee Representative Committee concerning the two proposed companies to take care of the non-uniform pension plan. Mr. Jackson stated the companies are good, but the Employee Representative Committee chose First Security Bank over Stephens. He noted the percentage of guarantee was an area of concern. Mayor Perrin explained both companies have a guaranteed account with First Security being at 2% and Stephens being at 3%. Mr. Jackson added the employees liked First Security since it is a local bank, but there was concern over the 2% and 3%.

Mayor Perrin stated they hope to have something in place by mid-October. They are still looking at how much the City can contribute to the plan. Councilman Dover then questioned whether the committee will be making the decision or if the decision should be forwarded to the full City Council. Mayor Perrin answered in the past the committee has made a recommendation to the City Council.

Discussion was held concerning a decision regarding the non-uniform pension plan. Mayor Perrin discussed educating the employees and noted there are 220 non-uniform employees that will need to be educated concerning the plan.

Councilman Street asked if newly hired employees will be educated by the company or by the City. It was explained the company will not be sending a representative to educate each new hire; rather, it will be the City's responsibility to educate newly hired employees.

Councilman Dover motioned, seconded by Councilman Coleman, to go with the recommendation of the Employee Representative Committee and choose First Security Bank for the non-uniform pension plan. All voted aye.

Councilman Dover recommended putting information together for the full Council to let them know about the process of selecting First Security.

Mr. Jackson noted not all of the employees approved the decision to go with First Security, but the Employee Representative Committee itself approved First Security.

Councilman Street asked for Mr. Barylske to contact First Security and clarify the company's role in educating new hires. Chairwoman Williams noted the Council passed a resolution allowing the Finance Committee to make the decision as to how often the investments will be reviewed and the committee chose to review the investments with the company every quarter. Mayor Perrin added the company can visit to review investments and to educate new hires at the same time.

5. Other Business

6. Public Comments

7. Adjournment

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

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

Absent: 1 - Mikel Fears