



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 3, 2017

4:45 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and David McClain

Absent 1 - Joe Hafner

3. Approval of minutes

[MIN-16:150](#)

Minutes for the Finance Committee meeting on December 13, 2016

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Charles Coleman and David McClain

Absent: 1 - Joe Hafner

[MIN-16:152](#)

Minutes for the Special Called Finance & Administration Committee Meeting on December 20, 2016

Attachments: [Minutes](#)

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Charles Coleman and David McClain

Absent: 1 - Joe Hafner

4. New Business

Councilman John Street asked Chairman Darrel Dover about the bylaws and the first item of business would be to elect new officers. Chairman Dover stated that he had this discussion with City Clerk Donna Jackson. He asked if it was legally the first

meeting or a carryover from last month. City Clerk Donna Jackson stated that technically this meeting is a special called meeting finishing up business from last year since there wasn't a quorum at the last meeting. Chairman Dover stated that next Tuesday will be the first official meeting of the Finance Committee for the new year in which we will elect a new chairman.

Ordinances To Be Introduced

ORD-16:086

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE A CONTRACT WITH USABLE TO PROVIDE INSURANCE COVERAGE FOR CITY EMPLOYEES FOR 2017

Attachments: [City of Jonesboro Amendment USABLE.pdf](#)
[USABLE.pdf](#)

Human Resources Director Dewayne Douglas came to the podium to speak about the USABLE Life Insurance Policy agreement for city employees. He said that the City has been with USABLE for a while and they are not changing anything. It is a \$10,000 life insurance policy that we currently have with them that has a \$10,000 accident rider on it as well. It is \$1.80 per month for that \$10,000 per employee. The City pays a portion and the employee pays a portion.

Chairman Dover asked if this was a renewal of an existing contract and if there were any changes. Mr. Douglas said yes it is a renewal and no there are not any changes. Chairman Dover asked if this was basically a formality. Mr. Douglas said yes. The contract ended 12/31/16 and needed to be renewed. Councilman Street asked if it needed to be walk on to council this evening. Chairman Dover said yes.

Councilman Street moved, seconded by Councilwoman Ann Williams to forward to full council and to walk it onto tonight's council agenda. All voted aye.

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

Aye: 4 - Ann Williams; John Street; Charles Coleman and David McClain

Absent: 1 - Joe Hafner

5. Pending Items

6. Other Business

COM-16:114

Discussion regarding elected officials salaries

Attachments: [Elected Officials Salary Survey.pdf](#)

Chairman Dover stated that he had asked Chief Financial Officer Suzanne Allen to get with the Johansen Group to come up with an Elected Officials Salary Survey. He said there would be no action tonight, but he wanted the committee to look at it and come back next week to discuss it at length and decide to make any recommendations. Councilman Coleman asked if it was a comparable study to cities similar to ours. Chairman Dover said that the same cities were used that were also used for the other city employees. He said he wanted to make sure that we were

comparing apples to apples. He said this is your chance to look at it and ask questions or come back next week for some discussion.

CFO Suzanne Allen said that it is fairly self-explanatory, but the column to the far left is the same repetitive salary for our positions here in Jonesboro. If you notice, they are blocked off. For example, on Fayetteville, it gives the mean salary of Fayetteville which would be one since there is only one person in that position. It compares the dollar difference with Jonesboro of each position and a percent variance. At the end of the page on the far right, is the range recommendations. It states that the Mid-point was established by taking the average survey salaries and adding a market adjustment of 3% and rounding to the next hundred. The Mid-Point represents the market average. Ms. Allen stated that if you look it over and have any questions, please give her a call and she will be glad to answer any questions. If I can't answer it, I will speak with Johansen and get an answer for you.

Councilman David McClain asked what the cost would be if we were to move this forward. Chairman Dover stated that it would depend upon what the Finance Committee recommends to the full council as far as the percentage that you would give. He said we have a computer system that would give us that information in no time.

Chairman Dover stated he wanted to get this information out so that the committee could look at it. It basically gives us an idea of how we compare with other cities elected officials just like we did for the other non-elected employees. He asked Ms. Allen to give the other council members a copy of it at tonight's meeting.

Councilman McClain asked if the committee has an idea of what city they would get close to. Chairman Dover stated he didn't think they would be trying to get close to a city. He said we want to look at where we compare average wise. He said that is a decision that the committee must make as to where we want to be in that range. All this is doing is giving us some factual data on where we stand. We have to decide where do we want our elected officials to fit within that salary range. He said there is no preconceived idea of where we need to be. The discussion will take care of that. On the other city employees, we raised an average of 6%. Ms. Allen stated that we raised them 6% and gave credit for the number of years of service. All of the minimum, mid-point, and maximum were raised 6%.

Councilman McClain asked if we were looking at doing something similar. Ms. Allen stated that this is the first information that we have looked at so there has not been any discussion about what the council might want to do moving forward. We hope that it doesn't drag on for as long as it did for the rest of the city. Chairman Dover said that we are looking at the Mayor, City Clerk, City Attorney, and the City Council.

Councilman Coleman asked if we were going to drag this on another five years or are we going to do this in a month or two months. He asked if the committee needed to set a date on getting this done. Chairman Dover stated he hoped that by next Tuesday, we could discuss this and come up with a recommendation to forward to the full council. He asked City Clerk Donna Jackson if they could draft an ordinance and leave the numbers out. Ms. Jackson said that she would have an ordinance prepared to amend the budget. Ms. Allen said that she can have an ordinance prepared with a blank and put it in right after the Finance Committee meeting for a walk on. Chairman Dover said it wouldn't be a walk on because it would be for the Council Meeting on the Tuesday after next.

Chairman Dover said that if the committee can come to a conclusion by next Tuesday, have the blank ordinance, fill it in, and then forward it to the full council the

next Tuesday. Councilman Coleman stated he wanted to go forward with it and not drag it out. Chairman Dover stated he hopes the committee will come to a consensus with what they recommend by next Tuesday. Ms. Allen stated she would have an ordinance ready.

Read

7. Public Comments

8. Adjournment

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

Aye: 4 - Ann Williams;John Street;Charles Coleman and David McClain

Absent: 1 - Joe Hafner