



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes

Finance & Administration Council Committee

Thursday, January 17, 2008

3:00 PM

Huntington Building

Election of a committee chair

Councilman Jim Hargis made a motion, seconded by Councilman Harold Perrin, to elect Councilwoman Ann Williams to be chair of the Finance Committee for 2008. The motion PASSED with a unanimous vote.

1. Call To Order

Ms. Misty Micenhamer from the Mayor's Office was also in attendance.

Present 6 - Darrel Dover; John Street; Harold Perrin; Ann Williams; Jim Hargis and Judy Furr

2. Approval of minutes

[MIN-08:009](#) Minutes from the December 18, 2007, special called Finance Committee meeting.

Attachments: [121807](#)

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

Aye: 5 - Darrel Dover; John Street; Ann Williams; Jim Hargis and Judy Furr

[MIN-08:010](#) Minutes from the December 20, 2007, Finance Committee meeting.

Attachments: [122007](#)

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

Aye: 5 - Darrel Dover; John Street; Harold Perrin; Jim Hargis and Judy Furr

[MIN-08:011](#) Minutes from the January 8, 2008, special called Finance Committee meeting.

Attachments: [010808](#)

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

Aye: 5 - Darrel Dover; John Street; Harold Perrin; Jim Hargis and Judy Furr

3. New Business

Resolutions To Be Introduced

RES-07:2577 A RESOLUTION TO ENTER INTO A CONTRACT WITH US ABLE TO PROVIDE A \$40,000 LIFE INSURANCE POLICY FOR ALL NON-UNIFORM EMPLOYEES VESTED IN THE DEFINED BENEFIT PENSION PLAN

Sponsors: Human Resources

Attachments: [contract](#)

Human Resources Director Gloria Roark explained the policy is for \$40,000 worth of coverage for vested non-uniformed employees. She also explained the coverage is with a new company but they did not bid it out. She further explained the last company was going to increase the rates but US Able agreed to give coverage at the old rates.

A motion was made by Councilman Darrel Dover, seconded by Councilman Harold Perrin, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 5 - Darrel Dover;John Street;Harold Perrin;Jim Hargis and Judy Furr

4. Pending Items

Discussion concerning the status of the 2008 budget

Finance Director Don Ray explained the budget is the same as it was at the last meeting because he does not feel it is his place to make changes to the budget. He stated he thinks changes should be made by the committee or the Mayor. Councilman Dover explained he asked for Finance to give them hard numbers so they know where to start 2008 with more realistic projections. Mr. Ray stated he has not been asked to amend the budget or make any cuts but he will make any changes he is asked to make. Councilman Dover questioned what they budgeted the 2008 City sales tax to be. Mr. Ray noted when the budget was prepared in June, 2007, they worked off projections. He explained for 2008 they budgeted less than what was budgeted for in 2007 but it may need to be decreased even further. Councilman Dover suggested projecting a 1% growth. Councilwoman Furr noted they might also project no growth. Councilman Perrin discussed the drainage projects. Ms. Micenhamer noted the drainage projects done in 2007 were not included in the 2007 budget. Mr. Ray added the projects were going to be part of the clean-up ordinance. Ms. Micenhamer also added fuel expenses in 2007 increased due to higher prices, not necessarily because of increased usage. Councilman Dover suggested adjusting the revenues and then discussing the expenditures. Discussion was then held regarding the Bank of America lease. Mr. Ray noted the City is now losing money on the lease. Councilman Perrin stated that's another issue they will have to address, whether to pay off the lease or not. Chairwoman Williams questioned whether the sales tax projection included the recent changes. She noted the changes went into effect this month and it may change the projections. Mr. Ray stated it was not in the budget so that will have to be factored in as well. Further discussion was held concerning decreasing the projected City sales tax revenue. Mr. Ray reiterated that he does not feel he has the authority to change the budget. Councilman Hargis questioned whether the Mayor has been meeting with Mr. Ray concerning the budget. Mr. Ray answered no. Ms. Micenhamer explained the mayor is under doctor's orders not to work. Councilwoman Furr stated they have to make sure they have information they need before discussion the budget. Mr. Ray provided information to the committee that showed expenses from everything in the General Ledger from 2005, 2006 and 2007. Ms. Micenhamer clarified they are to change revenues based on a conservative projection for growth in 2008. Councilman Dover noted he wouldn't project much growth if any. Ms.

Micenhamer stated 1% growth. Mr. Ray noted the budget shows a surplus without the lease payments. He explained if the goal is for a completely balanced budget including lease payments and the revenues are cut then that could change things. Councilman Dover stated he does not think it's realistic to have a completely balanced budget that includes lease payments. Ms. Micenhamer questioned what percentage they wanted to adjust the growth by. Councilman Dover suggested 1%. Councilman Perrin stated he wouldn't go over 1%.

Councilman Perrin motioned, seconded by Councilman Street, to hold a meeting on Thursday, January 24, at 3:00 p.m. to further discuss the budget. All voted aye. Ms. Micenhamer asked for clarification regarding capital improvements. She questioned whether all of the projected capital improvement projects for 2008 should be included in the 2008 budget. Councilman Perrin answered yes, so the committee can have a good idea how much will be spent in 2008.

Discussion regarding the holiday plan for 2008 as proposed by the Mayor's Office

Ms. Micenhamer stated the holiday plan has been reverted back to the way it was so it will stay the same.

Parks salary request

Chairwoman Williams explained the Public Services Committee approved the salary increase. Parks Director Jason Wilkie stated it will be included in the 2008 budget.

2008 salary requests for the City Attorney's Office

City Attorney Phillip Crego stated he met with Gloria and came up with new salary grades for the Assistant City Attorney and for the legal assistant in his office. He provided the committee with ordinances to increase the grades. It was noted the ordinances are not in Legistar. Chairwoman Williams questioned whether it would be included with the 2008 budget. Ms. Roark noted the grade and step were based on what the 2007 step is worth. She questioned whether the positions would also get the 3% increase. Mr. Crego answered no, because the raises are greater than the 3% increase. Ms. Roark explained she will need to look at the positions further because of that. She added she will have to look at the rest of the salary increases as well to adjust them. Ms. Micenhamer stated they can have the salary increases in the budget with the proper line item for next week's special meeting. Discussion was held concerning making changes to the budget. Mr. Ray noted making changes is not insignificant and he does not want to print out the thick budget when they know there will be more changes. Councilman Perrin suggested doing something similar as to previous years and to have the software projected on to the wall and to make changes during the discussion.

Capital Improvement transfer

Mr. Ray stated someone had to make the decision at the end of the year, so he went ahead and transferred the money. Councilwoman Furr questioned how much the transfer was. Mr. Ray stated it wasn't what was budgeted because he transferred the actual amount. Ms. Micenhamer provided Councilwoman Furr with a written specific amount, but the rest of the committee was not informed as to how much it was.

5. Other Business

Employee Representative meetings

Mr. Larry Jackson, chair of the Employee Representative Committee, introduced himself to the committee. He explained they hold a meeting the second Thursday of every month in the Mayor's Conference Room. Councilman Dover suggested to schedule each Council member to attend one meeting per year. It was asked for that to be placed on the next Council agenda so assignments can be made.

COM-07:076 Communication to determine circumstances for employees and elected officials to keep health insurance after leaving city employment.

Sponsors: Human Resources

Attachments: [Resolution suggests for health insurance](#)

Ms. Roark explained she found a 1984 resolution that discusses the criteria for city officials and employees to continue insurance coverage. She noted since the resolution was passed a state law was passed which states firefighters can keep coverage if they suffer from a career ending injury in the line of duty. Chairwoman Williams stated she thinks the decision should be made by HR because they are not insurance experts. Ms. Roark explained the committee had previously kicked the subject back because of that and she has since discussed the issue with Mr. Crego. She further explained Mr. Crego indicated to her to continue the way they are now and to draft a new resolution stating the new criteria. Councilman Dover stated he thinks non-uniform employees who serve the City for a certain length of years or more should be able to continue the coverage as a fringe benefit for their service. He also recommended an age be set with the minimum length. Councilman Dover suggested the insurance coverage should be the same for non-uniform employees as they are for uniform employees. He also suggested Councilman Perrin to meet with the Employee Representative Committee.

Councilman Perrin questioned whether the employees are met with each year to discuss what their benefits are. Ms. Roark stated they had a mass open enrollment and they tried very hard to get the information out. She added it's done with new employees. Councilman Perrin explained he would like in 2008 to provide the employees with a single sheet listing all of the benefits they receive from the City. Ms. Micenhamer stated Blue Cross Blue Shield is working on it. Councilman Perrin also suggested putting the information on the City's website so it can be available online.

This item was Read.

Audit

Councilwoman Furr explained they need to meet with Crowe Chizek and to give them a date. She explained she believes they were going to get with Crowe Chizek to negotiate a contract with parameters set for the beginning part of their work. Councilman Dover clarified the beginning part of their work would be to help assist with getting Springbrook up and running. Councilwoman Furr suggested giving them a date to negotiate the contract with them via conference call. Councilman Dover questioned whether it would be based on an hourly rate or by what is to be done. Councilman Perrin suggested having an hourly rate not to exceed a certain amount. He then suggested Councilwoman Furr speak with Crowe Chizek and then give the committee an update at the special meeting next week. Councilwoman Furr stated she would contact Crowe Chizek and see if they could have something together by Thursday.

6. Public Comments

7. Adjournment

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

Aye: 5 - Darrel Dover; John Street; Harold Perrin; Jim Hargis and Judy Furr