



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

---

Tuesday, June 14, 2011

4:00 PM

Huntington Building

---

### 1. Call To Order

### 2. Approval of minutes

[MIN-11:044](#) Minutes for the Finance Committee meeting on May 26, 2011.

**Attachments:** [Minutes](#)

### 3. New Business

#### *Resolutions To Be Introduced*

[RES-11:094](#) RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND THE CITY CLERK TO EXECUTE AN ADMINISTRATIVE CONTRACT WITH THE EAST ARKANSAS PLANNING AND DEVELOPMENT DISTRICT, AND WILL BE FOR THE ADMINISTRATION OF THE ARKANSAS ECONOMIC DEVELOPMENT PROGRAM (ACEDP), FOR A DISASTER RELIEF PROJECT FOR JONESBORO.

**Sponsors:** Grants

[RES-11:103](#) A RESOLUTION TO ENTER INTO CONTRACT WITH MICHAEL BURROUGHS FOR ACCOUNTANT SERVICES FOR THE FINANCE DEPARTMENT.

**Sponsors:** Finance and Human Resources

**Attachments:** [Burroughs contract](#)  
[Burroughs contract - PDF version](#)

### 4. Pending Items

### 5. Other Business

[COM-11:042](#) Communication regarding non-uniform pension plan by Mr. Wyck Nisbet from the Friday, Eldridge, & Clark firm.

**Sponsors:** Mayor's Office and Finance

### 6. Public Comments

**7. Adjournment**



# City of Jonesboro

515 West Washington  
Jonesboro, AR 72401

## Legislation Details (With Text)

---

**File #:** MIN-11:044    **Version:** 1    **Name:**  
**Type:** Minutes    **Status:** To Be Introduced  
**File created:** 5/26/2011    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** Minutes for the Finance Committee meeting on May 26, 2011.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Minutes](#)

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

title  
Minutes for the Finance Committee meeting on May 26, 2011.



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

---

Tuesday, May 24, 2011

4:00 PM

Huntington Building

---

### 1. Call To Order

*The committee meeting started at 4:07 p.m.*

*Councilman Fears arrived and Councilman Dover left at 4:14 p.m.*

*Councilman Coleman arrived at 4:18 p.m.*

*Mayor Perrin was also in attendance.*

**Present** 5 - Ann Williams; John Street; Darrel Dover; Mikel Fears and Charles Coleman

### 2. Approval of minutes

**MIN-11:035** Minutes for the Finance Committee meeting on April 26, 2011.

**Attachments:** [Minutes](#)

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

**Aye:** 2 - John Street and Darrel Dover

**Absent:** 2 - Mikel Fears and Charles Coleman

### 3. New Business

#### *Resolutions To Be Introduced*

**RES-11:061** AUTHORIZING RESOLUTION FOR IKE-2 DISASTER GRANT

**Sponsors:** Community Development

**Attachments:** [JonesboroAUTHRESOLUTION.doc](#)

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 2 - John Street and Darrel Dover

**Absent:** 2 - Mikel Fears and Charles Coleman

**4. Pending Items**

**5. Other Business**

**COM-11:037** Review of the City of Jonesboro's Consolidated Annual Performance and Evaluation Report (CAPER) for CDBG Program 2010.

**Sponsors:** Finance

**Attachments:** [CDBG 5-19-11](#)  
[Review report](#)

*Chief Financial Officer Ben Barylske explained this is HUD's review of the CDBG program. He stated HUD indicated the program is run very well.*

**This item was Read.**

**COM-11:038** Update on 204 Floyd Street property purchase for detention pond 2008

**Sponsors:** Finance

*Mayor Perrin explained the Council authorized the purchase of 204 Floyd Street in 2008 for detention work, but the property owner would have suffered a hardship with the move because he had nowhere to go. He further explained the City is just now going to move forward with the purchase of the property. He added the closing papers will indicate the residents will have to move within 90 days after signing. Mayor Perrin stated the property may not be needed for detention, so if there is excess property they are looking at applying for CDBG funding in order to build low income homes on the property.*

**This item was Read.**

**COM-11:040** Sales tax update as presented to the Finance Committee on May 24, 2011

**Attachments:** [Reports](#)

*Mayor Perrin stated the City collected \$144,000 over budget in sales tax revenues for May, which is a 2.4% increase. He added the revenues are up by \$553,000 from this time last year. He also noted the public safety tax made \$621,000 in May.*

**This item was Read.**

**COM-11:039** Actuarial valuation for the non-uniform employees of the City of Jonesboro as presented to the Finance Committee on May 24, 2011

**Attachments:** [Actuarial valuation](#)

*Mayor Perrin explained they are looking at freezing the Principal plan in December, 2011, in order to move forward with a defined contribution plan in January, 2012. He stated the City will be contributing the same percentage amount of money towards the defined contribution plan, but the employees will have the opportunity to contribute to the plan as well. He further explained Attorney Wyck Nisbet with Friday Eldredge and Clark will be at the next Finance meeting to discuss the retirement plan.*

*Mayor Perrin added the Principal plan earnings have increased and the unfunded liability has decreased to \$1.183 million. Mr. Barylske explained part of the reason for the decrease in unfunded liability is the City has lowered the pay increase assumption to 4% average, instead of the previous 6.5%. He noted after the Principal plan is frozen the City will not longer have to make payments to the plan because the plan will fund itself. Mayor Perrin stated the City will have to pay \$690,000 for the 2010 contribution, but will only do so after they meet with Stephens in order to make sure the money is invested the way the City wants it to be. He also explained they are looking at hiring a local company to cut the retirement checks in order to keep the unfunded liability low.*

**This item was Read.**

## **6. Public Comments**

## **7. Adjournment**

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

**Aye:** 3 - John Street; Mikel Fears and Charles Coleman

**Absent:** 1 - Darrel Dover



Legislation Details (With Text)

**File #:** RES-11:094    **Version:** 1    **Name:** Contract for EAPDD to administer grant funding  
**Type:** Resolution    **Status:** To Be Introduced  
**File created:** 5/31/2011    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**

**Title:** RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND THE CITY CLERK TO EXECUTE AN ADMINISTRATIVE CONTRACT WITH THE EAST ARKANSAS PLANNING AND DEVELOPMENT DISTRICT, AND WILL BE FOR THE ADMINISTRATION OF THE ARKANSAS ECONOMIC DEVELOPMENT PROGRAM (ACEDP), FOR A DISASTER RELIEF PROJECT FOR JONESBORO.

**Sponsors:** Grants

**Indexes:** Grant

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

Title

RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS TO AUTHORIZE THE MAYOR AND THE CITY CLERK TO EXECUTE AN ADMINISTRATIVE CONTRACT WITH THE EAST ARKANSAS PLANNING AND DEVELOPMENT DISTRICT, AND WILL BE FOR THE ADMINISTRATION OF THE ARKANSAS ECONOMIC DEVELOPMENT PROGRAM (ACEDP), FOR A DISASTER RELIEF PROJECT FOR JONESBORO.

Body

Whereas, Jonesboro, Arkansas is applying for funds under the ACED Program administered by the Arkansas Economic Development Commission, (AEDC), for an Arkansas Community and Economic Development Program project; and

Whereas, in order to accomplish the goals and objectives of the program, it is necessary to obtain a grant administrator; and

Whereas, Jonesboro, Arkansas desires to retain the East Arkansas Planning and Development District (EAPDD) to provide administrative services, contingent upon funding by AEDC; and

Whereas, the administrative services to be performed and the cost of administration of the project shall be negotiated with the AEDC upon notification of funding approval; and

Whereas, the cost of administration shall be payable from AEDC funds and will be a part of a grant amount awarded to Jonesboro, Arkansas.

Now, therefore, be it resolved, that the Mayor of Jonesboro, Arkansas and the City Clerk are hereby authorized to contract with the EAPDD to administer the Arkansas Community and Economic Development Ike-2 Disaster Project should the City receive funding.



## Legislation Details (With Text)

<b>File #:</b>	RES-11:103	<b>Version:</b>	1	<b>Name:</b>	Contract with Michael Burroughs for accounting services
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	6/6/2011	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	A RESOLUTION TO ENTER INTO CONTRACT WITH MICHAEL BURROUGHS FOR ACCOUNTANT SERVICES FOR THE FINANCE DEPARTMENT.				
<b>Sponsors:</b>	Finance, Human Resources				
<b>Indexes:</b>	Contract				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Burroughs contract</a> <a href="#">Burroughs contract - PDF version</a>				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

### Title

A RESOLUTION TO ENTER INTO CONTRACT WITH MICHAEL BURROUGHS FOR ACCOUNTANT SERVICES FOR THE FINANCE DEPARTMENT.

### Body

WHEREAS, The City of Jonesboro desires to enter into a contract with Michael Burroughs, an independent contractor for the purpose of providing accountant services to the Finance Department.

WHEREAS, It is in the best interest of the City of Jonesboro that the City Council authorize the Mayor and City Clerk to execute this contract;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

1. This contract for the purpose of obtaining the services of Michael Burroughs for the purpose of providing accountant services to the Finance Department is in the best interest of the City of Jonesboro.
2. The Mayor and City Clerk are hereby authorized to execute said contract for 2011.



**CITY OF  
JONESBORO**

CONTRACT FOR SERVICES

**AGREEMENT**, entered into this 1st day, by and between Michael Burroughs and the City of Jonesboro. Now whereas, the City is desirous of obtaining accountant services; **KNOW THEREFORE, FOR AND IN CONSIDERATION OF THE PAYMENT OF \$ 30.00 per hour for a maximum number of 1700 hours per year, payable on a semi-monthly basis, as of July 5, 2011, I, Michael Burroughs, agree to offer my services as an Accountant in the Finance Department.**

W-I-T-N-E-S-S-E-T-H

1. **TERM.** This contract shall continue in full force and effect from the date subscribed herein until it is deemed the services are no longer necessary.
2. **PLACE OF PERFORMANCE.** This Contract shall be performed within the city limits of Jonesboro, at the Mayor's request.
3. **INDEPENDENT CONTRACTOR.** The parties hereto do understand and agree that Michael Burroughs is an independent Contractor, not an employee of the City of Jonesboro. That neither party has the right or authority to direct or control the other or the agents in the performance of duties and each agrees to indemnify and hold the other harmless for any liability arising from their acts.
4. **ASSIGNMENT.** This contract is only assignable with the written consent of the parties hereto.
5. **GOVERNING LAW.** This contract shall be governed by the Laws of the State of Arkansas.
6. **TOTAL INCORPORATION.** This agreement is the entire agreement between The parties and may only be modified by mutual agreement in writing.
7. **SAVINGS CLAUSE.** This agreement and individual covenants and conditions set forth herein shall be severable. In the event that any provisions shall be held void, illegal or in conflict with applicable State or Federal Law, the remaining provisions shall remain in full force and effect.
8. **WITHDRAWAL.** Either party may withdraw from the contract at any time, for any reason.

9. NOTICES. Any necessary written notice as communications shall be directed as follows:

**Michael L. Burroughs, CPA, MBA**  
**1412 Locust Dr.**  
**Jonesboro, AR 72401**  
**(870) 972-1446**  
**Cell (870) 897-3591**

**CITY OF JONESBORO**  
**Attn. Mayor Harold Perrin**  
**515 West Washington**  
**Jonesboro, AR 72401**

\_\_\_\_\_  
Michael Burroughs, CPA, MBA

\_\_\_\_\_  
Harold Perrin, Mayor

STATE OF ARKANSAS  
COUNTY OF CRAIGHEAD

Subscribed and sworn to before me a Notary Public this \_\_\_\_ day of \_\_\_\_\_ 2011.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_



## Legislation Details (With Text)

---

**File #:** COM-11:042    **Version:** 1    **Name:**  
**Type:** Other Communications    **Status:** To Be Introduced  
**File created:** 6/6/2011    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** Communication regarding non-uniform pension plan by Mr. Wyck Nisbet from the Friday, Eldridge, & Clark firm.  
**Sponsors:** Mayor's Office, Finance  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

title  
Communication regarding non-uniform pension plan by Mr. Wyck Nisbet from the Friday, Eldridge, & Clark firm.