



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, July 26, 2011

4:00 PM

Huntington Building

1. Call To Order

2. Approval of minutes

[MIN-11:051](#) Minutes for the Finance Committee meeting on June 14, 2011.

Attachments: [Minutes](#)

[MIN-11:055](#) Minutes for the special called Finance Committee meeting on July 5, 2011.

Attachments: [Minutes](#)

3. New Business

Ordinances To Be Introduced

[ORD-11:056](#) AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A COMMUNICATIONS OFFICER TO THE MAYORS DEPARTMENT

Sponsors: Mayor's Office and Human Resources

Attachments: [Communications Officer](#)

Resolutions To Be Introduced

[RES-11:123](#) RESOLUTION TO ADOPT A SUPPLEMENTAL SUBSTANCE ABUSE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE ("CDL")

Sponsors: Human Resources and Finance

Attachments: [DOT SUBSTANCE ABUSE POLICY FOR CDL DRIVERS](#)

4. Pending Items

5. Other Business

6. Public Comments

7. Adjournment



Legislation Details (With Text)

File #: MIN-11:051 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 6/17/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on June 14, 2011.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the Finance Committee meeting on June 14, 2011.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, June 14, 2011

4:00 PM

Huntington Building

1. Call To Order

Mayor Perrin was also in attendance.

Councilman Fears left at 4:35 p.m.

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

2. Approval of minutes

MIN-11:044 Minutes for the Finance Committee meeting on May 24, 2011.

Attachments: [Minutes](#)

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

Aye: 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

3. New 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

Attachments: [Supporting documentation](#)

Attorney Wyck Nisbet, from Friday Eldridge and Clark, discussed the non-uniform pension plan. He recommended freezing the defined benefit plan as it currently exists as of December 31, 2011. Existing retirees will experience no change in benefits, while active employees will have their benefits frozen and will receive additional compensation from a new defined contribution benefit plan that would cover the rest of their service. Employees will be encouraged to contribute to the new benefit plan and will receive federal and state tax benefits for contributing to the plan. Mr. Nisbet explained what is being discussed is for the City to put in a flat percentage rate of compensation each year for all employees with an additional 457 employee contribution plan that will match 50% of what the employee contributes up to 6% of pay, if the employee chooses to contribute to the plan. They will try to design the new plan to be the same as the frozen plan in terms of eligibility and who is vested. He noted the employees will need to be educated so they understand their benefit options. He added they will look at the plan every two to three years to see if the plan

needs any changes.

Councilman Dover questioned if employees who are close to retirement now will be 100% vested in the new plan. Mr. Nisbet answered yes, he recommends giving credit for past service.

Parks employee Larry Jackson, Employee Representative chairman, clarified the new plan will not have a multiplier like the current plan has. Mr. Nisbet answered it substitutes other multipliers. Mr. Jackson then questioned who will be in charge of the investments of the new 457 plan. Mr. Nisbet stated initially it will be invested in a common pool due to investment returns being statistically lower when chosen by individuals. The pool will be one big trust with different investments in the trust, as selected by whoever is designated to make those decisions. Mr. Jackson asked whether there will be any vesting requirements for the 457 plan. Mr. Nisbet stated employees will always be vested in the 457 contribution portion of the pension plan, but the City's mandatory contribution portion of the plan will still have a vesting schedule with previous service being put towards that requirement. Anyone who has worked with the City for five or more years will automatically be vested in both portions of the plan.

Mr. Jackson questioned the employee options when they retire. Mr. Nisbet encouraged educating the employees and having the option of taking out an annuity or lump sum. Employees vested in the Principal retirement plan will still receive a check every month from that plan. Beneficiaries will receive 100% of the account balance in the new plan in the event of the participant's death.

Mr. Jackson then questioned the mandatory contributions and the employee contributions to the plan. Mr. Nisbet recommended the City have a minimum mandatory contribution of 3%, whether or not the employee contributes. The employee contribution will be matched 50% by the City up to 6%.

Mr. Jackson asked if the mandatory contribution percentage is locked in as 1%, 2% or 3% or if it could get as high as 7% like the Mayor had once indicated to him. Mr. Nisbet explained there will be a fixed mandatory contribution by the City, but the City could also make a discretionary contributions depending on the state of the budget.

Councilman Dover questioned what the timeline is to get the new plan started on January 1, 2012. Mr. Nisbet recommended notifying the employees in November or December in order to educate the employees about their options with the new plan. He then discussed the effects of the employee contributions to the pension plan. He reiterated the 457 portion of the plan is voluntary, not mandatory for the employee contribution.

Councilman Dover asked if beneficiaries will still get 100% of the employee's contribution benefits if the employee passes away before being vested in the plan. Mr. Nisbet answered yes, the beneficiaries will still get 100% of what the employee contributed towards the plan. Mayor Perrin stated the Council will have to decide upon a percentage, the investment manager and the actuary for the pension fund. He added they will have to come up with the information probably within the next 90 days due to the budget process starting in August.

Read

Resolutions To Be Introduced

RES-11:090 RESOLUTION ESTABLISHING A POLICY PROHIBITING THE USE OF EXCESSIVE FORCE BY LAW ENFORCEMENT AGENCIES WITHIN JONESBORO'S JURISDICTION AGAINST INDIVIDUALS ENGAGED IN NON-VIOLENT CIVIL RIGHTS DEMONSTRATIONS.

Sponsors: Grants

Grants Coordinator Heather Clements explained RES-11:090, RES-11:091, RES-11:092 and RES-11:094 are all related to the IKE-2 grant fund for \$505,000 that will be used to purchase three generators for the community centers. Mayor Perrin noted the funds are 100% and do not require a match by the City.

A motion was made by Councilman John Street, 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

RES-11:091 RESOLUTION TO ENSURE FURTHERANCE OF FAIR HOUSING PRACTICES IN JONESBORO, ARKANSAS

Sponsors: Grants

A motion was made by Councilman John Street, 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

RES-11:092 RESOLUTION FOR A RESIDENTIAL ANTI-DISPLACEMENT PLAN TO RECEIVE IKE-2 GRANT FUNDS

Sponsors: Grants

A motion was made by Councilman John Street, 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

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

A motion was made by Councilman John Street, 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

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](#)

Chief Financial Officer Ben Barylske explained this person will replace HJ Hwang, who was formerly the City Accountant and has not been replaced since her departure last month. He further explained Mr. Burroughs worked with Legislative Audit for almost 30 years and is currently retired. Mr. Burroughs will be contracted out with the City, saving about \$16,000 in payroll compared to Ms. Hwang's salary.

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, 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

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 PASSED by a unanimous vote

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

Absent: 1 - Mikel Fears



Legislation Details (With Text)

File #: MIN-11:055 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 7/6/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the special called Finance Committee meeting on July 5, 2011.
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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title
Minutes for the special called Finance Committee meeting on July 5, 2011.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, July 5, 2011

6:15 PM

Huntington Building

Special Called Meeting

1. Call To Order

Mayor Perrin was also in attendance.

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

2. New Business

Ordinances To Be Introduced

ORD-11:052

AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CDBG PROJECT COORDINATOR TO THE CDBG DEPARTMENT

Sponsors: Finance, Human Resources and Community Development

Attachments: [CDBG Project Coor - 30809](#)

Mayor Perrin explained after the recent passing of Ms. Gayle Vickers they reviewed and decided to reorganize the structure of the CDBG and Grants Departments. Grants Coordinator Heather Clements will be promoted to Grants Administrator so all grants will go through Ms. Clements. Ms. Emma Agnew has been hired to be the Grants Coordinator. Ms. Jennifer Wooley, who is currently employed in the CDBG Department, will be made the CDBG Project Coordinator. He further explained the restructuring will save the City \$20,400 annually and streamline the organization. Councilman Dover questioned whether the ordinance needs to go to Council tonight. Mayor Perrin answered yes.

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: 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

ORD-11:054

AN ORDINANCE TO AMEND THE JONESBORO CODE OF ORDINANCES, § 2-576, KNOWN AS PROCUREMENT OF PROFESSIONAL SERVICES, BY ADDING THE SERVICE OF A HOUSING NEEDS MARKET ANALYST

Sponsors: Grants and Planning

Attachments: [Jonesboro Arkansas Assessment Proposal JQUAD](#)

Mayor Perrin stated housing studies are not currently in the list of professional services, so they went back to amend the Code to add housing studies. He explained the Residential Housing and Health Care Facilities Board, which issues bonds for low and moderate income housing, had accumulated over \$200,000 in funds. He discussed the funds with the board and asked if the funds could be used for a housing study for the City of Jonesboro. He further explained this ordinance will allow the City to receive funding from the Facilities Board to pay for the housing study. Councilman Street questioned whether the ordinance needed to be walked on to the Council agenda tonight. Mayor Perrin answered yes, due to the Facilities Board meeting this week with their attorneys.

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

Aye: 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

Non-uniform pension plan update

Councilman Dover asked for an update concerning the non-uniform pension plan. Mayor Perrin stated he, Chairwoman Williams, Chief Financial Officer Ben Barylske and Chief Operating Officer LM Duncan will be meeting tomorrow to fill out a timeline for the next few months. They will send out the information after it's completed.

3. Adjournment

A motion was made by Councilman John Street, seconded by Councilman Mikel Fears, that this meeting be Adjourned . The motion PASSED by a unanimous vote

Aye: 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman



Legislation Details (With Text)

File #: ORD-11:056 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 7/14/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A COMMUNICATIONS OFFICER TO THE MAYORS DEPARTMENT
Sponsors: Mayor's Office, Human Resources
Indexes:
Code sections:
Attachments: [Communications Officer](#)

Date	Ver.	Action By	Action	Result
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Title
AN ORDINANCE TO AMEND THE 2011 ANNUAL BUDGET AND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A COMMUNICATIONS OFFICER TO THE MAYORS DEPARTMENT

Body
WHEREAS, Ordinance Number 10:090 adopted the 2011 Budget; and

WHEREAS, Resolution Number 09:201 adopted the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Mayors Department, that the position of Communications Officer be added;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The annual 2011 budget of the City of Jonesboro is amended by the addition of a Communications Officer; and

SECTION 2: The City Salary & Administration Plan is amended to include the position of Communications Officer, grade 119 in the Grant Administration Department at the salary of \$40,560.

SECTION 3: For the operational continuity of the City of Jonesboro it is hereby found and declared that an emergency exists and that this ordinance shall take effect from and after its passage and approval.

March 2011 Communications Officer Job Description

Exempt: No
Department: Mayor's Office
Reports To: Mayor
Location: City Hall, 515 W Washington, Jonesboro AR
Date Prepared: November 05, 2009
Date Revised: May 25, 2011

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for communications from the City to include public relations, strategic communications, marketing and advertisement to increase awareness activities of the City, media design and production, and maintaining the City website.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide advice and counsel to the Mayor on city-wide initiatives including forecasting potential ramifications, implications and unintended consequences. Provide support to city leadership to position the city in the most favorable position within the community. This duty is performed daily.
2. Oversee the operations and strategic use of the city's in-house, full service television station and media production studio. This duty is performed daily.
3. Responsible for the development and implementation of high-quality communications and marketing programs. This duty is performed irregularly.
4. Manage the development, distribution, and maintenance of all printed and electronic material including, but not limited to, newsletters, brochures, and City of Jonesboro's website. This duty is performed irregularly.
5. Direct the city's media relations for City activities. This duty is performed irregularly.
6. Provide diagnostic analysis of existing software and work with users of systems. This duty is performed irregularly.
7. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 2 years related experience and/or training. Or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Funds, Property & Equipment Responsibility: \$ 100,000

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to senior management of the organization.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by top executive officer or business owner.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the

organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

None

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

None

SOFTWARE SKILLS REQUIRED

Advanced: Contact Management, Human Resources Systems, Payroll Systems, Presentation/PowerPoint
Intermediate: Accounting, Database, Programming Languages, Spreadsheet, Word Processing/Typing
Basic: 10-Key, Alphanumeric Data Entry

ADDITIONAL INFORMATION

Not indicated.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is continuously required to sit, talk or hear; regularly required to use hands to finger, handle, or feel; and frequently required to stand, walk, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; color vision; depth perception; and ability to adjust focus.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.



Legislation Details (With Text)

File #:	RES-11:123	Version:	1	Name:	
Type:	Resolution	Status:		To Be Introduced	
File created:	7/15/2011	In control:		Finance & Administration Council Committee	
On agenda:		Final action:			
Title:	RESOLUTION TO ADOPT A SUPPLEMENTAL SUBSTANCE ABUSE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE ("CDL")				
Sponsors:	Human Resources, Finance				
Indexes:					
Code sections:					
Attachments:	DOT SUBSTANCE ABUSE POLICY FOR CDL DRIVERS				

Date	Ver.	Action By	Action	Result
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title

RESOLUTION TO ADOPT A SUPPLEMENTAL SUBSTANCE ABUSE POLICY FOR EMPLOYEES REQUIRED TO POSSESS A COMMERCIAL DRIVER'S LICENSE ("CDL")

body

WHEREAS, the City Council of the City of Jonesboro is committed to maintaining a safe workplace for its employees and users of the public highways that is free from illegal drug use and the misuse of alcohol

WHEREAS, it is our policy to assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner and that our workplace environment is free from the adverse effects of drug abuse or alcohol misuse; and

WHEREAS, it is also our policy that the unlawful manufacture, distribution, dispensing, possession, or use of any controlled substance is prohibited and that we encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affects their ability to perform their assigned duties; and

THEREFORE, BE IT RESOLVED, that the City Council of Jonesboro, Arkansas hereby adopts the attached Supplemental Substance Abuse Policy for Employees Required to Possess a Commercial Driver's License (CDL).