



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, August 9, 2011

4:00 PM

2212 Brazos, Fire Station #3

NOTE: This meeting will be held in Fire Station #3 located at 2212 Brazos Street.

1. Call To Order

2. Approval of minutes

[MIN-11:063](#) Minutes for the special called Finance Committee meeting on August 2, 2011.

Attachments: [Minutes](#)

[MIN-11:065](#) Minutes for the Finance Committee meeting on July 26, 2011

Attachments: [Minutes](#)

3. New Business

Ordinances To Be Introduced

[ORD-11:060](#) ORDINANCE AUTHORIZING A MEMBER OF THE JONESBORO CITY COUNCIL TO DO BUSINESS WITH THE CITY OF JONESBORO, ARKANSAS AND DECLARING AN EMERGENCY

Sponsors: Finance and Mayor's Office

[ORD-11:061](#) AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF FIBER OPTIC LINES TO CITY TOWER FOR THE FIRE DEPARTMENT

Sponsors: Finance, E911, Fire Department and Information Systems

4. Pending Items

5. Other Business

6. Public Comments

7. Adjournment



Legislation Details (With Text)

File #: MIN-11:063 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 8/3/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the special called Finance Committee meeting on August 2, 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 August 2, 2011.



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, August 2, 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-11:057

AN ORDINANCE TO ENTER INTO CONTRACT WITH JQUAD PLANNING GROUP, LLC TO PERFORM PROFESSIONAL SERVICES FOR THE JONESBORO COMPREHENSIVE HOUSING NEEDS STUDY AND MARKET ANALYSIS

Sponsors: Community Development, Grants and Planning

Attachments: [CONTRACT FINAL](#)
[RFQ 2011-36 PMG](#)
[RFQ 2011-36 WES](#)
[RFQ 2011-36 JQUAD](#)

Mayor Perrin explained this is for the housing study that will be done. The Residential Housing Facilities Board will be paying for the study, but the contract will be between the City and the company.

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

3. Adjournment

A motion was made by Councilman Mikel Fears, seconded by Councilman Charles Coleman, that this matter be Adjourned . The motion PASSED by a unanimous vote

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



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-11:065 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 8/4/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on July 26, 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 July 26, 2011



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes - Draft Finance & Administration Council Committee

Tuesday, July 26, 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-11:051 Minutes for the Finance Committee meeting on June 14, 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-11:055 Minutes for the special called Finance Committee meeting on July 5, 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-11:056 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](#)

Human Resources Director Gloria Roark explained this is really just a change in position and will not result in an increase in the budget. Mayor Perrin added the person is already an employee in the Information Systems Department, so this will be a lateral move into Administration. He further explained Mr. Jack Turner will still be over Springbrook, but with the increase in public relations there was a need to add this position to the Administration. Councilman Dover clarified this is not a new position; rather, it's just a move from one department to another. Mayor Perrin stated the Communications Officer is new because there is not a position like that currently in the City. He discussed some of the projects Mr. Turner will be working on. Councilman Coleman stated he thinks the lateral move is good and that the position will help information to go through a channel before hitting the media so it will prevent other departments from not knowing what is going on in the City.

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

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](#)

Ms. Roark stated they are taking the policy out of the handbook and making it a separate policy due to it being so stringent by the Department of Transportation. She added JETS already has a policy and this is the same at the JETS policy.

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

4. Pending Items

5. Other Business

RFPs for investment advisor

Chief Financial Officer Ben Barylske explained they have received and opened the

bids for an investment advisor for the non-uniform pension plan. He further explained due to the length of the documents and amount of supporting information, they decided to put the information in a spreadsheet and discuss it at the next meeting. He added they received seven bids. Discussion was held regarding who submitted bids. Councilman Dover asked that an employee representative be present when discussing the investment advisor to ensure the employees are involved in the process.

Chairwoman Williams questioned whether there is a meeting schedule to discuss the RFP's. Mayor Perrin stated they first need to compile the information in a spreadsheet and then go from there. He added they will also be looking at what extent the employees will be adding to the plan, how the investments will be handled, etc. He explained he would like Employee Representative Chairman Larry Jackson and any other interested employees to attend the next Finance Committee meeting on August 9th, which is when the committee will be discussing the plan. Mayor Perrin discussed further questions he has concerning the plan. He added the August 9th meeting may need to be held at a different location so they can discuss everything without worrying about the MAPC meeting.

Financial reports

Councilman Street referred to recent financial reports indicating revenues are increasing. Mr. Barylske discussed the increases in taxes. Mayor Perrin also noted the hotel/motel tax has increased and that's due to increased tournaments in the area. He added there is a big tournament scheduled in the fall. Councilman Dover stated there was a state baseball tournament at Nettleton High School.

Chairwoman Williams asked if the annexation of the new fairgrounds site on Highway 49 north would impact the City's revenues. Mayor Perrin answered yes, due to future commercial building in the area of the old fairgrounds site on Stadium Boulevard. Discussion was then held regarding commercial development on Stadium. He stated they will need to look at the long-term infrastructure on Stadium Boulevard due to all of the commercial developing going on in that area.

Discussion was held regarding the O&M budget for 2011. Mr. Barylske stated the revenues and expenses are just about even, mostly due to large expenses such as workman's comp, purchasing of vehicles, etc. He added during the last part of the year they expect to come out with more in revenue than expenses.

6. Public Comments

Mr. Larry Jackson thanked the Finance Committee for their work with the non-uniform pension plan.

7. Adjournment

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, 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 #:	ORD-11:060	Version:	1	Name:	Authorizing Delta Dental to submit bids to the City
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	8/2/2011	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	ORDINANCE AUTHORIZING A MEMBER OF THE JONESBORO CITY COUNCIL TO DO BUSINESS WITH THE CITY OF JONESBORO, ARKANSAS AND DECLARING AN EMERGENCY				
Sponsors:	Finance, Mayor's Office				
Indexes:	Other				
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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title

ORDINANCE AUTHORIZING A MEMBER OF THE JONESBORO CITY COUNCIL TO DO BUSINESS WITH THE CITY OF JONESBORO, ARKANSAS AND DECLARING AN EMERGENCY

body

WHEREAS, Arkansas Code Annotated §14-42-107 provides that interest in office or contracts is prohibited by any alderman, council member, official or municipal employee, and

WHEREAS, Harold Perrin serves on the Board of Directors of Delta Dental which provides a service to the City of Jonesboro; and

WHEREAS, special permission must be granted by the Jonesboro City Council of Jonesboro, Arkansas for Mayor Perrin to continue to serve in this capacity and to be able to seek bids and services from Delta Dental.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas, that:

Section 1: The City Council for the City of Jonesboro, Arkansas has been aware of the service provided by Mayor Harold Perrin and gives special permission for Delta Dental to continue to participate in competitive bidding and provide services to the City of Jonesboro, Arkansas.

Section 2: Due to the need to meet Legislative Audit mandates as required by Arkansas Code Annotated §14-42-107 an emergency is declared to exist and this ordinance shall take effect with its passage and approval.



Legislation Details (With Text)

File #: ORD-11:061 **Version:** 2 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 8/3/2011 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF FIBER OPTIC LINES TO CITY TOWER FOR THE FIRE DEPARTMENT
Sponsors: Finance, E911, Fire Department, Information Systems
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title
AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF FIBER OPTIC LINES TO CITY TOWER FOR THE FIRE DEPARTMENT
Body
WHEREAS, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT

SECTION ONE: That the Fire department of the City of Jonesboro, Arkansas needs to purchase fiber optic lines to the City Tower for paging equipment.

SECTION TWO: That said equipment may be purchased from Ritter Communications, the City’s fiber provider, for the sum of \$31,789.00 , to be paid from the General Fund - Fire Department budget.

SECTION THREE: That the City Council in accord with the terms of A.C.A. Section 14-58-302 hereby waives the requirement of competitive bidding and directs the Purchasing Agent to purchase the above described for the price set forth in Section 2 above.

SECTION FOUR: It is further found that due to immediate need to acquire this equipment an emergency is declared to exist and this ordinance being necessary for the preservation of the public peace, health and safety, it shall take effect from and after its passage and approval.