



BOARD OF DIRECTORS ANNUAL BOARD RETREAT MEETING

**Alumni Room @
Ouachita Baptist
University**

August 26, 2023

9:00 a.m.

AGENDA

1. Call to Order - Mayor Byrd
2. Invocation
3. Welcome – Mayor Byrd
4. Opening Comments – Gary Brinkley (video)
5. 2023 Dept. Discussions - Gary Brinkley
6. **10:15 a.m.** Break - Board of Director Photos with Dr. Kluck (Lile Hall)
7. **10:40 a.m.** Resume Dept. Discussions
8. **11:30 a.m.** Lunch Break // Chamber Update – Tara Rollins/Shelley Short
9. **12:30 p.m.** Resume Dept. Discussions
10. Salary Study Update – Gary Brinkley/Shacresha Wilson
11. Consider Mid-Year Budget Adjustments Resolution – Gary Brinkley/Shacresha Wilson
12. Consider Resolution to Accept FAA Grant – Gary Brinkley
13. Approval of Rose Hill Designated funds for Fence Repair – Gary Brinkley
14. Calendar for 2024 Budget
15. Other Items – Gary Brinkley
16. Routine Business – Mayor Byrd
17. **1:45 p.m.** Adjournment – Mayor Byrd



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: August 25, 2023
Re: Resolution Mid-Year Budget Adjustments

A handwritten signature in blue ink, appearing to read 'Gary Brinkley', positioned to the right of the 'From:' field.

Attached for your review please find the Resolution to accept the mid-year budget adjustments.

Several of the changes were previously approved by you and are now being incorporated into the budget. Others are primarily due to timing of cost.

The net difference is \$5,000. We will use from Franchise Fees fund to cover the deductible at the Animal Control facility where a tree fell on the building and fence.

Staff recommends you approve the Resolution.

Thank you.

RESOLUTION R-23- _____

A RESOLUTION PROVIDING FOR AND AMENDING OF THE BUDGET FOR THE CITY OF ARKADELPHIA, ARKANSAS, BEGINNING JANUARY 1, 2023 AND ENDING DECEMBER 31, 2023, APPROPRIATING MONEY FOR EACH AND EVERY ITEM OF EXPENDITURE THEREIN.

WHEREAS, periodically, it is necessary to adjust or correct the city budget; and

WHEREAS, amendments to the budget must be by formal resolution in order to comply with stands of legislative audit; thus.

NOW THEREFORE, BE IT ORDAINED BY THE CITY BOARD OF DIRECTORS OF ARKADELPHIA, ARKANSAS:

The following adjustments or corrections are made to the 2023 Budget:

Animal Control:

Line Item 5306 Building and Facility Maint: \$5,600-*Cost to repair damage caused by falling tree. Deductible was \$5,000 to be funded from Franchise Fees to complete repairs.*

Aquatic Park:

Line Item 5207 Education/ Recreation: \$2,300 *Bring in trainer for life guards and swim instructors*

Line Item 5208 Building/Facilities: (\$2,300) *Chairs not replaced due to good conditions*

Line Item 5301 Office Equipment: \$500 *Office system repairs required*

Line Item 5405 Advertising /Legal: (\$500) *Postponed purchase of brochures*

Building Dept:

Line Item 5306 Building & Facility Maint: \$900 *Additional electrical Repairs to Town Hall*

Line Item 5303 Motor Veh Maint.: \$2,800 *2022 accident repaired this year.*

Line Item 5201 Office Computer Supplies: \$2,500 *Permit printing as online not operational*

Line Item 5210 Other Supplies: \$2,000 *increase cost of Fire Prevention Code Books required.*

Line Item 5420 Demolition: (\$8,200) *Less than anticipated.*

Fire:

Line Item 5306 Building Faculty Maint: \$3,000 *Overhead door issues replaced Station One*

Line Item 5999 Capital Purchase: \$41,600 *Additional down payment on the Fire Truck*

Line Item 5217 Outdoor Siren: (\$3,000) *Not required at this time*

Line Item 5102 Part-time Salary: (\$25,000) *Under projections*

Line Item 5306 Equipment: (\$10,000) *Delay in purchasing air packs due to supply issues*

Line Item 5207 Education: (\$6,600) *Purchase of Oscar for training room postponed*

General Gov:

Line Item 5202 Clothing & Uniform Supplies: \$1,000 *Purchased apparel for staff extended to senior management.*
Line Item 5998 Debt Service: \$16,000
Line Item 5202 Janitorial Supplies: \$2,500
Line Item 5411 Miscellaneous Expense: \$15,0000
Line Item 5101 Full Time Salaries: \$150,00 adjustment with study
Line Item 5999 Capital: (\$184,500) *Delay in project timing allows for reduction*
Line Item 5999 Capital: \$120,000 for LED light at I-30 as SRTS Grant is now a 2024 expenditure.
Line Item 5999 Capital: \$26,000 for Content Management System as SRTS Grant is now a 2024 expenditure.

Parks & Rec:

Line Item 5404 Contract Services: \$4,000 *Additional sporting matches, more ref pay*
Line Item 5207 Education/Recreation: (\$4,000) *Less than anticipated costs y-t-d*
Line Item 5208 Building Facilities: \$9,000 *Necessary repairs exceeded expectations*
Line Item 5306 Building Facilities: (\$9,000) *Postponed purchase of additional TV's & stands*
Line Item 5206 Safety Program: \$4,500 *First aid training and AED*
Line Item 5206 Chemical Supplies: (\$4,500) *Actual expense less than anticipated*
Line Item 5212 Concession Supplies: \$3,500
Line Item 5402 Insurance Other: (\$3,500)
Line Item 5999 Capital: \$16,000 *for purchase of Turf drag machine to replace one non-repairable. Funds came from saving in Feaster Trail Restroom purchase.*

Police:

Line 5303 Motor Veh Maint.: \$2,500 *Cost exceeding expectations.*
Line 5208 Building/Maint.:(\$2,500) *Trending lower than anticipated.*

Sanitation:

Line Item 5214 Trash Bags: \$21,000 *Did not budget 2nd distribution*
Line Item 5310 Dumpster Maint.: (\$21,000) *Not required at this time*

Airport:

Line Item 5404 Contract Services \$ 8,000 *Cost associated with new Terminal .*
Line Item 5106 Insurance Employee (\$8,000), *Cost less than anticipated.*
Line Item 5201 Office & Computer Supply \$2,000- *Needs with new Terminal Bldg.*
Line Item 5402 Insurance Other (\$2,000) – *Not required as anticipated.*

Rose Hill Cemetery Fund:

Expense \$11,000 to straighten and repaint the 1200-1300 block fencing.

PASSED THIS _____ DAY OF August, 2023

ATTEST:

Scott Byrd, Mayor

Emma Brown, Acting City Clerk



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: August 25, 2023
Re: Resolution to Accept FAA Grant

A handwritten signature in black ink, appearing to read 'Gary Brinkley', positioned to the right of the 'From:' field.

Attached for your review please find the Resolution to accept the FAA grant for the work on the taxiways and runway aprons at the airport.

This project is a 90/10 between the FAA and the ADA (Arkansas Dept of Aeronautics). This is automatic agreement between FAA & ADA.

That breakdown is FAA-\$1,720,317 and ADA \$191,147.

We recommend you adopt the Resolution.

Thank you.

RESOLUTION NO. R-23-

**A RESOLUTION AUTHORIZING THE CITY OF ARKADELPHIA,
THROUGH ITS CITY MANAGER, TO ENTER INTO A GRANT
AGREEMENT WITH THE FEDERAL AVIATION ADMINISTRATION
FOR THE REALIGNMENT OF TAXIWAY A, RELOCATION OF
TAXIWAY D, APRON RECONSTRUCTION AND OTHER
IMPROVEMENTS
AT DEXTER B. FLORENCE MEMORIAL FIELD**

BE IT RESOLVED, the City of Arkadelphia desires to enter into a grant for purposes of improving Taxiway "A", relocating Taxiway "D" and making improvements to the apron at Dexter B. Florence Memorial Field.

The grant shall consist of approximately \$1,720,317.00 payable monthly from funds of the US government for work that has been completed.

FURTHER RESOLVED, the City Manager, on behalf of the City of Arkadelphia, is authorized to sign the grant agreement and take whatever actions necessary to implement the grant.

Passed on this _____ day of August, 2023.

Scott Byrd, Mayor

Emma Brown, Acting City Clerk



Memorandum

To: Arkadelphia Board of Directors
CC: Ed McCorkle, City Attorney
From: Gary Brinkley, City Manager
Date: August 25, 2023
Re: Resolution Use of Rose Hill Funds

A handwritten signature in blue ink, appearing to be 'Gary Brinkley', written over the 'From:' line.

Attached for your review please find the Resolution to use Rose Hill Cemetery Funds to repair the fence.

The Rose Hill funds are restricted accounts. To properly document their use, it is appropriate for you to pass a Resolution to expend funds.

Staff asks that you approve the use of these funds to repair the fence at the 1200-1300 Blocks of Main St. The wrought iron fence has begun to lean and is in need of painting to preserve the integrity of the iron.

Staff recommends you approve the Resolution.

Thank you.

RESOLUTION NO. R-23-

**A RESOLUTION AUTHORIZING, TO DIRECT THE CITY MANAGER TO
REPAIR AND PAINT THE ROSE HILL CEMETERY FENCE IN THE
1200-1300 BLOCKS OF MAIN STREET**

BE IT RESOLVED, the City of Arkadelphia Board of Directors that the historic fence along the Rose Hill Cemetery in the 1200-1300 blocks of Main Street is in disrepair and in need of repair and painting.

FURTHER RESOLVED, the city has designated funds know as the Rose Hill Cemetery Checking Account with sufficient funds in which to make these repairs.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF ARKADELPHIA BOARD OF DIRECTORS, the City Manager shall have the fence corrected to as upright a position as possible without damaging the historic fence and have the fence painted back to its original black finish to preserve the metal. This will be done using Rose Hill Cemetery Checking Account funds at an expense not to exceed \$11,000.

Passed on this _____ day of August, 2023.

Scott Byrd, Mayor

Emma Brown, Acting City Clerk