



Meeting Minutes
Finance & Administration Council
Committee

Thursday, June 26, 2008

3:00 PM

Huntington Building

CLEARING HEARING

Regarding a name clearing hearing for Mr. Bob Andrews and his attorney, Mr. Jay Scurlock. Personnel Sub-committee chair Harold Perrin presiding.

COM-08:071

Defendant's exhibits presented during the Bob Andrews name clearing hearing on June 26, 2008.

Attachments: [Exhibit 1](#)
[Exhibit 2](#)
[Exhibit 3](#)
[Exhibit 4](#)
[Exhibit 5](#)

APERMA Attorney Ralph Ohm discussed the purpose of the hearing.

Mr. Jay Scurlock represented Mr. Bob Andrews. He discussed the hearing and asked for Mr. Andrews' name be cleared as well as Mr. Andrews be re-instated to his position as 911 Director, receive back pay from the time that he was terminated and for reasonable attorney's fees to be paid.

Mr. Ohm discussed Mr. Andrews' termination and noted Mr. Andrews was an at-will employee, which means Mr. Andrews could be terminated for any reason as long as it was not an illegal reason. He reminded the committee the hearing is for name-clearing.

Mr. Scurlock called Councilwoman Judy Furr; Ms. Brenda Sipa, administrative assistant to Mayor Formon; Mayor Doug Formon; and Mr. Bob Andrews for questioning.

Mr. Ohm called Ms. Rebekah Roddy, Human Resources Technician, for questioning.

Councilwoman Williams motioned, seconded by Councilman Dover, to recess the hearing. All voted aye.

Councilman Perrin called the meeting back to order. Mr. Scurlock and Mr. Ohm presented their final arguments. Mr. Ohm asked the committee to not take any action and to move on with the agenda.

Councilman Street motioned, seconded by Councilwoman Williams, to adjourn the hearing. All voted aye.

For further detail, please see the report made by Court Reporter Sandra Arwood.

This item was Read.

1. Call To Order

Mayor Formon and Ms. Misty Micenhamer from the Mayor's Office were also in attendance.

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

2. Approval of minutes

MIN-08:140 Minutes for the Finance Committee meeting on May 15, 2008.

Attachments: [Minutes](#)

A motion was made by Councilman Harold Perrin, seconded by Councilman Jim Hargis, 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-08:139 Minutes for the special called Finance Committee meeting on May 20, 2008.

Attachments: [Minutes](#)

A motion was made by Councilman Harold Perrin, seconded by Councilman Jim Hargis, 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

Ordinances To Be Introduced

ORD-08:034 AN ORDINANCE TO ADOPT THE JONESBORO FIRE DEPARTMENT PROPOSED PAY REALIGNMENT PLAN

Sponsors: Fire Department

Attachments: [Jonesboro Fire Department Pay Realignment current to new grade](#)

Fire Chief Aaron Keller explained the ordinance will help re-align their salaries. Councilman Perrin questioned how many employees the ordinance will affect. Chief Keller answered it will affect seven captains and seventeen drivers. Councilman Dover questioned whether the ordinance changes the individual salaries or if it will also change the policy. Chief Keller stated it will only change the individual salaries. Councilman Perrin noted in most cities the Fire and Police Departments are not included in the city's salary plan. Councilman Hargis questioned whether Condrey is being paid for his continuing services. He explained Condrey is sometimes brought up, but the committee never sees reports from him concerning salary changes. Councilman Perrin stated Condrey is not on the annual pay, but it would be wise for any city to look at their salary plans every three years. Councilman Hargis noted change to the pay plan have been made without Condrey looking at the salary plan.

A motion was made by Councilman Harold Perrin, seconded by Councilman

Darrel Dover, that this Ordinance be Recommended to Council. The motion CARRIED by a Voice Vote. Councilman Street abstained from voting due to his brother-in-law's salary being affected by the ordinance.

Aye: 4 - Darrel Dover;Harold Perrin;Ann Williams and Judy Furr

Nay: 1 - Jim Hargis

Abstain: 1 - John Street

Resolutions To Be Introduced

RES-08:087

A RESOLUTION TO AMEND EMPLOYEE HANDBOOK BY ADDING A FOURTH WEEK OF VACATION AFTER 15 YEARS OF EMPLOYMENT WITH THE CITY

Sponsors: Human Resources

Attachments: [Vacation Revision](#)

A motion was made by Councilman Jim Hargis, seconded by Councilman Darrel Dover, 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

RES-08:088

A RESOLUTION TO AMEND THE CITY OF JONESBORO EMPLOYEE HANDBOOK

Sponsors: Human Resources

Attachments: [Attachment A](#)
[Attachment B](#)
[Attachment C](#)

Ms. Micenhamer explained the resolution will update the employee handbook. She stated the amount of hours for sick leave for the Fire Department will be updated per state code.

A motion was made by Councilman Harold Perrin, seconded by Councilwoman Judy Furr, 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

RES-08:101

A RESOLUTION TO ADJUST THE SALARY OF THE HUMAN RESOURCES DIRECTOR AS RECOMMENDED BY THE FINANCE COMMITTEE

Sponsors: Mayor's Office

Attachments: [Modified Pay Plan B](#)

Mayor Formon explained the pay plan states the HR Director is to be brought in at a Grade 24, Step 2, but Ms. Roark was brought in at a lesser salary. Councilman Perrin explained Ms. Roark had the experience required but did not have a degree. He recommended the pay increase be retroactive to April, Ms. Roark's year anniversary with the City.

A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this matter be Recommended to Council subject to Councilman

Perrin's recommendation to make the increase retroactive to the one year anniversary date for Ms. Roark. The motion PASSED by an unanimous vote.

Aye: 4 - Darrel Dover; John Street; Harold Perrin and Judy Furr

Nay: 1 - Jim Hargis

4. Pending Items

FINANCE DIRECTOR - JIM BARKSDALE

COM-08:075

Bank reconciliation summary for May, 2008, as presented to the Finance Committee by Finance Director Jim Barksdale on June 26, 2008.

Attachments: [Bank reconciliation summary for May, 2008](#)

Councilwoman Furr questioned whether the City's funds are fully collateralized. Finance Director Jim Barksdale answered yes, he will discuss it further later. Councilman Dover questioned whether the money included the pension plan for Fire and Police. Mr. Barksdale answered no, that money is separate. He explained the figures are just the cash funds in the bank.

This item was Read.

COM-08:072

Information regarding the 2007 budget cleanup ordinance as presented to the Finance Committee by Finance Director Jim Barksdale on June 26, 2008.

Attachments: [Budget Clean-Up Ordinance for 2007](#)

Mr. Barksdale explained there were things left out of the 2007 budget or there were problems with the system which caused \$3 million that need to be cleaned up. He noted this is for the 2007 budget and totals \$3.032 million. He stated it will be a few more weeks before the 2007 legislative audit is completed, but Legislative Audit has indicated the clean-up needs to be approved as soon as possible. Councilman Street questioned whether Mr. Barksdale was satisfied with this. Mr. Barksdale answered yes, the expenditures have been identified. He added most of it was identified last year while the previous Finance Director was with the City. Discussion was held concerning the amounts to be cleaned up with the 2007 budget. Mr. Barksdale explained the clean-up ordinance was designed to take care of minor variances between what was anticipated to be spent and what was actually spent. He added it was not designed to cover up omissions, such as the mosquito contract or finishing the fire stations. Councilman Street also noted misunderstandings concerning money not being carried over from one year to another. He explained some employees thought if a project was approved one year, but the money wasn't spent until the next year then the money would carry over, which is not the case. Mr. Barksdale agreed, stating the money does not carry over from year to year. He added there are other problems when bills don't arrive in a timely fashion. Councilwoman Furr questioned whether there would be any adjustments to this anytime over the next six months. Mr. Barksdale answered yes, but he was instructed the City needed to pass the 2007 clean-up ordinance as soon as possible. He added there may be adjustments the legislative auditors make to the number given the amount of system errors. Councilman Street motioned, seconded by Councilman Perrin, to recommend the clean-up ordinance to the City Council. All voted aye.

This item was Read.

[COM-08:073](#)

Appropriation adjustments for 2008 as presented to the Finance Committee by Finance Director Jim Barksdale at the meeting on June 26, 2008.

Attachments: [Appropriation Adjustments](#)

Mr. Barksdale discussed the needed re-adjustments to the 2008 budget. He explained if you look at the total expenditures from 2008 compared to what is in the budget it would show the City is over budget by a couple of million dollars. He further explained if you add to the budget the items the City has given permission to spend money on over the previous years, then it shows the City has 52% of its budget left as of June 18, which is where it should be. He stated the City is in good shape. He discussed the adjustments being made. Councilman Dover questioned if Mr. Barksdale has an idea where the City will be at the end of the year with regards to capital improvements. Mr. Barksdale answered not yet. Discussion was held concerning capital improvement expenditures. Councilman Perrin noted the 2008 budget deficit for the operating budget in addition to the capital improvement expenses and expressed concern over the amount of reserves the City will have in the future. Mr. Barksdale stated the Capital Improvement Fund has \$10 million in the account. He asked for the adjustments to be made now instead of at the end of the year. He explained after the adjustments are approved by the full Council, then they will amend Springbrook to reflect the adjustments. Councilman Dover motioned, seconded by Councilman Street, to refer the adjustments to the City Council. All voted aye.

This item was Read.

Update on hiring help for Finance Department: Councilman Dover asked for an update concerning hiring outside help to correct the previous bookkeeping. Mr. Barksdale stated he's still holding off on that. He explained he would like to wait until the 2007 legislative audit is completed because some of the adjustments that have to be made for 2006 may have to be made for 2007. He added he doesn't want to spend any money until he knows what the scope of work is going to be. Councilman Dover questioned whether he feels comfortable with Springbrook. Mr. Barksdale answered no. Discussion was held concerning Springbrook. IT Director Bill Jenkins stated he's not against getting rid of Springbrook, but he thinks they can make it work. Further discussion was held concerning Springbrook. Councilman Dover stated someone needs to make a decision as to whether Springbrook is going to work or whether it won't work.

[COM-08:074](#)

Cash statement for May 31, 2008, as presented by Finance Director Jim Barksdale to the Finance Committee on June 26, 2008.

Attachments: [Cash Statement - May 31, 2008](#)

Mr. Barksdale discussed the cash statement and stated the funds are collateralized. Councilman Hargis questioned whether the funds are watched from day-to-day. Mr. Barksdale answered yes, he has a report that will allow him to look at each individual fund balance with the banks. He added they look at it every day. Mr. Barksdale then discussed segregation of duties, which has been an issue brought up by Legislative Audit. He explained sometimes the same person who takes the funds in may make the entries in the system due to the small number of people who work in the Collections area. He further explained City Accountant Kortney White looks at it and signs off on it and he looks at it and signs off on it. He added if he's not there, then Ms. Micenhamer will look at it and sign off on it. He noted they make sure two other people look at it.

This item was Read.

5. Other Business

COM-08:050 Equipment Request for the Forum

Sponsors: Auditorium Commission

Attachments: [Forum Request #1](#)

Ms. Micenhamer explained the file is just for information purposes only. Councilman Street questioned whether there is a dollar figure for the sound board the Forum is requesting to purchase. Ms. Micenhamer stated she has not seen a dollar figure.

This item was Read.

6. Public Comments

7. Adjournment

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

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