



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Tuesday, May 28, 2013

4:00 PM

Huntington Building

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### 1. Call To Order

### 2. Approval of minutes

[MIN-13:036](#) Minutes for the Finance Committee meeting on May 1, 2013

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

### 3. New Business

#### *Ordinances To Be Introduced*

[ORD-13:019](#) AN ORDINANCE AMENDING THE 2012 BUDGET ORDINANCE FOR THE CITY OF JONESBORO

**Sponsors:** Finance

#### *Resolutions To Be Introduced*

[RES-13:068](#) A RESOLUTION TO PROVIDE FOR THE EXECUTION AND MAINTENANCE OF A LETTER OF CREDIT TO BE ISSUED TO THE ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ)

**Sponsors:** Engineering and Finance

**Attachments:** [Letter of Credit](#)

[RES-13:073](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE DESTRUCTION OF MUNICIPAL DOCUMENTS

**Sponsors:** Finance

**Attachments:** [Destruction of records 2013](#)

[RES-13:079](#) A RESOLUTION TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE PURPOSE OF CREATING A DIGITAL MEDIA SPECIALISTS

**Sponsors:** Information Systems

**Attachments:** [Digital Media Specialists](#)

### 4. Pending Items

**5. Other Business**

**6. Public Comments**

**7. Adjournment**



# City of Jonesboro

515 West Washington  
Jonesboro, AR 72401

## Legislation Details (With Text)

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**File #:** MIN-13:036    **Version:** 1    **Name:**  
**Type:** Minutes    **Status:** To Be Introduced  
**File created:** 5/2/2013    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** Minutes for the Finance Committee meeting on May 1, 2013  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Minutes](#)

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

title  
Minutes for the Finance Committee meeting on May 1, 2013



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes - Draft Finance & Administration Council Committee

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Tuesday, April 30, 2013

4:00 PM

Huntington Building

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### 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-13:006** Minutes for the Finance Committee meeting on January 22, 2013

**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-13:015** Minutes for the special called Finance Committee meeting on February 12, 2013

**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-13:022** Minutes for the special called Finance Committee meeting on March 5, 2013

**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-13:027** Minutes for the special called Finance Committee meeting on March 19, 2013

**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-13:030** Minutes for the special called Finance Committee meeting on April 2, 2013

**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**

#### *Resolutions To Be Introduced*

**RES-13:054** A RESOLUTION TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH CURTIS CONSTRUCTION AND CONCRETE STAINING COMPANY FOR THE EARL BELL BATHROOM RENOVATIONS FOR DISASTER RELIEF AND PREPAREDNESS

**Sponsors:** Grants

**Attachments:** [Contract between City and Contractor](#)

*Grants Administrator Heather Clements explained this is for the renovation of Earl Bell for the shelter preparedness. She added the City received a grant last year for disaster preparedness and this is the last phase of that grant. She noted Curtis Construction was the lowest bidder and the funds have been appropriated.*

*Councilman Dover asked if this will require a match from the City. Ms. Clements answered no. She further explained that some of the funds for the electrical work will come out of the Maintenance and Parks Department's budget due to some of the work not being covered by the grant and the work was required for this project to take place.*

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

**Absent:** 1 - Mikel Fears

**RES-13:058** A RESOLUTION APPROVING THE SUBMISSION OF THE REVISED FY 2013 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN AND PROPOSED BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**Sponsors:** Grants

**Attachments:** [FY 2013 ACTION PLAN 4.15.13](#)

*Ms. Clements explained that HUD and some citizens had concerns about the Town Market. She added the City is going to research the Town Market project more and look at doing the project in 2014. She stated they removed the Town Market from the 2013 Action Plan and replaced it with a splash pad at Parker Park.*

*Discussion was held concerning the Town Market.*

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

**Absent:** 1 - Mikel Fears

**RES-13:059** A RESOLUTION APPROVING THE SUBMISSION OF THE REVISED 2012-2016 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED PLAN TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**Sponsors:** Grants and Community Development

**Attachments:** [2012 ConPlan Final Version 3.15.13](#)

*Ms. Clements explained the City had to revise the 5 year plan when they revised the 2013 Action Plan. She added the City left the Town Market in the 5 year plan, but added the splash pad to the plan.*

*Councilman Dover asked if the City received any indication how the funds the City receives from Washington DC will be affected. Mayor Perrin answered the only problem he knows of will be with the funding for the transit department.*

*Further discussion was held concerning different projects 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

#### **4. Pending Items**

#### **5. Other Business**

First quarter financial reports

*Mayor Perrin explained in the first 3 months the City paid all of its debts and was still in the positive. He added the sales tax is still above last year, but the State Turnback funds are down. He added the turnback funds are down due to funding the Street Aid program. He noted he may apply for Street State Aid funds during the summer.*

**RES-13:061** A RESOLUTION TO ENTER INTO CONTRACT WITH HYETTPALMA TO PROVIDE THE SERVICE OF UPDATING THE DOWNTOWN ACTION AGENDA

**Sponsors:** Grants

**Attachments:** [HyattPalma Signed Agreement 5 1 2013](#)

*Ms. Clements asked that this resolution be placed on tonight's Finance agenda so it will be able to be placed on next week's Council agenda.*

*Councilman Dover motioned, seconded by Councilman Street, that this Resolution be placed on tonight's Finance agenda. All voted aye.*

*Ms. Clements explained HyettPalma had previously been awarded a contract for a Downtown Action agenda to develop Downtown Jonesboro. She further explained that Mr. Ben Owens presented the idea to the Council to expand the downtown area to include North Jonesboro and HyettPalma with come back and update the Downtown Action agenda for a fee. She added the City did a RFP and HyettPalma was the lowest bidder.*

*Councilman Street asked if this will cover the plan to expand to North Jonesboro. Mayor Perrin answered this will only be the study and the guide on what to do.*

*Discussion was held concerning the areas that could be included in the downtown expansion.*

*Councilman Coleman asked if the funds will be available to tear down Wolverine. Mayor Perrin answered when the City receives title to the property the City will then apply for Brownfield funds. Councilman Coleman then asked what the City plans on doing with the Wolverine property. Mayor Perrin answered it would be up to the administration and Council to decide what to do with the property. He added he wants to wait for the study from HyettPalma to see what they recommend doing with the property. Councilman Coleman stated he would recommend building a new Police Department on the Wolverine property.*

*Councilman Street asked if some of the funds will go towards funding new police officers or will it be just for School Resource Officers. Mayor Perrin answered the funds will be split between both.*

*Discussion was held concerning School Resource Officers.*

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

**Absent:** 1 - Mikel Fears

### Generators

*Councilman Coleman explained the City needs more generators for the National Night Out so all the stuff at this event will be able to be used. He noted something needs to be done concerning this issue.*

*Councilman Coleman asked if there are any plans to redo the electrical work at the park. Mayor Perrin answered he was contacted by Chris Thyer and he is getting the City information concerning how much money the City will need to raise.*

*Councilman Coleman stated he is in need of at least two generators for the events. Mayor Perrin asked what size of generators are needed. Councilman Coleman answered the size should be 10,000 watts.*

### Land Use Advisory Committee & Master Street Plan

*Councilman Street stated he was asked by Mr. Ben Owens for minutes to be kept for the Land Use Advisory Committee and the Master Street Plan Committee meetings. Mayor Perrin explained that Dr. Marsha Guffey took the notes for the first meeting. Mayor Perrin noted he will have someone take the minutes. He also added he has requested Mr. Jim Bond meet with the staff about where the City is going and to reeducate the MAPC on various items. Councilman Street stated the problem with the MAPC is getting the committee members to show up to the meetings. Discussion was held concerning the attendance at the MAPC meetings.*

*Councilman Dover asked if the City is required to have an MAPC. Mayor Perrin answered yes because it is required to have one by State Statute, but the members are appointed by the City and the County.*

*Councilman Dover then questioned if the members who are appointed to the MAPC have any rules or regulations they have to follow. Mayor Perrin answered no. He added they are also not required to have an orientation, but he would like to have training, orientation and new guidelines for members to follow for attendance. City Clerk Donna Jackson explained the MAPC is allowed to make their own procedures by state law.*

*City Clerk Jackson stated the City Clerk's Office would be more than happy to do the minutes for the Land Use Advisory and Master Street Plan Committees. Mayor Perrin noted he would be happy to have the City Clerk's Office do the minutes. He also explained he hopes to really get the advisory committees going in the fall.*

*Discussion was held concerning the MAPC. Councilman Street stated he thinks the MAPC should meet at least twice a month.*

*Mayor Perrin stated the City needs to be very clear on who is appointed to the MAPC. He added the people appointed need to have a development background. Councilman Street recommends interviewing possible members of the MAPC to let them know they have to attend the meetings.*

## **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 CARRIED by a Voice Vote.**

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

**Absent:** 1 - Mikel Fears



## Legislation Details (With Text)

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|                       |   |                      |   |                      |  |
|-----------------------|---|----------------------|---|----------------------|--|
| <b>File #:</b>        | ORD-13:019  | <b>Version:</b>      | 1 | <b>Name:</b>         | Cleanup ordinance for 2012 budget          |
| <b>Type:</b>          | Ordinance   | <b>Status:</b>       |   | <b>Status:</b>       | To Be Introduced                           |
| <b>File created:</b>  | 5/14/2013   | <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>         | AN ORDINANCE AMENDING THE 2012 BUDGET ORDINANCE FOR THE CITY OF JONESBORO |                      |   |                      |  |
| <b>Sponsors:</b>      | Finance   |                      |   |                      |  |
| <b>Indexes:</b>       | Budget amendment  |                      |   |                      |  |
| <b>Code sections:</b> |   |                      |   |                      |  |
| <b>Attachments:</b>   |   |                      |   |                      |  |

| Date | Ver. | Action By | Action | Result |
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### Title

AN ORDINANCE AMENDING THE 2012 BUDGET ORDINANCE FOR THE CITY OF JONESBORO

### Body

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

SECTION 1: Budget Ordinance #0-EN-072-2011 adopted December 20, 2011, as amended during 2012 is further amended by the increase in budget expenditures as follows:

- Police Department in the amount of 990,500.
- Fire Department in the amount of 835,500.
- Animal Control in the amount of 21,500.
- Library Department in the amount of 78,000.
- Fire Act Department in the amount of 9,500.
- Softball Department in the amount of 38,000.
- Outside Maintenance Department in the amount of 71,000.
- General Administrative Department in the amount of 193,000.
- General Fund all other in the amount of 28,500.
- Miracle League Fund in the amount of 2,000.

SECTION 2: This ordinance being necessary for the financial continuity of the City of Jonesboro is hereby declared to be an emergency and shall take effect from and after its passage.



Legislation Details (With Text)

|                       |   |                      |   |                      |  |
|-----------------------|---|----------------------|---|----------------------|--|
| <b>File #:</b>        | RES-13:068  | <b>Version:</b>      | 1 | <b>Name:</b>         | Letter of credit for ADEQ                  |
| <b>Type:</b>          | Resolution  | <b>Status:</b>       |   | <b>Status:</b>       | To Be Introduced                           |
| <b>File created:</b>  | 5/6/2013  | <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 PROVIDE FOR THE EXECUTION AND MAINTENANCE OF A LETTER OF CREDIT TO BE ISSUED TO THE ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) |                      |   |                      |  |
| <b>Sponsors:</b>      | Engineering, Finance  |                      |   |                      |  |
| <b>Indexes:</b>       | Other   |                      |   |                      |  |
| <b>Code sections:</b> |   |                      |   |                      |  |
| <b>Attachments:</b>   | <a href="#">Letter of Credit</a>  |                      |   |                      |  |

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

Title

A RESOLUTION TO PROVIDE FOR THE EXECUTION AND MAINTENANCE OF A LETTER OF CREDIT TO BE ISSUED TO THE ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ)

Body

WHEREAS, on May 11, 1998 the City of Jonesboro did execute a Contract of Obligation between the City of Jonesboro and the Arkansas Department of Pollution Control and Ecology (ASPCE) related to the closure and post-closure costs of the Jonesboro municipal landfill, said Contract binding the City for payment in the amount of \$500,000.00 in the event of default; and,

WHEREAS, the Arkansas Department of Environmental Quality (as successor agency to ADPCE), has advised City that, pursuant to Regulation 22.1403(c), the above Contract of Obligation may be rescinded upon receipt of a letter of credit in the amount equal to 20% of estimated post-closure maintenance costs;

WHEREAS, this letter of credit must be renewed annually, and the amount adjusted based on annual inflation factor provided by ADEQ;

WHEREAS, Liberty Bank of Arkansas, as primary depository for City, has tentatively agreed to provide an irrevocable standby letter of credit, in favor of the Arkansas Department of Environmental Quality, for his purpose and to renew said letter of credit annually, as needed.

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

Section 1: The Mayor and City Clerk are hereby authorized to execute any and all instruments necessary for the issuance of the mentioned letter of credit, and to renew said letter of credit annually until such time as it is no longer needed to satisfy requirements of ADEQ.



**IRREVOCABLE STANDBY LETTER OF CREDIT**

Director

Arkansas Department of Environmental Quality

Dear Sir or Madam:

We hereby establish our Irrevocable Standby Letter of Credit No. 1471 in your favor, at the request and for the account of City of Jonesboro, PO Box 1845, Jonesboro, AR 72403, up to the aggregate amount of \$Twenty Two Thousand U.S. dollars (\$22,000.00) available upon presentation of

- (1) Your sight draft, bearing reference to this letter of credit No. 1471, and
- (2) Your signed statement reading as follows: "I certify that the amount of the draft is payable pursuant to regulations issued under authority of the Arkansas Solid Waste Management Act (Act 237 of 1971 as amended)."

This letter of credit is effective as of 04/26/2013 and shall expire on 04/26/14 but such expiration date shall be automatically extended for a period of one year on 04/26/2015 and on each successive expiration date, unless, at least 120 days before the current expiration date, we notify both you and City of Jonesboro by certified mail that we have decided not to extend this letter of credit beyond the current expiration date. In the event you are so notified, any unused portion of the credit shall be available upon presentation of your sight draft for 120 days after the date of receipt by both you and City of Jonesboro, as shown on the signed return receipts.

Whenever this letter of credit is drawn on under and in compliance with the terms of this credit, we shall duly honor such draft upon presentation to us, and we shall forfeit the amount of the draft to the Arkansas Department of Environmental Quality in accordance with your instructions.

We certify that the wording of this letter of credit is identical to the wording specified in Section 12 of the Arkansas Solid Waste Disposal Code as such regulations were constituted on the date shown immediately below.

**Issuing Bank or Institution:** Liberty Bank of Arkansas  
2901 E. Highland Drive  
Jonesboro, AR 72401

**Effective Date:** April 26, 2013

**Name of Officer:** Deana Osment

**Title:** SVP

**Signature:** 



April 26, 2013

Teresa Marks, Director  
Arkansas Department of Environmental Quality  
5301 Northshore Drive  
North Little Rock, AR 72118-5317

Dear Ms. Marks:

Please find attached an original Irrevocable Standby Letter of Credit to satisfy financial assurance requirements for the City of Jonesboro. In accordance with Regulation 22.1045 (b), this letter accompanies the letter of credit and presents the following information:

1. **Issuing Institution:**

Name: Liberty Bank of Arkansas  
Address: 2901 E. Highland Drive, Jonesboro, AR 72401  
Contact Person/Title: Deana Osment, SVP  
Contact Phone Number: 870-268-2334  
Letter of Credit Number: 1471  
Letter of Credit Effective Date: 04/26/13  
Amount of Funds secured by this Letter of Credit: \$22,000.00

2. **Solid Waste Facility(ies) covered by this Letter of Credit:**

Name: Jonesboro Class IV Landfill  
Address: 1624 Strawfloor Dr  
Contact Person/Title: Royce Leonard, Director of Sanitation  
Contact Phone Number: 870-932-7520  
Permit Number: 0139-SR-1  
AFIN: 16-00153  
Closure Cost Estimate: \$2,100,000.00  
Post Closure Cost Estimate: \$22,000.00  
Corrective Action: N/A

Should you have any questions, please advise.

Sincerely,

  
Deana Osment, SVP



## Legislation Details (With Text)

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|                       |   |                      |   |                      |  |
|-----------------------|---|----------------------|---|----------------------|--|
| <b>File #:</b>        | RES-13:073  | <b>Version:</b>      | 1 | <b>Name:</b>         | Destruction of city documents              |
| <b>Type:</b>          | Resolution  | <b>Status:</b>       |   | <b>Status:</b>       | To Be Introduced                           |
| <b>File created:</b>  | 5/7/2013  | <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>         | RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS<br>AUTHORIZING THE DESTRUCTION OF MUNICIPAL DOCUMENTS |                      |   |                      |  |
| <b>Sponsors:</b>      | Finance   |                      |   |                      |  |
| <b>Indexes:</b>       | Other   |                      |   |                      |  |
| <b>Code sections:</b> |   |                      |   |                      |  |
| <b>Attachments:</b>   | <a href="#">Destruction of records 2013</a>   |                      |   |                      |  |

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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### Title

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE DESTRUCTION OF MUNICIPAL DOCUMENTS

### Body

WHEREAS, the City of Jonesboro desires to destroy old and obsolete municipal documents; and

WHEREAS, an Affidavit for Destruction of Documents has been prepared listing all documents to be destroyed and the time period to which they apply; and

WHEREAS, this list has been reviewed and complies with the requirements as set out in the Arkansas Code Annotated 14-59-114.

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

1. We hereby authorize the destruction of the documents described in the attached Affidavit for Destruction. Said attachment is incorporated herein by reference.

Check binder 2003-2005  
Check binder 2004-2005  
RAQ 1997-2005  
MATA Traffic study 1994  
Washington Ave Interchange 2004  
Purchase Requisitions 2005  
VHS Main St Improvements 1997  
Flood Correspondence 1994-2005  
Floodplain Inquiries 1992-2005  
Community Rating Systems 2003  
Invoices 2006  
Employee Reimbursement 2000  
GL 2000  
Payment Reports 2000  
Payroll Roster 2000  
Budget Ledger 2000  
Requisitions 2000  
Vendor History 2000  
Misc Documents-Doug Formon 2007  
Landfill & Misc undated  
Blank checks-Payroll  
Check register 1999-2002  
Check Register 1997-2005  
Check Register 2007  
Payment Reports 2003  
Check Register 2005  
Check Register 2005  
Payment Reports 2005  
Misc Financial Reporting-Deposits, Bids, >1982  
Invoices 2005  
Annual Report 1982  
Bonds 1985, 1999  
Check Register 2002, 2005  
Bank Statements 2007, 2008  
Grave Permits  
Bank Statements 2006  
Expenditures 2003  
Expenditures 2003  
Payment Report 2002  
GL 2001  
Voided Checks 2008  
Vendor History 2003  
Vendor History 2008  
Check Register 2008  
Accounts Payable 2008 (3 vols)  
Vendor Reports 2002 & 2003  
Payroll Records 2001  
Time Card Entry 1999-2001  
Time Card Entry 2002-2004  
Payroll Register 2001  
Vacation & Sick Leave 2002  
GL 2003

Vendor Report 2004-2005  
GL 2004  
Payment Reports 2004  
Misc Documents-Larry Flowers >2000  
Accounts Payable 2008 (3 vols)  
  
Accounts Payable 2009  
Bank Statements 2001  
Voided Checks 2006-2007  
Voided Checks 2005  
Accounts Payable 2007 (2 vols)  
Check Register undated  
Bank Statements 2005  
Pro Interview VHS tapes (12)  
  
Barksdale notes-JJE's 2006, emails, etc.  
Bank Statements 2002  
Bank Statements 2003  
Bank Statements 2002  
Bank Statements 2004 (3 vols)  
COPS Grant information (2 vols) > 2000  
Bank Statements 2006 & 2007  
Bank Statements 2006 & 2007  
Bank Reconciliations & Voided Checks 2006 & 2007  
Bank Statements >2004  
Misc-1099's>2006  
MATA Bills 1999  
Cancelled Checks >2002  
Cancelled Checks >2002  
Revenue Reports 2000  
Bank Statements 2003  
Payment Reports 2001  
Expenditures 2001  
GL 2001 & 2002  
Revenues 2001 & 2002  
Payroll Accounts 2008  
Banc of America Leasing & Capital 2008 (2vols)  
Check Register 2000-2001  
Bank Statements 2006  
Bank Statements 2008  
Purchase Orders 1986-1997 (12 vols)  
Employee Flower Fund Bank Statements 1996-2008  
Misc Reports and Notes >2008  
Bank Statements 2007-2008  
Vendor History 2002  
Purchase Orders 2001 & 2002  
Payroll Roster 2002  
Cafeteria Plans 2007  
Payroll Rosters 2003  
Vacation and Sick Leave 2001  
Payroll Register 2002  
Budgets prior to 2008

Budgets 1992-1999  
Employee Records 1996  
Check Register 1994  
Certificates of deposit 1993  
Grants 2001  
Grants investments 2001  
AGFOA Evaluating Financial Condition References  
Audit Guides (4 vols)  
Jonesboro Municipal Code Book  
Jonesboro Safety Plan Manual  
OMB Circular A-133  
Parallel References to ACA  
Municipal Court Revenues 2000-2001  
Finance Personnel through 2001  
Airport Commission 2001  
Council Meetings 2000-2001  
Budget Papers 2002  
Sanitation 2001  
Daily Reports 1994  
Receipts 1998 (5 boxes)  
Receipts 2001  
Deposit Books >1999  
Bills 2000  
Bills 2004  
Checkbook 2002  
Burial Permits 1998-2002  
Terminations >2005  
RFP>2005 (2 boxes)  
RFP 2007  
Misc > 2005-Budgets, emails, etc.  
RFP 2008  
Misc Payroll > 2004  
Benefits >1992  
  
Flex Med 2003  
Insurance >2005  
RFP 1998  
Lawsuits 1981-1994 (2 boxes)  
AP 2001 (9 boxes)  
AP 2002 (7 boxes)  
AP 2003 (9 boxes)  
AP 2004 (7 boxes)  
Solid Waste Disposal >2004  
RFP 1994-1998 (6 boxes)  
Landfill Tickets 2001  
Deposit books 1993, 1996, 1999-2003  
End of Year reports 2004 & 2005  
Mowing 1999-2000  
Vendor History 2006  
Receipts 2006  
Receipts 2005  
Payroll Time Sheets 2005



Frolic Footwear Lease  
Jimmy Lamberth  
Old Industrial Revenue Bond Files  
Personnel-General  
State Treasurer  
VISA Applications  
Budget 1999  
Budget 2000  
Budget 1996-1997  
Sales Tax Bonds  
Budget Notes 2004  
Bonds & General Ledger 2002  
Bonds & Budget notes >2000  
Bonds & Budget notes >2001  
E-911 Lease Motorola  
FOI Act  
Forum  
Craighead County Solid Waste Authority  
Donations  
Benefits >1992  
Payroll History 2003  
Payroll History 2005  
Condray 2005  
Employee History 1999  
Payroll Reports 2001  
Copies of Police Pension  
Fire Sick Bank  
Payroll Change Forms  
Benefit Statements  
Budgets >2008  
Annual Reports >2005  
Grants 2004  
Bids >2005 (2 drawers)  
Bids 1987  
Bids 1988-1989  
Bids 2003 (2 drawers)  
Bids 2007  
Equipment Detail Records 1997  
Leave Records 1996  
Fixed Assets 1974  
Backup Diskettes  
Insurance Detail 2003-2004  
Bids 2006  
Insurance Claims 1993-2001  
Bids 2006  
Insurance Claims 1992-2002  
Benefits 1980-2004  
Benefits >1997  
Benefits 1993-1994  
Deposit Books >2005  
Payroll Reports 2008  
Daily Reports 2008 (11 boxes)

Payroll Time Sheets 2005  
Code Enforcement 2003  
Deposit Books, 2006-2008, blank  
Revenue Reports 1999  
Employee History 2004  
Receipts 2008  
Journal Entries 2005  
Receipts 2007  
Expenditures 2005  
Parking Tickets 2003-2004  
Petty Cash 2001  
Deposit books 2004-2006  
Receipts 2000  
End of Year Reports 2005  
Landfill Tickets 2004  
Permits 2002  
Receipts 2005  
Receipts 2007  
Receipts 2007  
Collections Reports 1998  
Licenses and Receipts 1999 (2 boxes)  
Receipts 2000 (3 boxes)  
Receipts 2001 (3 boxes)  
Receipts 2002 (2 boxes)  
Receipts 2004 (3 boxes)  
Receipts 2005 (3boxes)  
Landfill 1999 (2 boxes)  
Landfill 2000  
Receipts 2002 (2 boxes)  
Receipts 2007 (2 boxes)  
Landfill 2004  
Receipts and License 2005  
Receipts 2005  
Receipts 2007 (2 boxes)  
Collections 1998  
Daily Reports 1994 (4 binders)  
Landfill 2001  
Landfill 2000  
Licenses and Receipts 2001  
Sanitation Bills 2000  
Check Register 1996-1997  
Check Register 1994-1995  
Check Register 1993  
General Ledger 1986  
Bank Statements 1999  
Cafeteria Plans 1997  
Bank Statements 1998  
RFP 2002  
RFP 2002  
Grants 1996  
Bank Statements & Check Carbons 1995  
Check Register 1993 & 1994

Collections Agreements >2000  
Payroll Records 1997  
Unused Checks  
Unused Sanitation forms  
Receipts 2003  
Deposit Books 2003  
Mowing 1990-1997  
Sanitation 2002  
Petty Cash 1997  
Sanitation 1997  
Receipts 1995  
Receipts 2008  
Receipts 2004  
Accounts Payable 1995  
Employee Records 2002  
Purchasing 1994-1995  
Accounts Payable 1998  
CWL Notes >1991  
RFP 2004  
Bonds >1997  
Pension RFP 2002  
RFP 2002  
Budget 2003  
Monthly Reports 2003  
Vendor History 1990  
Vendor History 1988  
Vendor History 1989  
ADA Compliance 18984  
Crane Settlement  
Check Register 1972-1986  
Financial Reports 1979  
Forum Asset Report 1986  
Payroll Register 1996  
Payroll Register 1994  
Assets Listing >1993  
Bank Balances 1991  
Financial Reports 1995  
Monthly Reports 1996  
Payroll Register 1993  
Financial Reports 1994  
Payment Report 1987-91988  
Accounts Payable 1990-1991  
Payment Report 1994-1995  
Payment Records 1989  
Monthly Reports 1999  
Check Register 1990-1992  
Monthly 1997  
Forum and Accounts Payable 1997  
Vendor Reports 1995-1997  
Vendor Reports 1992-1994  
Vendor Reports 1990-1991  
Vendor Reports 1987-1989

General Ledger 1993  
Payroll Records 1996  
Monthly Reports 1999  
Budget Work Papers 1998  
Budget 1998  
Budget 1999  
Budget Work Papers 2000  
ADA  
ADED  
Airport Financial Statements 1997-1999  
Annual Survey of Municipal Finances 1996-1998  
AR State Banking Department  
Bank Signature Records  
Cellular Towers  
Collateral 1998-1999  
County Sales Tax through March 1999  
CDBG 1997-2004 (8 Boxes)  
Bank Statements 1999 (2 boxes)  
Bank Statements 2002 (3 boxes)  
Bank Statements 2001 (3 boxes)  
Time Sheets 2001  
Payroll 1990-1992  
Bids 2000-2001  
Benefits 2002  
Bills 2005 (2 boxes)  
Bids 2005 (2 Boxes)  
Payroll 1992  
Payroll 2001  
Budget Reports 2002-2003  
Cafeteria 1993  
Budget Work Papers 1992-1995  
Budget Reports 1991-2001  
Cafeteria Claims 1996 (2 boxes)  
AP 2007 (8 boxes)  
AP 2002  
Payroll < 1980  
Police and Fire Earnings Records 1966-1985  
Earnings Records 1970's  
Earning Records 1980's  
Budgets 1969-1989  
Miscellaneous Finance Director Memos >1976  
Insurance Billing 1991-2001  
AP 2005 (9 boxes)  
Check Stubs 2005  
Payroll Roster 2006  
Benefits 1990-2003  
Cancelled Checks & Bank Statements 1996  
Payroll 1999-2003  
AP 2006 (4 boxes)  
Bills 2001  
Payroll 2008  
Payroll 2006 (2 boxes)  
AP 2002

Miscellaneous Finance Director Memos > 2007  
AP 2006 (5 boxes)  
Bank reconciliations >2006  
AP 2006-2007  
Payroll 1998 (2 boxes)  
Payroll 2000  
Payroll 1999  
Human Resources >2004  
Misc. Finance Director Files 1996-1997  
Misc. Finance Director Files 1998  
End Of Year 1990-1996  
Payroll 1955-1999 (17 boxes)  
Fire Applications 2005  
Old Employee files  
EOY Reports 1989 (7 books)  
EOY Reports 1990 (7 books)  
EOY Reports 1986 (6 books)  
EOY Reports 1987 (7 books)  
EOY Reports 1992 (7 books)  
EOY Reports 1993 (6books)  
Payroll 1981 book  
Payroll 1981-1984 book  
EOY Reports 1988(7 books)  
EOY Reports 1991 (7 books)  
EOY Reports 1994 (7 books)  
EOY Reports 1995 (8 books)  
EOY Reports 1996 (7 books)  
Payroll 2004 book  
Payroll 2003 book  
EOY Reports 1997 (7 books)  
EOY Reports 1998 (7 books)  
EOY Reports 1999 (9 books)  
Daily Reports 1999  
Expenditures 2000  
Vendor Report 1998-1999  
Over Time 1977-1981  
Leave Report 1989-1995  
AP 2006  
AP 1993 Bills (3 boxes)  
General Ledgers prior to 1979 (5 books)  
Miscellaneous Finance Bank Statements >1995



Legislation Details (With Text)

**File #:** RES-13:079    **Version:** 1    **Name:** Amend salary plan to add Digital Media Specialist for Information Systems

**Type:** Resolution    **Status:** To Be Introduced

**File created:** 5/20/2013    **In control:** Finance & Administration Council Committee

**On agenda:**    **Final action:**

**Title:** A RESOLUTION TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE PURPOSE OF CREATING A DIGITAL MEDIA SPECIALISTS

**Sponsors:** Information Systems

**Indexes:** Position - creation/amendment

**Code sections:**

**Attachments:** [Digital Media Specialists](#)

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

title  
A RESOLUTION TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE PURPOSE OF CREATING A DIGITAL MEDIA SPECIALISTS

Body  
WHEREAS, the City of Jonesboro City Salary & Administration was adopted by Resolution No. 09:201 and is currently in effect; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the IS Department, that the position Digital Media Specialists be added to the Information Systems Department;

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

SECTION 1: The position of Digital Media Specialists be added at a grade 114 with a salary range of \$33,827 - 50,740.

# **March 2011**

## **Digital Media Specialists**

### **Job Description**

**Exempt:** No  
**Department:** Information Systems  
**Reports To:** Information Systems Director  
**Location:** City Hall  
**Date Prepared:** May 07, 2013  
**Date Revised:** May 14, 2013

#### **GENERAL DESCRIPTION OF POSITION**

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

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. 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.
2. Responsible for the development and implementation of high-quality communications and marketing programs. This duty is performed as needed.
3. 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 as needed.
4. Direct the city's media relations for City activities. This duty is performed as needed.
5. 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**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 19 to 23 months related experience and/or training. Or equivalent combination of education and experience.

#### **COMMUNICATION SKILLS**

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

#### **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.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Video production software (Final Cut Pro or equivalent)  
Graphic design software  
Web Design software

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Advanced: Presentation/PowerPoint  
Intermediate: Spreadsheet, Word Processing/Typing  
Basic: Alphanumeric Data Entry

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments:

## **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Regularly responsible for property where carelessness or error would result in only minor damage or minor monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

## **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

## **ACCOUNTABILITY**

### **FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

### **ANNUAL MONETARY IMPACT**

None. Job does not create any dollar monetary impact for the organization.

### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

## **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.

## **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.

## **WORKING CONDITIONS**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and occasional pushing, carrying, or lifting.

## **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, risk of electrical shock. The noise level in the work environment is usually moderate.

### **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.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to use hands to finger, handle, or feel, talk or hear; regularly required to sit, reach with hands and arms, taste or smell; and frequently required to stand, walk; occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **ADDITIONAL INFORMATION**

Not indicated.