



City of Jonesboro

Meeting Minutes

Finance & Administration Council Committee

900 West Monroe
Jonesboro, AR 72401

Thursday, November 29, 2007

4:00 PM

Huntington Building

Special Called Meeting

1. Call To Order

Mayor Formon and Ms. Misty Micenhamer were also in attendance.

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

2. Approval of minutes

[MIN-07:1890](#) Minutes for the October 18, 2007, Finance Committee meeting.

Attachments: [101807](#)

A motion was made by Councilperson Harold Perrin, seconded by Councilperson Judy Furr, that these Minutes be Passed. The motion CARRIED by a Voice Vote.

Aye: 5 - Judy Furr; Jim Hargis; Harold Perrin; John Street and Ann Williams

3. New Business

Discussion concerning the Forum building

Councilman McCall stated the Advertising and Promotion Committee has questioned why they are funding things such as janitorial supplies and air conditioning for the Forum. He noted a specific amount of money has previously been put into the budget to help with maintaining the Forum because it's a City-owned building like the Huntington Building and City Hall. He further explained there have been years when the money was allocated but the Forum was never made aware the money was there. He asked for money to be placed in the 2008 budget. Ms. Sherri Beatty explained they had been receiving money from two different funds for custodial needs for the Forum, from Advertising & Promotions and from the City's budget. She noted when Mayor Formon came into office he informed them that there's a line item in the budget that will support some of the needs of the building and they have been receiving the money while Mayor Formon has been in office. She stated what they would like the money to come from the City instead of the two different funds. She added they have used \$17,000 out of the \$19,000 they were allocated for 2007. Councilman Perrin agreed, saying the maintenance of the building and usual customary maintenance should be covered in a line item by the City similar to what is done with the Huntington Building. He noted they are using their allocated money towards things that the City should provide, but instead they pay for it which limits the budget to provide the services they intended to provide. Mayor Formon questioned how much they are asking for in 2008. Ms. Beatty stated they would like to request \$37,000. Councilman McCall explained they do not necessarily want to specify an amount; rather they'd like an agreement that reflects the Forum being put back into the budget like any other

City-owned building. Chairman Dover questioned who would decide what is to be repaired and how they know how much is to be put in the budget. Councilwoman Furr noted the Forum is not fully ADA accessible. Councilman Street suggested they could present a proposed budget like other department and then they can come back and ask for funds if they need to make bigger repairs. Councilwoman Furr explained she has reviewed some Attorney General's opinions that question whether some of the items should be funded under the A&P. Mayor Formon stated they can put it in the cycle with other departments, but they needed to know a general amount of what is anticipated in terms of maintenance. Ms. Beatty explained she doesn't know about the bigger items because the bills do not go through her office, but the simple repairs are what they're using the \$19,000 for. She noted that money was just for repairs because the A&P money pays for janitorial supplies. Councilman Province suggested more expensive items should be brought back to the Finance Committee for approval. Councilman Hargis questioned what the annual budget is for the Forum. Ms. Beatty explained she is unsure because the programs are owned by the Foundation of Arts, so the Foundation covers those expenses. She further explained they are just discussing the Forum in terms of the physical building. Councilman Perrin stated the City needs to look long-term at a better facility instead of continuing to put money into the Forum building. Chairman Dover explained the maintenance part can be handled by the executive office and the equipment needs can be brought back to the Finance Committee. Councilman Perrin motioned, seconded by Councilman Street, for the City to start maintaining the Forum like any other municipal building. All voted aye. Ms. Beatty questioned who she needs to speak with to carry things out. Mayor Formon stated he would meet with her.

Ordinances To Be Introduced

ORD-07:3082 AN ORDINANCE TO INSTITUTE A SUPPLEMENTAL PAY INCENTIVE PLAN FOR SWORN OFFICERS OF THE JONESBORO POLICE DEPARTMENT

Sponsors: Police Department and Mayor's Office

Attachments: [APPENDIX B education](#)
[Cert Appendix A](#)
[Example Salary Spreadsheet](#)
[PT Appendix C](#)

Police Chief Michael Yates discussed retaining more officers. Councilman Perrin questioned what the current turnover rate is. Chief Yates explained it is between 9% and 12-13%. Councilman Perrin then questioned of the 12% turnover, how long those officers have been with the Police Department. Chief Yates explained after they get 4 to 5 years experience the officers are marketable for the private sector; but the department typically sees officers with 5 to 7 years of experience who leave, which is the core of the department. Councilman Perrin noted the officers with 5 to 7 years of experience are the ones targeted with the incentive plan. Chief Yates agreed. Councilman Hargis noted the plan represents an additional 3% to the Police Department's budget. Chief Yates explained the City has experimented with other plans in the past, but the way they were put into place hurt the program. Councilman Perrin asked how the officers feel with the plan. Councilwoman Furr explained she has spoken with two officers who didn't like the plan, but that's only two out of 130 officers. She added she spoke with Assistant Chief Eads who is not aware of anyone with complaints. Councilman Street also noted he has spoken with officer and doesn't know of any officers who had objections. Councilman Perrin stated the plan is looking for people who will advance from where they are. Chief Yates explained even officers who are not initially available to benefit with the program can eventually benefit from it with just a little bit of effort.

A motion was made by Councilperson Judy Furr, seconded by Councilperson John Street, that this Ordinance be Recommended to Council. The motion CARRIED by a Voice Vote.

Aye: 5 - Judy Furr; Jim Hargis; Harold Perrin; John Street and Ann Williams

ORD-07:3160 AN ORDINANCE TO GIVE A STEP RAISE TO THE YOUTH SPORTS COORDINATOR

Mayor Formon noted the salary increase is not included in the 2008 proposed budget. Parks Director Jason Wilkie stated with the additional duties and added volume they would like to increase the salary of the youth sports coordinator. Mayor Formon questioned how long the employee has been with the City. Mr. Wilkie stated the employee has been with the City for 3 years. He explained it will be a step increase, but not a grade increase. Councilman Perrin questioned whether the job description will be changed. Human Resources Gloria Roark explained they will not have to change the job description because it was generic enough to cover additional duties. Councilman Perrin recommended holding the resolution and consider the salary increase during the budget process.

This Ordinance was Tabled in order to discuss it during the budget process.

Resolutions To Be Introduced

RES-07:2441 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF JONESBORO TO CONTINUE THE CONTRACT WITH BRACKETT-KRENNERICH AND ASSOCIATES, P.A. FOR ARCHITECTURAL SERVICES RELATED TO THE CONSTRUCTION OF JONESBORO FIRE STATIONS.

Sponsors: Fire Department

Attachments: [contract reduction](#)
[Invoice sample 1](#)
[invoice sample 2](#)
[Original Contract](#)
[Aug 15, 2006 minutes Pulic Safety](#)
[Additional Information](#)

Councilman Perrin discussed looking at other firms. Fire Chief Aaron Keller stated the new contract does not include construction management. Councilman Perrin questioned what the contract would cover. Chief Keller explained the contract will cover Phase II, which is Stations 2 and 6.

A motion was made by Councilperson Harold Perrin, seconded by Councilperson Jim Hargis, that this Resolution be Recommended to Council. The motion CARRIED by a Voice Vote.

Aye: 5 - Judy Furr; Jim Hargis; Harold Perrin; John Street and Ann Williams

RES-07:2511 A RESOLUTION TO RENEW CONTRACT WITH THE RED CROSS TO USE COMMUNITY CENTERS AS SHELTERS

Attachments: [Agreement with Red Cross for Community Centers as Emergency Shelters](#)

Mr. Wilkie explained the contracts are just standard renewals. Councilman Perrin questioned whether Red Cross could use some of the extra space in the Huntington Building since St. Bernard's has left. Mayor Formon explained he has already spoken with Red Cross because there's not enough showers.

A motion was made by Councilperson Harold Perrin, seconded by Councilperson Ann Williams, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 5 - Judy Furr;Jim Hargis;Harold Perrin;John Street and Ann Williams

RES-07:2551 RESOLUTION FOR DISCUSSION PURPOSES TO BE REFERRED TO THE FINANCE COMMITTEE CONCERNING INFORMATION REGARDING THE PROPOSED 2008 BUDGET

Chairman Dover stated the information asked for has already been given out by the Finance Committee. Councilman Perrin explained he has asked for a different format which would include year to date line item expenses so they could view those while going through the budget. Chairman Dover questioned whether the information was adequate or if the resolution needed to be discussed further. Councilwoman Furr explained they have been given the information, but due to the numerous meetings since then no one has been given a chance to review it. Chairman Dover stated at the Council meeting they can further discuss the information if anyone has questions. Mayor Formon added if anyone needs anything further to contact them so they can provide the information.

A motion was made by Councilperson Judy Furr, seconded by Councilperson Harold Perrin, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 5 - Judy Furr;Jim Hargis;Harold Perrin;John Street and Ann Williams

4. Pending Items

RFQ's for audit

Councilwoman Furr stated they need to set a date to meet with the companies who responded to the RFQ's and then make a determination as to which company should be hired. Councilman Perrin noted the key to the process is to tell the companies what they will be doing. Councilwoman Furr explained that is why they need to meet with the companies. Ms. Misty Micenhamer stated she gave them lists as samples of what might be discussed and that the final scope will be determined in later conversations. Councilman Perrin noted some of the information may help with preparing the 2008 budget. Councilwoman Furr stated she will contact the companies and work out a date when they can meet with the committee. Councilman Perrin motioned, seconded by Councilwoman Williams, for Councilwoman Furr to contact the accounting firms to set up a meeting with the Finance Committee prior to year end. All voted aye. Finance Director Don Ray stated they will also have to determine the role the Finance Department will play in the audit. He explained he would like a detailed outline of what the Finance Department should and shouldn't do during the audit.

5. Other Business

COM-07:062 HR Audit Final

Sponsors: Internal Auditor

Attachments: [audit](#)
[Executive Summary HR](#)

Ms. Micenhamer presented the audit for Human Resources. Councilman Perrin questioned whether there is a tracking system in place to keep track of sick time taken

per employee that would assist with the proposed incentive plan. Ms. Micenhamer stated the system is very broad in that it's very difficult to see how many days a given employee has taken as well as other things such as promotions. Councilman Perrin stated Springbrook should be doing things like that. He asked if daily reports are sent to payroll to reflect absent employees. Ms. Micenhamer stated no, the information is sent twice a month to payroll. Mayor Formon explained the supervisors track it, but the information is only sent in with payroll. Chairman Dover questioned whether the City has forms the employees fill out to request absences. Mayor Formon answered no. He added the days are documented by the supervisor on the time sheets that the employees sign before being sent to payroll twice a month. Discussion was then held regarding EEO reports with Springbrook. Ms. Micenhamer noted Human Resources Director Gloria Roark had trouble providing reports through Springbrook. Ms. Roark explained Springbrook generated a report but it wasn't right. She added the reports are different for employers over 500 and she's not sure if Springbrook has ever run a report like that for employers over 500 before Jonesboro.

This item was Read.

COM-07:064

Discussion regarding City's payment of portion of health insurance for disabled retirees under LOPFI and employees right to continue health insurance not covered under COBRA when they leave city employment.

Attachments: [Health Insurance](#)
[Handout from November 29, 2007, Finance meeting](#)

Ms. Roark explained they are having trouble identifying whether employees who leave the City should be offered COBRA or insurance, how much the City pays or if the employees pay. Chairman Dover questioned how the initial decision was made. Ms. Roark explained they contacted former employee Delores Wicker for help. She further explained there are some that retired under LOPFI and are disabled but was not disabled in an emergency response yet the City is paying 70% of their insurance. She noted the City is only required to pay for insurance with fire and police when the person is disabled during an emergency response. Mayor Formon questioned what would've happened to an employee who fell while washing a fire truck. He questioned whether the City would pay for the insurance or not. Ms. Roark stated the employee would've been able to continue the insurance, but they would've had to pay the whole premium. Chairman Dover questioned how many people the City is paying the insurance for. Ms. Roark answered she knows of two specifically who retired under LOPFI and are disabled, but were not disabled during an emergency response. She added there are two more that are in the process of disabling out and they were not disabled during an emergency response. Councilman Perrin questioned what City Attorney Phillip Crego's opinion was. Ms. Roark explained Mr. Crego stated the City only pays for emergency response disability according to a law passed in 1996. Councilman Perrin suggested she get with Mr. Crego to make a resolution to reflect Mr. Crego's opinion and address the issue. Ms. Roark added that non-uniform employees who leave but don't retire can continue the insurance if they have 20 years of service. She explained they have some employees who have left city employment without having 20 years of service who are continuing the insurance. Councilwoman Furr stated she's aware precedence has been set, but the City needs to follow the law.

This item was Read.

Discussion concerning resolution regarding proposals from Blue Cross Blue Shield and Delta Dental to provide insurance coverage for City employees

Ms. Roark explained they have been negotiating for insurance to continue with the health and dental for employees. She noted the resolution did not make the deadline because it

has not been approved by Mr. Crego yet. She further explained the rates are going to be basically the same with health insurance and the benefits will be the same, but with a wellness benefit added and the rollover being taken away. She added the dental is going to be with Delta Dental and will be a little cheaper than last year, but will not have the vision plan. Mayor Formon questioned whether Mr. Crego is okay with waiving the bidding. Ms. Roark stated Mr. Crego has not gotten back with her. Councilman Perrin motioned, seconded by Councilman Street, to place the resolution on the Finance agenda for Monday, December 3. All voted aye.

Councilman Perrin motioned, seconded by Councilman Street, to amend the motion in order to take the resolution to Council on Tuesday, December 4. All voted aye.

Councilman Perrin then withdrew his motion and abstained from voting.

Councilman Street motioned, seconded by Councilwoman Williams, to amend the original motion and to place the resolution on the City Council agenda for Tuesday, December 4. All voted aye, with the exception of Councilman Perrin who abstained.

COM-07:070

Siloam Springs sample financial statement as handed out by Don Ray at the November 29, 2007, Finance Committee meeting.

Attachments: [SiloamSpringsStatement](#)

This item was Read.

Discussion concerning the status of Springbrook

Mr. Ray discussed Springbrook and expressed concern over being blamed for problems with Springbrook when he didn't have anything to do with the recommendation or implementation of the software. He then discussed a recent visit to Siloam Springs concerning Springbrook. He explained he doesn't think the implementation of Springbrook in Jonesboro wasn't good, but that doesn't mean the technology is bad. He added the city collector and payroll clerk are happy with the software. He further explained he is aware of problems with producing financial statements and GIS. Councilman Perrin noted there are also problems with the uses for HR. Chairman Dover also noted there are problems with fleet maintenance. Mr. Ray stated he's not a computer expert so he might not be the one to fix the problem. He suggested getting together with the Council to figure out what information everyone would like to see every month. He explained that way when Springbrook comes in to help, then he can tell them what is needed and let them know they're not leaving until the work is done. He then presented a statement from Siloam Springs. He stated he doesn't consider it to be a financial statement but if that is what the committee wants then that could be done easier than the statements he's been giving the committee in recent months. Mr. Ray stated he's spoken with Springbrook and they indicated they will come in and do whatever is needed to please the City. Councilwoman Furr suggested also meeting with the department heads to see what they want to see out of the program. She added Springbrook would be able to come in and say whether or not those features are available with the software. Discussion was held concerning the implementation of Springbrook. Councilman Perrin expressed concern over Ms. Roark putting in data to Springbrook and the reports coming out wrong. Mayor Formon questioned whether Jonesboro is the largest user or the largest municipality. Mr. Ray stated he did not know. Mayor Formon noted the other computer company the City was looking at when Springbrook was being considered has gone out of business.

Mr. Ray informed the committee that accountant David Eagle has resigned effective the

end of the year.

6. Public Comments

Councilman Hargis explained the DVD of the last Council meeting has been stolen. He stated the person who recorded the meeting laid the DVD in the seat and then it was stolen. Police Chief Yates stated he cannot be sure who was here and who wasn't because it was a public meeting, but he'd see what he can do.

7. Adjournment

A motion was made by Councilperson Harold Perrin, seconded by Councilperson Jim Hargis, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 5 - Judy Furr; Jim Hargis; Harold Perrin; John Street and Ann Williams