



City of Jonesboro

Meeting Minutes

Finance & Administration Council Committee

900 West Monroe
Jonesboro, AR 72401

Thursday, May 17, 2007

4:00 PM

Huntington Building

1. Call To Order

Mr. Tony Thomas from the Mayor's Office was also in attendance.

2. Approval of minutes

MIN-07:017 MINUTES FOR THE APRIL 19, 2007, FINANCE COMMITTEE MEETING.

Attachments: [041907](#)

A motion was made by Councilperson Jim Hargis, seconded by Councilperson John Street, that this matter be Passed. The motion CARRIED

3. New Business

Ordinances To Be Introduced

ORD-07:17 AN ORDINANCE AMENDING THE 2007 ANNUAL BUDGET ORDINANCE FOR THE CITY OF JONESBORO PLANNING DEPARTMENT BY UPGRADING ONE FULL-TIME POSITION.

Sponsors: Planning

Councilman Street explained City Planner Otis Spriggs explained one of the employees has been working added duties, so Mr. Spriggs would like to upgrade the employee up to Planning Tech which would be an increase of one pay grade. Mr. Thomas stated it would cause no increase. Councilman Hargis questioned how many employees are in the Planning Department. Mr. Thomas stated there are five employees in the department.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to the City Council. The motion CARRIED

ORD-07:68 AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE PURCHASE OF AVL UNITS FOR THE POLICE DEPARTMENT

Sponsors: Police Department

Attachments: [Jonesboro_avl bid 07.pdf](#)

Police Chief Michael Yates stated the ordinance would be for fourteen units. He added the reason they are waiving competitive bidding because those units are the only ones that are compatible with their equipment. He added the money is already in the budget.

A motion was made by Councilperson Jim Hargis, seconded by Councilperson John Street, that this matter be Recommended to the City Council. The motion CARRIED

ORD-07:69 AN ORDINANCE TO AMEND THE 2007 ANNUAL BUDGET AND THE CITY PAY PLAN FOR THE CITY OF JONESBORO

Sponsors: Finance

Attachments: [FIN04 - Assistant City Accountant](#)

Human Resources Director Gloria Roark explained the position is new to the pay plan and would be an additional person for the Finance Department. Councilman Street stated he heard Finance Director Don Ray has given Mayor Formon the name of an individual who would be willing to work as a Purchasing Agent while Mr. Steve Kent is out. Chairman Dover stated the ordinance is a completely different issue. He questioned the recommendation of Mayor Formon. Mr. Thomas stated Mayor Formon was involved in the creation of the job description and approves it. Councilman Hargis questioned whether the new position is similar to the duties of Mr. David Eagle. Mr. Thomas stated the position is completely new. It was decided to hold the ordinance until the committee can receive more information about the employee and discuss the position further at the next meeting. Councilman Street urged Mr. Ray to take a look at a temporary employee to fill in as Purchasing Agent. Mr. Thomas stated that is one of the issues that is scheduled to be looked at when Mr. Ray returns to the office on Monday. It was also decided for Mr. Ray to proceed with hiring temporary help while Mr. Eagle and Mr. Kent are out. Internal Auditor Misty Micenhamer noted she is helping Mr. Ray with a lot of Mr. Eagle's work.

This matter was Tabled.

Resolutions To Be Introduced

RES-07:49 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF JONESBORO TO AMEND THE COOPERATION AGREEMENT BETWEEN THE CITY OF JONESBORO, ARKANSAS AND JONESBORO URBAN RENEWAL AND HOUSING AUTHORITY

Sponsors: Jonesboro Urban Renewal and Housing Authority and Mayor's Office

Attachments: [JURHA property addition](#)

Mr. Thomas explained in review of the building program the Housing Authority realized there are some units that were not part of the agreement that allows them to pay property taxes in lieu of payment. He added they would like to add those units to the agreement so they can pay taxes on them.

A motion was made by Councilperson Ann Williams, seconded by Councilperson Jim Hargis, that this matter be Recommended to the City Council. The motion CARRIED.

Ordinance upgrading three police officer positions to sergeants

Chief Yates stated the upgrades will be funded from the elimination of the Animal Control Director position, so the upgrade is budget neutral.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to the City Council. The motion CARRIED.

Purchase of a used Volvo excavator

Street Superintendent Teddy Hooton stated the excavator would be a replacement for the one that went under water. He recommended purchasing the Volvo excavator due to the full warranty and low amount of hours on it. He added the City received \$115,000 from the insurance company, so the City would have to supplement \$80,000 to purchase the excavator. Discussion was held concerning the other excavators Mr. Hooton received quotes for. It was suggested in the future Mr. Hooton provide a spreadsheet of the comparative data for each of the items. Councilman Hargis questioned how much the machine would cost if it was new. A representative from the recommended company stated a new machine would cost \$40,000 to \$50,000 more and have less of a warranty. He explained they wanted the City to have confidence in buying a used piece of equipment, so they extended the warranty on it. It was also explained the machine could last 8 to 10 years.

A motion was made by Councilperson Jim Hargis, seconded by Councilperson John Street, that this matter be Recommended to the City Council. The motion CARRIED.

4. Pending Items

GIS parcel development project

Councilman Street questioned when the GIS system would be online. Information Systems Director Alan Young stated it would be online at the end of May. Councilman Street questioned who will handle updating the system for new developments. Mr. Young stated it will be between his department and the Planning Department.

5. Other Business

Springbrook financial statements

Chairman Dover questioned whether Springbrook will provide financial statements. Mr. Young stated they should've had the financial statements built to fit the accounts when the software was first implemented, but for whatever reason former Finance Director Larry Flowers chose not to do so. He added Springbrook has offered to make the changes for the City. Chairman Dover strongly urged the Mayor's Office to make sure the financial statements are working correctly. He noted work time would be saved if the software worked correctly.

COM-07:007 FINANCE AND PURCHASING AUDIT

Sponsors: Internal Auditor

Attachments: [Finance and Purchasing Audit](#)

Ms. Micenhamer presented her audit concerning the Finance Department to the committee. She noted her and Mr. Ray talked a lot during the audit, so he's aware of what she discussed. She stated she is performing a separate contract audit that will cover how the contracts are handled, how they're paid and administered. Councilman Street questioned the status of the contract person. Mr. Thomas stated the position is in place. Ms. Micenhamer stated she has helped Mr. Ray with reconciling the accounts for the past two months and she has balanced all of the checking accounts. She then noted three accounts are not in the system due to Mr. Eagle's sickness, the Insurance Account, the

Alberto Culver Grant Account and the Benergy Account. She added her and Mr. Ray will be working together to get those in the system Monday when he gets back in the office. She then discussed the Purchasing Agent's duties. Councilwoman McCall questioned whether Ms. Micenhamer is able to make recommendations as to how to organize the Finance Department and who should be handling what. Councilman Hargis explained Ms. Micenhamer makes the City's financial affairs more apparent to the Council, but the management would be handled under the Mayor's Office. He added the Mayor's Office can hear recommendations during the audit and make changes. He noted recommendations should be made through the Council. Ms. Micenhamer stated there needs to be another person in Purchasing so the Purchasing Agent is not in charge of fixed assets. She also recommended looking into a way to automate the purchase requisitions, which are still currently handled manually. Mr. Young stated that is something that can be handled by Springbrook, but has not been implemented yet. Chairman Dover questioned why that module is not being utilized. Mr. Young stated they have always done the requisitions manually. Chairman Dover asked Ms. Micenhamer to research Springbrook and present information regarding what is being used with the software, what is not being used, why it's not being used and what has to be done to utilize it. He added the City paid a lot of money for the software, so it needs to be used. Councilman Hargis questioned whether Ms. Micenhamer discussed the audit with Mr. Ray and Mayor Formon. Ms. Micenhamer stated she interviewed Mr. Ray but not Mayor Formon. Councilman Hargis noted it is usual policy to interview Mayor Formon as well. Ms. Micenhamer stated she couldn't interview Mayor Formon in time and didn't want to fall behind.

Councilman Hargis questioned whether an extra person in Purchasing should be hired or if an Assistant City Accountant should be hired. Ms. Micenhamer stated after looking at the job description for the Assistant City Accountant the position would assist Purchasing. Chairman Dover stated an educated decision as to extra personnel cannot be made until Springbrook is being fully utilized because some of the processes that are manually handled now can be taken care of using Springbrook. He noted if it takes Mr. Ray two and a half days to make the financial statements, then after the statements are set up in Springbrook Mr. Ray should be able to free up time to do other things.

This matter was Read.

COM-07:009 REQUEST FROM MATT SILAS CONCERNING AN INVOICE FOR ARCHITECTURAL SERVICES ON JETS PROJECT

Attachments: [SilasRequest](#)

Mr. Thomas indicated they were not aware of the request prior to the meeting. Chairman Dover asked for the Mayor's Office to research the matter and come back with a recommendation concerning payment at the next Finance meeting. He also asked for Mr. Thomas to present information regarding who authorized the work, what the purpose of it was and why there was no contract. Councilman Street also recommended getting City Attorney Phillip Crego's opinion on the matter.

New fire stations and animal shelter

Councilman Hargis questioned some of the numbers provided to the Council at the previous Council meeting. Mr. Thomas stated everything may not have been included in what was bid due to work that is being done in-house. Councilman Hargis then questioned the schedule that was mentioned at the last Council meeting. Mr. Thomas stated they have received a schedule, but he has recently asked for an updated schedule. He added once it's provided to them he will provide the schedule to the Council.

6. Adjournment

A motion was made by Councilperson Jim Hargis, seconded by Councilperson John Street, that this matter be Adjourned. The motion CARRIED