



City of Jonesboro

Meeting Minutes

Finance & Administration Council Committee

900 West Monroe
Jonesboro, AR 72401

Thursday, July 19, 2007

4:00 PM

Huntington Building

1. Call To Order

Mayor Formon and Mr. Tony Thomas from the Mayor's Office were in attendance.

Present 5 - Darrel Dover; Judy Furr; Jim Hargis; John Street and Ann Williams

Absent 1 - Harold Perrin

2. Approval of minutes

MIN-07:584 Minutes for the June 21, 2007, Finance Committee meeting.

Attachments: [062107](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

Aye: 4 - Judy Furr; Jim Hargis; John Street and Ann Williams

Absent: 1 - Harold Perrin

MIN-07:136 Minutes for the July 9, 2007, special called Finance Committee meeting.

Attachments: [07ActionPlan](#)
[07ProjFunds](#)
[0506Amendments](#)
[070907](#)

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this Minutes be Passed. The motion CARRIED by a Voice Vote.

Aye: 4 - Judy Furr; Jim Hargis; John Street and Ann Williams

Absent: 1 - Harold Perrin

3. New Business

Ordinances To Be Introduced

ORD-07:531 AN ORDINANCE TO AMEND THE CITY OF JONESBORO 2007 ANNUAL BUDGET BY THE ADDITION OF TWO COMPUTER TECHNICIAN POSITIONS FOR THE INFORMATION SYSTEMS DEPARTMENT

Sponsors: Information Systems

Finance Director Don Ray gave a presentation concerning how he would like to set up the Information Systems Department. Chairman Dover questioned whether there is a work order system in Springbrook that could be used by IS. Information Systems Director Alan Young stated there is a work order system but they have not been using it yet. Councilman Street questioned the status of the GIS system. Chairman Dover also questioned whether there are any other pieces of software that have been purchased but are not being purchased. Mr. Young stated there are a few segments in Springbrook that are not being used. He also explained they have been discussing changes in the GIS area, but that will not be affected by the hiring of the two computer technicians. Mr. Ray questioned when the GIS system will be functional. Mr. Young stated the parcel development site is currently functional. Councilwoman Furr questioned whether what Fisher & Arnold did with the GIS software was correct. Mr. Young explained there will always be a small percentage of the data that will be incorrect but they are constantly making corrections. He further explained some of the problems are due to the vast number of addresses in the City. Councilman Street stated if Fisher & Arnold did not present the City with correct information then they need to fix it. Mr. Young agreed. Mr. Ray stated he and Mr. Young would look into the GIS system and figure out what the problems are and bring a report to the committee at the next meeting to explain the problem and how to fix it.

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

Aye: 4 - Judy Furr; Jim Hargis; John Street and Ann Williams

Absent: 1 - Harold Perrin

Resolutions To Be Introduced

RES-07:202 RESOLUTION OF THE CITY COUNCIL OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Sponsors: Mayor's Office

Attachments: [Syntel Letter 05138](#)

Mr. Tony Thomas stated they received the resolution from Mr. Mark Young from the Chamber of Commerce. He explained it is due to a name change with the organization.

A motion was made by Councilperson John Street that this Resolution be Recommended. The motion CARRIED by a Voice Vote.

Aye: 4 - Judy Furr; Jim Hargis; John Street and Ann Williams

Absent: 1 - Harold Perrin

4. Pending Items

RES-07:199 A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF JONESBORO AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A CONTRACT WITH THE DOWNTOWN JONESBORO ASSOCIATION.

Sponsors: Mayor's Office

Attachments: [DJA - budget for city funds](#)
[DJA - City Outside Agency Contract](#)
[Downtown Project](#)

Councilwoman Furr stated she was contacted by Ms. Betty Shaw. Ms. Shaw indicated they would not be at the meeting because they are still getting their budget information together.

This item was tabled until the next meeting.

5. Other Business

COM-07:014 Passenger Vehicle List

Sponsors: Internal Auditor

Attachments: [Passenger Vehicle List](#)
[Passenger Vehicle Pie Chart](#)

Internal Auditor Misty Micenhamer recommended setting a criteria for what positions need what vehicles, as well as making a written policy concerning the use of City vehicles. She also recommended updating the employee handbook to reflect current practices, such as allowing police officers to take home their vehicles. Discussion was held concerning the audit. Councilwoman Williams questioned what could be done concerning the high number of take home vehicles. Mayor Formon stated they would look at that department by department. He added he would work on a policy concerning take home vehicles.

This item was Read.

COM-07:021 Sample Vehicle Policy

Sponsors: Internal Auditor

Attachments: [Motor Vehicle Policy](#)

This item was Read.

COM-07:022 Discussion regarding APERS and Salary/Benefits Survey

Mayor Formon stated the City's current non-uniform retirement plan is not working. He added it would not be easy for the City to change plans, but something needs to be done. Mr. Ray suggested changing to APERS. Discussion was held concerning APERS and how the City could change to APERS. It was asked for Mr. Ray to contact Principal and have them research to see what the future obligations would be if the City were to freeze the plan. Mr. Ray noted Principal is going to charge \$1,000 to do a survey to see what the effects would be of freezing the plan. He added the logical thing would be to work everything into the next budget year. Mayor Formon also recommended having a special meeting to present the information regarding moving to APERS.

This item was Read.

RES-07:729 RESOLUTION TO AMEND THE CITY OF JONESBORO 2007 ANNUAL BUDGET BY INCREASING THE STEP/SALARY FOR THE CITY ATTORNEY, CITY CLERK, DIRECTOR OF FINANCE, CHIEF OF POLICE, FIRE CHIEF AND PLANNING DIRECTOR.

Sponsors: Mayor's Office

Discussion was held concerning the proposed salary increases. Councilwoman Furr expressed concern over the proposed salary of City Clerk Donna Jackson and Police Chief Yates. Councilwoman Furr stated due to how much work Ms. Jackson performs and how much she is depended on her salary should be increased higher than what was proposed. Chairman Dover stated that the committee has said before that they will consider increasing salaries if the survey showed department heads were being underpaid. Discussion was held concerning the proposed salary for Ms. Jackson. It was decided to amend the resolution increase the City Clerk's salary to \$68,000; increase the Finance Director's salary to \$78,243.09; increase the Police Chief and Fire Chief's salaries to \$80,199.17; and the City Planner's salary to \$76,334.73.

A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this Resolution be Recommended to the City Council as amended. The motion CARRIED by a Voice Vote.

A motion was made by Councilperson Ann Williams, seconded by Councilperson John Street, that this Resolution be retroactive to April 1. The motion CARRIED by a Voice Vote.

Aye: 4 - Judy Furr; Jim Hargis; John Street and Ann Williams

Absent: 1 - Harold Perrin

Privilege licenses

Councilwoman Williams questioned the status of changing some of the fees for privilege licenses. Mr. Ray stated City Collector Becky Sharp has the information and is waiting to present it. It was asked for Ms. Sharp to send the information to the committee members. Councilwoman Williams also recommended looking into the number of businesses who aren't paying for privilege licenses. Discussion was held concerning possibly issuing permits and make companies display it so it's known the business has a privilege license. Councilwoman Williams asked for the information to be presented at the next Finance meeting.

6. Public Comments

7. Adjournment

A motion was made by Councilperson Judy Furr, seconded by Councilperson Ann Williams, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

Aye: 4 - Judy Furr; Jim Hargis; John Street and Ann Williams

Absent: 1 - Harold Perrin