



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Thursday, December 18, 2008

4:00 PM

Huntington Building

1. Call To Order

Present 5 - Darrel Dover; John Street; Harold Perrin; Ann Williams and Jim Hargis

Absent 1 - Judy Furr

2. Approval of minutes

MIN-08:243 Minutes for the special called Finance Committee meeting on December 2, 2008.

Attachments: [Minutes](#)

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

Aye: 4 - Darrel Dover; John Street; Harold Perrin and Jim Hargis

Absent: 1 - Judy Furr

3. New Business

Resolutions To Be Introduced

RES-08:230 A RESOLUTION APPROVING THE, YEAR 13 2009 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET AND AUTHORIZING THE SUBMISSION OF THE FY 2009 ACTION PLAN AND FOR OTHER PURPOSES

Sponsors: Community Development

Attachments: [2009 Action Plan Coun. Com-Resolution](#)
[2009 Action Plan](#)
[2009 Agreement](#)

Ms. Gayle Vickers explained this resolution is for the 2009 action plan for the CDBG budget. She added they have followed all regulations required. Councilman Darrel Dover asked what the status of the previous grants for 2005 through 2008 is. Ms. Vickers explained 2005 is taken care of, but 2006 and 2007 still have a few projects that need to be completed. She added they did not receive the 2008 money until August and there are a few projects that need to be completed. Councilman Dover asked if the timeline is being met. Ms. Vickers answered yes.

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 4 - Darrel Dover; John Street; Harold Perrin and Jim Hargis

Absent: 1 - Judy Furr

4. Pending Items

5. Other Business

COM-08:167 Federal and Legislative Audit Reports - 2007

Sponsors: Finance

Attachments: [2007 Federal Grants Audit](#)
[2007 Legislative Audit](#)

Finance Director Jim Barksdale explained the Federal Grants audit has been finalized and a copy is in Legistar and on the City's website. Chairwoman Ann Williams asked if this item would require action by the Committee. Mr. Barksdale answered no.

This item was Read.

COM-08:162 Financial Reports update (Budget Adjustment Clean-up Ord, Budget Report thru OCT-08, Budget Transaction Summary, Statement of Revenue Exp & Changes in FB-OCTOBER-HJ-11-19-08)

Sponsors: Finance

Attachments: [Budget Adjustment Clean-up Ord](#)
[Budget Report thru OCT-08](#)
[Budget Transaction Summary](#)
[Stmt of Rev Exp & Changes in FB-OCTOBER-HJ-11-19-08](#)

Councilman Jim Hargis asked if the November financial report had been released. Mr. Barksdale answered no because he has been working with Springbrook on restructuring the chart of accounts and working on the 2009 budget. He added he will present the financial reports in January.

Discussion was held concerning the chart of accounts.

This item was Read.

Discussion of the 2009 budget

Councilman Perrin stated he should have a balanced budget by December 30, 2008. He stated he would like for the department heads and the Council to have a way to look at what is coming in, expenses and balances for each month. He explained there are too many walk-on items during the year and he wants to stop that. He noted if an item is not budgeted for, then the money will not be spent.

Councilman Perrin stated the budget is classified as a working document until it is passed. He explained a balanced budget is all the City's O&M and fixed assets that will not exceed what is projected in revenue. He added if anything needs to be added then they could adjust for that item. He explained Public Works and the Street Department included everything they need done in the Capital Improvement portion of the budget. He further explained if an item needs to be added then another item will have to be cut to accommodate for that item. He stated it is the Council's

responsibility to approve the budget and his responsibility is to make sure the City stays within the budgeted amount. He noted he may request the department heads postpone large ticket items until May or June so they can look at the economy to see how much revenue the City has received.

Request for Proposal for Professional Service

Councilman Perrin explained having an outside firm setup the system correctly would benefit Mr. Barksdale. Chairwoman Williams stated a couple of months back the Finance Committee had agreed for Mr. Barksdale to hire extra staff. Mr. Barksdale explained the extra help was for the audit for the incoming Mayor.

Councilman Dover recommended having a plan to present the at January 6th City Council meeting.

Councilman Hargis questioned if Councilman Perrin is requesting a "how to" or an audit. Councilman Dover answered it is a "how to" to make sure the City is efficient with the money & that it's being handled the right way.

Discussion regarding an independent confirmation of bank accounts

Councilman Perrin explained he wants an independent confirmation of all cash balances on all financial institutions the City uses including pass through accounts, bank reconciliations, and fixed assets which includes all land, buildings and rolling stock.

Discussion concerning Springbrook

Councilman Perrin proposed hiring an external accounting firm who could act as an internal auditor on a quarterly basis. He added the firm would make quarterly presentations and the firm could make sure the procedures set in place are followed.

He explained the City has used only 35% of the program that was purchased from Springbrook. He further explained the conversion was not done correctly and the training was weak. He added the Vice-President of Springbrook has agreed to provide \$75,000 in additional training. He stated he had the department heads state which programs of Springbrook they use and any questions they have. Chairwoman Williams asked if a correct conversion of Springbrook could be done. Councilman Perrin stated a re-implementation of Springbrook will be done. He added it would include a correct chart of accounts and staff would be trained properly. He noted payroll is being touched 6 times, which makes the process several hours longer than it could be. Mr. Barksdale added some departments have staff keying in time sheets. He added the work is being duplicated.

Councilman Hargis questioned whether hiring a firm to do the quarterly audit and extra staff was the same. Mr. Barksdale stated he is not hiring additional people. He added the City needs to use the system efficiently before knowing what number of additional staff is needed. He added Springbrook's Vice-President Scott Stickel has agreed to come back and will put together a detailed re-implementation plan of how to use Springbrook more efficiently. Chairwoman Williams questioned if the outside firm would make suggestions on the chart of accounts. Mr. Barksdale answered it will deal with the chart of accounts but initially he will have to go forward with 2009 budget so some of the changes will occur over time. He added Mr. Stickel will return once a quarter to work with department heads and meet with Council until the implementation is complete.

Councilman Darrel Dover motioned, seconded by Councilman Jim Hargis, for a Request for Proposals for Professional Services to hire outside help for Finance Director Jim Barksdale be recommended to Council. All voted aye.

Councilman Darrel Dover motioned, seconded by Councilman John Street to place Councilman Harold Perrin's request for an independent confirmation on the next agenda. All voted aye.

Councilman John Street asked Mr. Barksdale if he is satisfied that Springbrook could usable product. Mr. Barksdale answered yes.

Councilman Perrin stated he will assign an IT staff member to be trained strictly in Springbrook.

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: 4 - Darrel Dover; John Street; Harold Perrin and Jim Hargis

Absent: 1 - Judy Furr