



City of Jonesboro
Meeting Minutes
Finance & Administration Council
Committee

900 West Monroe
Jonesboro, AR 72401

Thursday, April 19, 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-07:007 Minutes for the March 15, 2007, Finance meeting.

Attachments: [031507](#)

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

MIN-07:008 Minutes for the March 22, 2007, special called Finance meeting.

Attachments: [032207sp](#)

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

3. New Business

Resolutions To Be Introduced

RES-07:37 A RESOLUTION TO ENTER INTO A CONTRACT WITH SUZANNE HACKNEY TO AID IN THE TRANSITION TO A NEW HUMAN RESOURCES DIRECTOR

Sponsors: Human Resources

Attachments: [Suzanne Contract 2007](#)

Human Resources Director Suzanne Hackney stated the contract would be in effect until the new Human Resources Director is able to fully transition into the position. It was questioned how Ms. Hackney would be paid through the contract. Ms. Hackney stated she would be paid by the hour.

A motion was made by Councilperson Harold Perrin, seconded by Judy Furr, that this matter be Recommended to the City Council. The motion CARRIED.

RES-07:38 A RESOLUTION TO AMEND THE CITY OF JONESBORO EMPLOYEE HANDBOOK, SPECIFICALLY AMENDING THE CATASTROPHIC LEAVE BANK.

Sponsors: Human Resources

Attachments: [CatastrophicLeave](#)

Ms. Hackney explained the resolution would allow for employees who have been with the City 15 years or longer to receive an additional 8 weeks of leave from the catastrophic leave bank. She further explained the longer an employee has been with the City, the more hours they have put into the sick bank so they should be able to take more out of the bank. She noted the catastrophic leave bank would be increased so it will carry an employee long enough to then be put on a long-term disability policy. Councilman Perrin questioned the long-term disability policy that is offered to the employees. Ms. Hackney noted the policy is strictly voluntary and the City does not contribute to it. Councilman Perrin recommended the City look into funding the long-term disability policies for the employees during the budget process.

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

RES-07:40

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH SSR ELLERS, INC. TO PERFORM VARIOUS PROFESSIONAL ENGINEERING SERVICES

Sponsors: Engineering

Attachments: [SSREllersProfServCont](#)

City Engineer Kelly Panneck explained the contract would be to re-located sewer lines. Councilwoman Furr questioned whether the contract was approved by the Public Works Committee. Mr. Panneck stated it had been approved by the Public Works Committee. He also noted the contract price is still under the 8% they hold contracts to.

A motion was made by Councilperson Harold Perrin, seconded by Judy Furr, that this matter be Recommended to the City Council. The motion CARRIED.

4. Pending Items

5. Other Business

Internal Auditor

Internal Auditor Misty Micenhamer asked the committee to ratify the Public Works recommendation to have her look into the BA Engineering bills. Councilman Perrin motioned, seconded by Councilman Hargis, to have the Internal Auditor look into the BA Engineering bills. All voted aye.

BA Engineering bill: BA Engineering bill: Ms. Micenhamer presented her findings concerning the bills from BA Engineering. She stated Carter Burgess has been paid for the bills concerning 611 Nettleton and Valley/Owens hydrological evaluation. Mr. Alec Farmer, representing Mr. Bernie Auld, stated the bills for Nettleton and Valley/Owens have already been worked out between Carter Burgess and Mr. Auld. Ms. Micenhamer then discussed the bill for Little Bay, Maple Slough, Gum Slough and Butler Ditch FEMA submittal. She noted the BA Engineering contract for the work was signed by Mayor Formon, but not by Mr. Auld. She added Mr. Auld signed the bill on April 4, 2007. She then discussed a letter from FEMA concerning the work on Butler Ditch. She recommended if the committee decided to pay the bill, then the City should deduct the \$4,400 filing fee that was caused by the delay. She also recommended the payment not

be sent until the City receives a written response from FEMA stating the violations have been cleared. Mr. Farmer noted had Ms. Micenhamer contacted Mr. Auld during her research then some things could have been made clear concerning the bills. Discussion was held concerning Whiteman's Creek. Street Superintendent Teddy Hooton stated Whiteman's has been approved, but he has not been given an update on Butler Ditch. Mr. Farmer stated Mr. Auld signed the previously mentioned contract in July and sent it to the City from his office in Nashville, but the signed contract was not received by the City Clerk's Office. Chairman Dover questioned whether the City has a policy concerning contracts. City Attorney Phillip Crego stated the City does not have a written policy, but the department head has a responsibility to make sure the contract is signed and delivered to the City Clerk's Office. Mr. Farmer stated Mr. Auld was supposed to analyze survey work that was done by the City on Butler Ditch. He explained after Mr. Auld did the work Mr. Auld found out the City would not certify the survey work Mr. Auld was provided. He further stated contracts that were started in the previous administration were not always handled the way they should have been. Discussion was held concerning when the contract was signed by Mayor Formon. Mr. Thomas stated the Mayor's Office did not forward a copy of the contract to Mr. Auld for signing. He also stated no one is trying to point fingers; rather, they have to go to the Finance Committee for payment approval because there is no contract. Councilman Perrin stated work should not be started until the contract has been signed by both parties. Ms. Micenhamer then discussed the bills for the hot spots review and the Earl Bell Center review. She noted the Public Works Committee asked Mr. Auld to perform the work, but there was no contract. Mr. Farmer stated Mr. Auld was asked to do the work and it was done within 30 days. Mr. Mike Cameron questioned how much has been billed for the basins that are covered by the BA Engineering contract. Ms. Micenhamer stated she was not sure. Discussion was held concerning work that was done under the contract. Mr. Crego stated they need to focus on the contract process more to make sure contracts are signed and returned to the City Clerk's Office. He recommended the Public Works Director come up with a numbering system for projects and contracts so the City will know what projects go with what contracts. Councilman Perrin questioned the study done by Carter Burgess. Mr. Hooton stated the pilot study is complete, but the City did not enter into a contract to study the rest of the city. Discussion was held regarding work done by Carter Burgess. Mr. Cameron asked if Carter Burgess is on schedule. Mr. Hooton stated they are on schedule. He then informed the committee FEMA will be delaying the flood maps until August because Carter Burgess has to finish work on the rest of the county before their work can be sent. Councilman Hargis motioned, seconded by Councilwoman Furr, to authorize payment for the BA Engineering bills minus the bills for the hydrological evaluations for 611 Nettleton and Valley/Owens, which have already been taken care of. All voted aye. Mr. Farmer questioned whether the \$4,400 would be deducted. Chairman Dover clarified the \$4,400 would not be deducted and the bills would be paid as presented.

CDBG Audit Report: Ms. Micenhamer presented the CDBG audit report. Councilwoman Furr questioned who is taking care of the Continuum of Care program. Grants Coordinator Gayle Vickers stated the East Arkansas Planning District is handling Continuum of Care.

Administration

Contract with Jonesboro chapter Disabled Veterans: Mr. Tony Thomas explained the money will be used to transport veterans to and from the Veteran's Hospitals. City Attorney Phillip Crego stated the contract is acceptable, but he may make some changes to the wording. Councilman Perrin motioned, seconded by Councilwoman Furr, to place the resolution and contract on the City Council agenda. All voted aye.

Downtown Jonesboro Association: Chairman Dover presented Mr. Thomas with a letter from the Downtown Jonesboro Association (DJA) listing what they would use their funds for if they are approved. He asked for Mr. Thomas to meet with the DJA and come up with a contract to present at the next Finance meeting. Councilwoman Furr stated she and Councilman McCall have met with downtown entities recently and they seem to be in favor of the proposed 13-member board. She noted the people she spoke with were concerned with signage, parking, lights and security for downtown. She explained the people they have spoken with have a vested interest in downtown and they are interested in everyone working together to improve downtown.

Laptops for Council members: Chairman Dover questioned what they need to do to purchase laptops for the Council members to use with the Legistar software. Finance Director Don Ray stated there is no need to bid the laptops out since they should cost under \$20,000. It was recommended they need to make a policy as to how the Council members can use the laptops and how they will be returned. Mr. Ray stated the laptops would be under the City policy with other property, so if a Council member no longer serves then they would have to return the laptop. Discussion was held concerning purchasing the laptops. It was asked for I.S. Director Alan Young to get specs for the laptops and go ahead and purchase them as long as they cost under \$20,000.

City Clerk

Update on Legistar software: City Clerk Donna Jackson stated she will give a presentation at the next Council meeting concerning Legistar. She noted the agenda for the meeting was made with the Legistar software. She also stated she will be scheduling training for Council members so they can see how to use the software. Mr. Ray stated he would recommend purchasing the laptops soon so the Council members can use the laptops when they are trained on how to use Legistar. Mr. Young explained his department has several projects going on at this time, so they may not be able to get everything ready for using the laptops in the building right away. It was suggested the City could contract out the work to make the Huntington Building wireless if needed.

Engineering

Status of drainage projects: City Engineer Kelly Panneck presented the committee with a list of the drainage projects and their estimated costs by month. Discussion was held concerning the costs and the scheduled projects. Councilman Perrin questioned when the other engineers would be hired. Mr. Panneck stated another engineer will be on board Monday, but no other engineers have been hired at this time. He explained he does not have a strong candidate for the other positions. Councilman Perrin also questioned how he can get a list of all signalization projects that are current and ones that are planned for the future. Public Works Director Erick Woodruff stated he would get the signalization report to Councilman Perrin.

Finance

Non-uniformed pension plan returns: Mr. Ray stated the City did good with the plan during the last quarter. He also stated he would be sure to send the monthly report out to the committee members. He asked if anyone doesn't receive it or has problems with it to let him know.

Bank of America lease balance: Mr. Ray stated the Schedule 1 lease from last year was for \$4.2 million and there is \$262,213.80 that is available. He added it is earning 3.89%. He also stated the Schedule 2 lease was for \$1.4 million and there is \$1.2 million left.

APERS: Mr. Ray discussed the City's current pension plan and APERS. Councilman Perrin suggested the City look at the different available pension plan options during the budget process. Mr. Ray recommended having someone from APERS make a presentation concerning the program.

Human Resources

Abuse of power: Ms. Hackney stated she sent the ordinance and resolution to the Council members and only received one response. She also presented the committee with a letter from APERMA Attorney Ralph Ohm saying the ordinance is not necessary. Police Chief Michael Yates stated he had some concerns with the scope of the ordinance due to the work performed at the Police Department. Councilman Perrin motioned, seconded by Councilwoman Furr, to place the resolution on the May 1st City Council agenda. All voted aye.

Salary survey: Ms. Hackney stated Dr. Condrey would charge \$22,500 to do an update of the salary survey and he wouldn't be able to start the update until July. Councilman Perrin motioned, seconded by Councilwoman Furr, for Ms. Hackney to return to the committee with plans to adjust or correct the areas she deems to out of line with the original survey. All voted aye. It was decided Ms. Hackney would look at all of the department heads and elected officials.

Status of the benefit summary: Ms. Hackney explained they are hoping to have all the information entered by the end of the month to send to Benergy.

Information Systems

Disaster recovery plan: Mr. Young stated they have sent out an RFQ and have chosen the top candidate to make the plan.

Phone system: Mr. Young explained the phone system has been fully implemented. Councilman Perrin questioned whether each phone has a direct line. Mr. Young stated Mayor Formon chose not to have a direct line for each phone. Councilman Perrin questioned why, stating that was what the Council intended with the new phone system. Mr. Thomas stated he would speak with Mayor Formon concerning the phone system. Councilman Perrin also recommended annual training for the employees to show them how to use the phone system. He also asked whether each user received a copy of the book that tells them how to handle calls, transfer, etc. Mr. Young stated the book is on the internal web site.

Planning

Zoning certificate fees: City Planner Otis Spriggs stated they are working on the fees and presented the committee with preliminary information.

Police Dept.

Ordinance deleting position of Animal Control Director: Councilwoman Furr motioned, seconded by Councilman Perrin, to place the ordinance on the May 1st Council agenda. All voted aye.

Animal Control shelter: Chief Yates informed the committee they were able to cut the cost of the shelter down to \$985,000. He noted if they cut any more costs then the building won't be functional. He also stated the cost of steel is going to increase in May, which could increase the cost of the building by \$60,000. Discussion was held concerning

the bids that were used to come up with the cost. Mr. Gene Vance stated they published the bids in the paper, but have not made the information public because there is no contract between the City and B.B. Vance for the work they have done. He added they have given copies of the prices to the Mayor's Office and Chief Yates for review if Council members if they wanted to look at it. He also explained the cost of steel has increased 40% over the past few years, but it has been at a plateau recently. Chief Yates suggested allowing them to proceed with the \$985,000 cap on the project. Mr. Vance noted the bids were received in December, so if they wait much longer then the bidding process will have to start over and the prices will most likely increase. Councilman Perrin questioned whether Mr. Vance will be serving as a construction manager. Mr. Vance stated he will be serving as a construction manager and the \$985,000 cost will include their construction management fee. Councilwoman Furr motioned, seconded by Councilman Perrin, to place recommend the \$985,000 cost to the Council. All voted aye, with the exception of Councilman Hargis. The motion failed due to lack of a majority vote. Councilman Hargis explained he supports the construction of the animal shelter, but not with the information they have been given.

Streets

BancCorp South Equipment Finance lease for 3 dump trucks: Councilman Perrin questioned whether the lease was bid out. Street Superintendent Teddy Hooton stated the lease was not bid out. It was asked for Mr. Hooton to bid the lease and bring it back to the committee.

Purchase used excavator: Mr. Hooton informed the committee the insurance paid \$115,000 for the damaged excavator and a used one will cost \$200,000 to \$210,000, so the City will probably have to pay \$85,000 to \$95,000 to replace the excavator.

6. Adjournment

A motion was made by Councilperson Harold Perrin, seconded by Councilperson Judy Furr, that this meeting be Adjourned. The motion CARRIED.