



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, May 20, 2008

3:30 PM

Huntington Building

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### Special Called Meeting

#### 1. Call To Order

*Ms. Misty Micenhamer from the Mayor's Office was also in attendance.*

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

**Absent** 1 - Harold Perrin

#### 2. New Business

##### *Ordinances To Be Introduced*

##### ORD-08:031

AN ORDINANCE TO AMEND THE 2008 ANNUAL BUDGET AND THE PAY PLAN FOR THE CITY OF JONESBORO TO CHANGE THE POSITION OF GIS SPECIALISTS TO A GIS COORDINATOR

**Sponsors:** Human Resources

**Attachments:** [GIS Coordinator](#)

*Human Resources Director Gloria Roark explained the ordinance will upgrade the GIS position. She added they have re-written the job description to have new duties. She further explained they ran it through Condrey and he recommended it be at a Grade 21, which would be aligned with the other computer employees in the department. She stated it was previously a Grade 16 position. Ms. Misty Micenhamer noted the position will touch every area as the City continues to grow. Councilman Hargis stated he wasn't sure whether the position was needed at this time. Councilman Dover questioned whether the position would be advertised. Ms. Roark answered yes, it would be advertised. Councilman Dover then questioned who the position would answer to. Ms. Roark explained the position will be under the Public Works Department.*

**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; Jim Hargis and Judy Furr

**Absent:** 1 - Harold Perrin

##### ORD-08:039

AN ORDINANCE TO APPROVE A REPLACEMENT SCHEDULE FOR THE CITY OF JONESBORO'S TORNADO SIRENS

**Attachments:** [Letter from Federal Signal Safety & Security Systems](#)  
[Tornado Replacement Schedule](#)  
[Paragould communications](#)  
[Quote From Federal](#)

*Ms. Micenhamer explained they have looked at the replacement schedule which would cost \$286,000 for three years if it stayed constant. She further explained they have received a quote from Federal that would be a one-time expense of 497,650. She discussed the quote from Federal. Councilman Street questioned whether the quote from Federal is for the same thing. Ms. Micenhamer explained not all of the sirens would be replaced because the heads should be good for 50 years. She further explained all of the sirens would have controllers that could be monitored from 911 or wherever the City decides to monitor from. Councilman Hargis discussed the letter received from Federal Signal. Ms. Micenhamer referred to the quote and explained the oldest nine will be replaced, while the other 17 will be updated with controllers. She further explained the group of 12 sirens will be brand new installations due to the May, 2007, survey and the two activation points will allow the computers to monitor the sirens. Councilman Dover questioned whether this is the only company that can perform those services. He stated he wanted to make sure this is the only vendor that can re-fit the 17 sirens. He recommended sending out an RFP to re-fit the 17, replace 9 and purchase the 12 sirens. Public Works Director Erick Woodruff noted the sirens are Federal sirens and the quote in discussion is from Federal.*

**Councilman Dover motioned, seconded by Councilman Street, to send out an RFP with the stipulations of 17 sirens being fitted for controllers, 9 new replacement sirens and 12 additional sirens. All voted aye.**

**ORD-08:041**

AN ORDINANCE TO AMEND THE 2008 ANNUAL BUDGET TO PURCHASE A PLOTTER/SCANNER/COPIER FOR THE ENGINEERING DEPARTMENT, TO ACCEPT THE LOW BID BY ARKANSAS BLUEPRINT CO., AND TO APPROPRIATE FUNDS

**Sponsors:** Engineering

**Attachments:** [Bid Tab](#)  
[Bids](#)

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

**Aye:** 4 - Darrel Dover;John Street;Jim Hargis and Judy Furr

**Absent:** 1 - Harold Perrin

**3. Pending Items**

**RES-08:035**

A RESOLUTION AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A LEASE AGREEMENT FOR PROPERTY LOCATED AT 107 FLINT STREET

**Sponsors:** Mayor's Office and Public Works

**Attachments:** [Exhibit A -- Best lease](#)

*Ms. Micenhamer explained they are currently in negotiatons to purchase the Best Building, but the Long Range Facilities Committee recommended extending the lease for six months in order to determine whether it's in the City's best interest to purchase*

*the building. Chairwoman Williams questioned negotiating to lower the monthly cost of the lease. Ms. Micenhamer stated they are working on that, but because the current lease has expired there is a need to extend the lease for six months. Chairwoman Williams asked if there was any attempt to negotiate the price. Ms. Micenhamer answered yes, but the property owner knows the City's position with needing the property. Councilman Dover questioned whether the money the City has paid so far would be able to go towards the purchase price of the building if the City wanted to purchase the property. Ms. Micenhamer stated that is not an option since it was not written into the agreement but it may not be off the table if the City decides to purchase the property. Councilwoman Furr expressed concern over the price of the gas bill for the building and suggested looking at retrofitting the building if the City decides to purchase it.*

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this Resolution be Recommended to Council. The motion CARRIED by a Voice Vote.**

**Aye:** 4 - Darrel Dover; John Street; Jim Hargis and Judy Furr

**Absent:** 1 - Harold Perrin

**COM-08:042**

Handout as provided by Mr. Dan Melton at the Finance Committee meeting on April 17, 2008.

**Attachments:** [Retired Firefighters](#)

*Mr. Dan Melton explained they met with Finance Director Jim Barksdale and they would like a raise in their benefits. He added they would like the raise to be retroactive to January 1. Mr. Barksdale explained the raise will cost \$168,000 a year, which there is plenty of money in the fund to cover the expense. He added the fund currently has \$1.612 million in the account. He added he would like to speak with LOPFI concerning the retired firefighters fund. Councilman Dover questioned how much money is being collected to go into the account. Ms. Micenhamer explained last year \$386,000 was collected from the millage. Councilman Dover then questioned how much is paid out every year to the firefighters. Mr. Barksdale stated he does not have that information. He added the account has been growing, even with the raise from last year. Councilman Dover asked for the facts concerning the account to be provided to the Council so they can have all the information when voting. Mr. Barksdale noted the reconciliation problems do not affect the pension account. Councilman Dover stated he understood that, but would like to have all the information before voting.*

**Councilman Dover motioned, seconded by Councilwoman Furr, to recommend to the City Council the increase in retirement benefits for the retired firefighters retroactive to January 1, 2008. All voted aye, with the exception of Councilman Hargis who voted nay.**

**4. Other Business**

**COM-08:051**

Request for Proposal Independent Actuarial and Financial Study of Pension Plan

**Sponsors:** Human Resources and Mayor's Office

**Attachments:** [Actuarial Proposal Update](#)  
[Actuaries Recommendations](#)

*Councilman Dover suggested contacting the companies to meet with the committee. Councilman Hargis questioned if any budget had been set up concerning how much*

would be spent for the work. Councilman Dover stated the committee can negotiate a price after interviewing the companies. Councilwoman Furr noted the changes under Scope of Services and questioned whether that was where the most changes were. Ms. Micenhamer answered yes. Councilman Dover asked Ms. Micenhamer to proceed with setting interviews with the companies.

**This item was Read.**

RFP for account reconciliation assistance

Mr. Barksdale explained he will be sending the information out to the committee. He further explained it's a standard RFP with stipulations about the reconciliations.

Vacation time

Mr. Roark explained at the next meeting they will be presenting a resolution to allow 4 weeks of vacation for employees who have been at the City 15 years or longer. She further explained they have surveyed other cities, as well as put together information regarding the cost. She added the information is in Legistar.

New positions

Councilwoman Furr asked for a list of all the new positions that have been created and were not in the budget. She explained some people are getting confused as to what is an upgrade and what is a new position.

**5. Adjournment**

**A motion was made by Councilman Darrel Dover, seconded by Councilman Jim Hargis, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.**

**Aye:** 4 - Darrel Dover; John Street; Jim Hargis and Judy Furr

**Absent:** 1 - Harold Perrin