



City of Jonesboro
Meeting Minutes
Finance & Administration Council
Committee

900 West Monroe
Jonesboro, AR 72401

Thursday, June 21, 2007

4:00 PM

Huntington Building

1. Call To Order

*Mayor Formon and Mr. Tony Thomas from the Mayor's Office were also in attendance.
Councilwoman Williams left at 6:00 p.m.*

2. Approval of minutes

MIN-07:081 Minutes for the May 17, 2007, Finance Committee meeting.

Attachments: [051707](#)

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

3. New Business

Ordinances To Be Introduced

ORD-07:77 AN ORDINANCE TO AMEND THE 2007 ANNUAL BUDGET AND THE CITY PAY PLAN FOR THE CITY OF JONESBORO FOR THE POSITION OF CIVIL ENGINEER

Sponsors: Public Works

City Engineer Kelly Panneck stated the ordinance is for the Engineering In Training and puts that position at a higher pay grade than what was previously budgeted for that position.

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.

ORD-07:78 AN ORDINANCE TO WAIVE COMPETITIVE BIDDING FOR THE CODIFICATION OF THE JONESBORO CODE OF ORDINANCES AND AUTHORIZING THE EXECUTION OF THE CONTRACT WITH MUNICIPAL CODE CORPORATION, AKA MUNICODE

Sponsors: City Clerk

Attachments: [Scan-04-Jun-2007:02:17:23](#)

City Clerk Donna Jackson explained Municode came highly recommended. She further explained the company indicated it would take two years to get everything caught up. She added after the code is caught up then it will be continuously updated.

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

ORD-07:79 AN ORDINANCE TO AMEND THE 2007 BUDGET TO PROVIDE FOR HIRING THE BALANCE OF PERSONNEL NEEDED TO STAFF JONESBORO FIRE STATION No.7

Sponsors: Fire Department and Mayor's Office

Fire Chief Aaron Keller explained the amount being appropriated would fund the positions until the end of the year. Chairman Dover questioned how long it would be before the firemen are on staff. Chief Keller stated he has to hire them before the next rookie school before the station opens, which would be August 19.

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

ORD-07:89 AN ORDINANCE TO WAIVE FORMAL BIDDING AND AUTHORIZE THE PURCHASE OF MICROSOFT LICENSING.

Sponsors: Information Systems

Attachments: [Tally Sheet](#)
[Softmart Quote](#)
[PC Mail Quote](#)
[CDWG Quote](#)

Information Systems Director Alan Young stated the ordinance is regarding the maintenance for the network servers, which has to be done every two years. He noted the money is already in the budget.

A motion was made by Councilperson Harold Perrin, seconded by Councilperson Ann Williams, that this Ordinance be Recommended to Council. The motion CARRIED by a Voice Vote.

ORD-07:90 AN ORDINANCE PROVIDING FOR NECESSARY EQUIPMENT AND SERVICES FOR THE JONESBORO CITY COUNCIL FOR A COLLABORATIVE OPEN GOVERNMENT BY THE UTILIZATION A PAPERLESS AGENDA

Sponsors: Finance & Administration Council Committee

Attachments: [RE Wireless Cards laptops carrying case and printers](#)

Ms. Jackson explained the ordinance is for the Council laptops that were recently purchased. Discussion was held regarding what the ordinance would cover. Councilwoman Williams questioned how to handle replacing toner, paper and other supplies for the printers. Ms. Jackson stated it was up to the committee as to whether to increase supplies or any other options. Chairman Dover questioned whether the items would be for everyone on the Council. Councilman Perrin stated he thinks Information Systems should check with each person to see if they want the items or whether they don't want it. Finance Director Don Ray stated he spoke with Legislative Audit, who expressed concerns over purchasing the Council internet service. He recommended having City Attorney Phillip Crego check to make sure the City can purchase the internet service. It was explained the wireless internet service would cost \$59 plus tax per month per person. Councilman Street recommended amending the ordinance to include purchasing wireless mice for the laptops. Councilman Perrin recommended the Council members sign for the computers and other items they receive. He also recommended proceeding with a computer policy and have the policy include the Council's laptops and equipment.

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

Resolutions To Be Introduced

RES-07:125 A RESOLUTION TO CONTRACT WITH CLANCY SYSTEMS FOR A PARKING CITATION SOFTWARE AND TRACKING SYSTEM

Sponsors: Police Department and Public Safety Council Committee

Attachments: [Jonesboro Contract](#)

It was explained Mr. Ray and Mr. Young have not looked at the software. Councilman Perrin asked for the software to be reviewed by Mr. Ray and Mr. Young before the resolution is taken to the City Council. Councilman Hargis questioned whether the resolution is related to the discussion going around concerning privatizing downtown parking. Police Chief Michael Yates stated the resolution is not related to privatization, but if they do decide to privatize in the future then the software could still be utilized.

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

RES-07:182 A RESOLUTION TO CONTRACT WITH A. I. D. TEMPORARY SERVICE, INC. FOR FOUR PART TIME EMPLOYEES FOR DATA ENTRY SERVICES UTILIZING THE INSITE WEBSITE THROUGH LEGISTAR

Sponsors: City Clerk

Attachments: [Staffmark Quote](#)
[Express Personnel Quote](#)
[AID Contract](#)
Scan-12-Jul-2007:08:27:10

A motion was made by Councilperson Ann Williams, seconded by Councilperson Harold Perrin, that this Resolution be Recommended to the City Council. The motion CARRIED by the following vote:

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](#)

Mr. Brian Sneed from the Downtown Jonesboro Association concerning their request for funding. He added they will also be asking for \$50,000 in funding from the Advertising and Promotions Commission in 2007. It was noted the DJA is currently asking the City for \$15,000. Discussion was held concerning forming a new committee with people from each faction of downtown Jonesboro. Councilman Hargis questioned when the DJA holds their regular meetings. Mr. Sneed stated the DJA meets the second Tuesday of every month. Mr. Tony Thomas explained they look at forming a new committee, but decided it would be better to form the committee in the 2008 budget since the committee would receive funding from the City. Chairman Dover tabled the item and asked the Mayor's Office and Mr. Sneed to present a more detailed budget from the DJA at the next Finance meeting.

This Resolution was Tabled.

4. Pending Items

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

Sponsors: Finance

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

Mr. Ray discussed the need for creating the new position. He added he would like to have another degree'd accountant in the department. Mayor Formon recommended creating the new position.

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

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

Attachments: [SilasRequest](#)

Mayor Formon discussed what services Mr. Silas provided to the City. He stated former employee Paul Copeland directed Mr. Silas to do the work on the proposed JETS location. Mayor Formon noted Mr. Silas did not get authorization from administration, rather he assumed Mr. Copeland was able to authorize the work to be done. Councilman John Street stated Mr. Silas acted in good faith when he did the work and recommended paying Mr. Silas. JETS Director Joel Gardner questioned how Mr. Silas would be paid. He explained since there is no contract with Mr. Silas, then Mr. Silas cannot be paid for with JETS money. Mr. Ray suggested paying Mr. Silas out of the Capital Improvements account.

A motion was made by Councilperson Harold Perrin, seconded by Councilperson John Street, that Mr. Silas be paid. The motion CARRIED by the following vote:

5. Other Business

Mayor's Office

E-Ritter cable service: Mr. John Strode from Ritter Communication presented the committee with a proposed ordinance granting a franchise with the company for video (tv cable) services. He discussed the history of Ritter Communication and what the ordinance would entail. He also indicated he has spoken with Mr. Crego and Mayor Formon concerning the ordinance. Mayor Formon noted the franchise with Suddenlink states they don't have to offer any more services than competitors and expressed concern over Suddenlink cutting the City off. Councilman Perrin recommended taking the ordinance to a law firm that specializes in telecommunications and franchise law to research the effect a franchise with Ritter would have on the Suddenlink franchise. Mayor Formon stated he would also like to speak with a telecommunications attorney concerning the effect of cable companies getting into the phone business.

Discussion concerning Interim Operations Director position: Mayor Formon explained he

hired someone to work in Mr. Brian Wadley's position in the interim while Mr. Wadley is out.

Commercial sanitation: Mayor Formon questioned whether the City still needs to be in the commercial sanitation business because they're not sure whether the City is even breaking even. Discussion was held concerning privatizing commercial sanitation. Councilman Street stated it would be worth looking at. He suggested having Mr. Ray look into how much the City spends on commercial sanitation and if the City could save money by privatizing. Mr. Ray noted that if the City stopped commercial sanitation they would have other issues to consider, such as what to do with all the dump trucks. Mayor Formon noted the other nine mayors in the county are getting away from privatizing commercial sanitation.

COM-07:015 Attached is the results of the salary and benefits survey conducted in June 2007

Sponsors: Human Resources

Attachments: [Position Compare 2007](#)
[Benefit Survey 2007](#)

Ms. Suzanne Hackney provided the committee with the information she has received so far. She noted there are no local companies in the information because she has had difficulties getting them to respond, so she is just now getting their information.

This item was Read.

JETS

Discussion concerning advertising contracts: Mr. Gardner stated Harpole Phillips was in charge of all the advertising contracts, but they turned over all the original contracts after their contract was terminated. He questioned what to do with the contracts. Councilman Perrin suggested JETS should hold all the advertising contracts. Councilman Province stated he would like Internal Auditor Misty Micenhamer to go through the advertising contracts to see who was paid, who wasn't paid, how much they were paid and if there's any liability to the City. Chairman Dover stated it comes down to a legal interpretation as to whether JETS is legally part of the City of Jonesboro. Councilman Perrin recommended contacting a contract lawyer to get their opinion as to what to do with the contracts. Chairman Dover asked Mayor Formon to hire someone to give them a legal opinion concerning the contracts.

COM-07:010 Contract Review Information

Sponsors: Internal Auditor

Attachments: [CONTRACT AND PROJECT APPROVAL POLICY](#)
[CONTRACT REVIEW PRESENTATION](#)
[Contract Audit Guidance](#)
[Contract Review Final](#)
[Sample of Contracts for Finance Audit](#)

Ms. Micenhamer gave her contract review. Councilman Perrin stated Ms. Micenhamer's review is going to be no good if someone doesn't start having seminars to teach department heads on how to write their contracts. Mayor Formon noted Ms. Tracey Cooper has already started the contract position so that should help in the future with contracts. Ms. Micenhamer explained whether or not the purchase is a good deal is a decision that should be made by the department head. She further explained Ms. Cooper

should be able to develop contacts so that, if needed, she could ask someone whether or not the contract is a good deal. Councilman Perrin suggested having performance reviews of contracts, as well as executive summaries at the end of the contract to show the final overview of the contract. Chairman Dover asked Ms. Micenhamer to look into all the City vehicles, what the types are, what the uses are and whether they overbought. He explained for example if someone drives around town, then they do not need a full sized pickup truck.

This item was Read.

City Engineer

Mr. Panneck stated Fisher and Arnold provided the City with a piece of software to address mandates that have to be implemented concerning the City's MS4 designation. He explained the software has not been used, but they are going to start using it. He added some of the portions of it are out of date so in the future they may have to ask for more funding to allow them to fix the software. Councilman Perrin discussed the ordinance passed concerning digitizing maps and recommended amending that ordinance so it covers everything, not just five acres or more. Mr. Panneck stated they will be addressing that in the future.

6. Public Comments

7. Adjournment

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