



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Thursday, March 27, 2008

3:00 PM

Huntington Building

Special Called Meeting

1. Call To Order

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

Councilman Dover arrived at 3:07 p.m.

Present 6 - Darrel Dover; John Street; Harold Perrin; Ann Williams; Jim Hargis and Judy Furr

2. Approval of minutes

MIN-08:029

Minutes for the February 21, 2008, Finance Committee meeting.

Attachments: [022108](#)

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

Aye: 4 - John Street; Harold Perrin; Jim Hargis and Judy Furr

Absent: 1 - Darrel Dover

3. New Business

Resolutions To Be Introduced

RES-08:037

A RESOLUTION TO AMEND EMPLOYEE HANDBOOK REGARDING USE OF CITY VEHICLE POLICY

Sponsors: Human Resources and Police Department

Attachments: [Use of City Vehicles revised 2008](#)
[Policy 322 - Take Home Vehicles](#)

Human Resources Director Gloria Roark explained Police Chief Yates is amending the employee handbook to include the take-home vehicle policy for the Police Department.

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

Aye: 4 - John Street;Harold Perrin;Jim Hargis and Judy Furr

Absent: 1 - Darrel Dover

RES-08:056

A RESOLUTION APPROVING THE, YEAR 12 2008 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET AND AUTHORIZING THE SUBMISSION OF THE FY 2008 ACTION PLAN AND FOR OTHER PURPOSES

Sponsors: Community Development

Attachments: [CDBG REs](#)
[2008 Action Plan](#)

Mr. Tony Thomas explained this is the action plan and the projects were presented with the budget.

A motion was made by Councilman Harold Perrin, seconded by Councilwoman Judy Furr, that this matter be Recommended to Council . The motion PASSED by an unanimous vote

Aye: 4 - John Street;Harold Perrin;Jim Hargis and Judy Furr

Absent: 1 - Darrel Dover

Ordinances To Be Introduced

ORD-08:011

AN ORDINANCE TO AMEND THE 2008 ANNUAL BUDGET AND THE PAY PLAN FOR THE CITY OF JONESBORO TO ADD THE POSITION OF ADMINISTRATIVE SECRETARY TO THE ENGINEERING DEPARTMENT

Sponsors: Engineering

Public Works Director Erick Woodruff explained Engineering currently does not have a secretary and they would like to add the full-time position. Councilwoman Furr questioned whether the position had already been filled. Mr. Woodruff stated no, it had not been filled. Councilman Perrin questioned what the grade and salary would be for the position. Ms. Roark explained the pay grade would be Grade 10 at \$24,600 and it was not approved in 2008 budget. Councilman Street recommended adding the position.

A motion was made by Councilman Harold Perrin, seconded by Councilman Jim Hargis, that this Ordinance be Recommended to Council. The motion CARRIED by a Voice Vote.

Aye: 5 - Darrel Dover;John Street;Harold Perrin;Jim Hargis and Judy Furr

4. Pending Items

COBRA insurance for employees

Ms. Roark stated that City Attorney Philip Crego is researching the law. She added she will talk with Councilman Perrin and hopefully have something finalized by the next meeting.

5. Other Business

COM-08:027

HR Presentation

Sponsors: Human Resources

Attachments: [HR Presentation for Council](#)

Ms. Roark explained they are looking at partnering with ASU to do some training. Councilman Dover questioned whether the duties would require additional man hours. Ms. Roark explained there would be no extra man hours. Councilman Hargis questioned how the City got into the situation with the high hazardous index. Mayor Formon explained last year the City did better than in 2006. Ms. Roark explained the number of injuries is still comparable between 2007 and 2006, but the cost to the City was lower in 2007. Councilman Hargis questioned the financial impact of the raises for the two HR Techs. It was noted the raises would cost approximately \$14,000. Councilman Perrin asked for Ms. Roark to send the slide presentation to the full Council and to bring it back at the next Finance meeting.

This item was Read.

Introduction of new Finance Director and new IT Director

Mayor Formon introduced the new Finance Director, Jim Barksdale, and the new IT Director Bill Jenkins.

Discussion concerning the IT Director position

Mayor Formon explained when the last full-time IT Director left, Mr. Alan Young was brought in as an interim IT Director and was given a certain pay. He further explained Mr. Young was never formally made the IT Director. He noted most IT Director are paid more than what Mr. Young was made. He asked to make Mr. Jenkins' salary a permanent rate. Ms. Roark explained they are going to keep the position the same grade but they would like to move it up to a Step 5. Councilman Dover noted increasing the pay by four steps with just a recommendation from the Finance Committee. Councilman Dover motioned, seconded by Councilman Perrin, to accept the recommendation to increase the position to a grade 5. All voted aye.

Discussion of hiring Faye McCall for GIS position

Mayor Formon explained the advertised for the GIS position internally and Councilwoman McCall applied for the position. He noted Councilwoman McCall has several years of experience in GIS. He further explained what they would like to do is move the position to a coordinator's position to work with the GIS position in Planning and the position in Engineering. He added the GIS Coordinator's position would be under Public Works. Ms. Roark stated they have a job description for the position and contacted Condrey concerning the salary. She added Condrey indicated the position would be Grade 21. She noted the position will also coordinate with the county and CWL. Councilwoman Furr questioned whether Council members would be included if the position was advertised internally. She asked whether the Council was included this time. Councilwoman Furr and Councilman Hargis both stated they did not get anything advertising the position. Ms. Roark explained they posted the position on the web site. Mayor Formon added they put the advertisement in City Hall as well. Councilwoman Furr expressed concern about voting to put a Council member in a City position and stated she would not do that. Mayor Formon explained they have been discussing the coordinator's position for a long time and they want to be sure they get the position the way they want it. Councilman Perrin questioned whether they would re-advertise the new coordinator's position to the public. Councilwoman Furr stated she didn't have a problem with funding the new position and advertising it to the public. She reiterated she won't vote to put a Council member in the position. Mayor Formon explained if someone receives a W-2 from the City then they're

considered an employee of the City. Councilwoman Furr expressed concern due to the Council being put in a bad position. Chairwoman Williams noted the committee is having a problem with items not being properly put into Legistar for the committee to view. She added the issue has been brought up many times by City Clerk Donna Jackson. Mayor Formon explained they wanted to make it known what they are considering doing with the position. Councilman Dover questioned why the position wasn't advertised outside the City. HR Technician Patsy Bishop explained they do internal advertising in order to give the employees an opportunity move up in the City. Councilwoman Furr explained they are comparing apples to oranges in that Councilwoman McCall is an elected official and not an employee. She then referred to the criticisms they received from the public when the Council purchased Councilman Dover's house for detention pond purposes. Ms. Roark explained what they are really wanting to do is get approval from the committee to move the position up four steps within the Grade 21 pay because it's not being funded correctly. Councilman Perrin recommended discussing it further at the next meeting and re-advertising the position. Chairwoman Williams asked for the information, including the job description, to be placed in Legistar.

6. Public Comments

7. Adjournment

**A motion was made by Councilwoman Judy Furr, seconded by Councilman Jim Hargis, that this be Adjourned. The motion CARRIED by a Voice Vote.
Aye: 5 - Darrel Dover;John Street;Harold Perrin;Jim Hargis and Judy Furr**