



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, July 26, 2016

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-16:092](#) Finance & Administration Committee Meeting Minutes for July 12, 2016

Attachments: [Finance Meeting Minutes](#)

[MIN-16:096](#) Special Called Finance and Administration Committee Meeting on July 19, 2016

Attachments: [Minutes](#)

4. New Business

Ordinances To Be Introduced

[ORD-16:048](#) AN ORDINANCE TO AMEND THE 2016 ANNUAL BUDGET FOR THE PURPOSE OF ADDING A SECOND TRAFFIC SIGNAL TECHNICIAN TO THE ENGINEERING DEPARTMENT

Sponsors: Engineering

Resolutions To Be Introduced

[RES-16:096](#) A RESOLUTION TO SUBMIT AN APPLICATION FOR THE FY2017 BROWNSFIELD AREA WIDE PLANNING GRANT THROUGH THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Sponsors: Grants

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-16:092 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 7/13/2016 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Finance & Administration Committee Meeting Minutes for July 12, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [Finance Meeting Minutes](#)

Date	Ver.	Action By	Action	Result
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Finance & Administration Committee Meeting Minutes for July 12, 2016



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, July 12, 2016

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Harold Perrin was in attendance.

Present 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

Absent 2 - Charles Coleman and Rennell Woods

3. Approval of minutes

MIN-16:081

Finance Committee Meeting on June 28, 2016

A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

MIN-16:085

Finance Committee Special Called Meeting on July 5, 2016

A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

4. New Business

Ordinances To Be Introduced

ORD-16:032

ORDINANCE AUTHORIZING A MEMBER OF THE JONESBORO CITY COUNCIL TO CONDUCT BUSINESS WITH THE CITY OF JONESBORO, ARKANSAS

Chairman Dover stated this is a standard procedure we have to do if we conduct business with an employee over a certain amount of money. Mayor Harold Perrin stated that was correct. He said Rennell Woods, one of our councilmen, is with

Whole Youth Services which is the Amen group. Mayor Perrin said Councilman Woods will have to abstain from anything we do on any CDBG funds and he is aware of that.

A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

ORD-16:040

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2016 BUDGET TO ADD GRANT BUDGET FOR THE FY2016 OUTDOOR RECREATION 50/50 GRANT AWARD

Councilman John Street asked what the grant applied to. Mayor Perrin stated that this would be for a tennis court at Earl Bell Community Center. He said it is a 50/50 grant for \$122,000. He said our bids came in about \$127,000. Councilman Street asked if that was for the existing courts. Mayor Perrin replied yes it was for the tennis courts at Earl Bell that definitely need to be redone. Councilman Street asked if anything was going to be done with the area where the swimming pool used to be. He said it would be great for an outside basketball court. Mayor Perrin stated two citizens bought land in the area and want to come in with a plan to put in a millennium housing project with underground parking and beautify the area while tying in Earl Bell with that and that is why they have agreed to pay for getting this done. He said he will double check on that. Councilman Street said it would be great to be able to utilize that space. Mayor Perrin said if it could be sectioned off, it would be great for a dog park.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

Resolutions To Be Introduced

RES-16:087

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE PROPOSAL AND ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATES, P.A. TO PROVIDE ARCHITECTURAL/ ENGINEERING SERVICES FOR THE JONESBORO SHOOTING SPORTS COMPLEX PROJECT

Mayor Perrin stated this is a standard AIA contract which is 6%. Brackett Krennerich & Associates are going to get civil engineers and their team together to come up with what the cost would be to put a road in and to design and what the cost would be to put three buildings in. Mayor Perrin said we would have to come up with a way to pay for it. He said it was his understanding in the beginning that Arkansas Game and Fish pays 75% and we pay 25% and that is what I told the people. He said what we have is \$1 million budgeted for this year for the Firing Range and we have \$2 million coming from Arkansas Game and Fish once they get the MOU here.

Mayor Perrin stated this is a standard AIA contract which is 6%. Brackett Krennerich & Associates are going to get civil engineers and their team together to come up with what the cost would be to put a road in and to design and what the cost would be to put three buildings in. Mayor Perrin said we would have to come up with a way to

pay for it. He said it was his understanding in the beginning that Arkansas Game and Fish pays 75% and we pay 25% and that is what I told the people. He said what we have is \$1 million budgeted for this year for the Firing Range and we have \$2 million coming from Arkansas Game and Fish once they get the MOU here.

A motion was made by Councilman Todd Burton, seconded by Councilman John Street, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

RES-16:089

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY 49 U.S.C CHAPTER 53; TITLE 23, UNITED STATES CODE, OR OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION.

CDBG Director Kimberly Marshall came to the podium and stated that this was for JETS. She said this is our federal allocation for the JETS Transit System. She said we are supposed to have this so we have authorization to apply to get our federal authorization. Ms. Marshall said the new Federal Regulations require that we have this resolution in place to receive our federal funding. She said we have to provide this to them for training or review. Councilman Street asked if this was every year. Ms. Marshall said this was every year. She said we have a federal allocation every year and it changes from \$16,000-\$20,000 every year.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

RES-16:090

A RESOLUTION FOR THE CITY OF JONESBORO TO ENTER INTO A COLLABORATION AGREEMENT WITH JONESBORO URBAN RENEWAL HOUSING AUTHORITY (JURHA) FOR THE SUBMISSION OF AN ASSESSMENT OF FAIR HOUSING

Chairman Dover asked if this was the study we had done a few years ago. Kimberly Marshall said that it was not. She said that we are required now to submit an assessment of fair housing to keep our CDBG funding. She said they used to require the barriers to fair housing are they are now requiring a full force plan. She said it would be about 180 pages. Ms. Marshall said we have to identify all of the barriers to fair housing. She said it is required that the council knows exactly what is in the plan. Ms. Marshall stated that because JURHA has HUD funding, their funding is based on this plan. She said it will go into our consolidated plan as well as our action plans and we have to achieve these goals that are applied. She said Federal Agencies are starting to put performance measures on funding and this is a performance measure for CDBG funding.

Councilman Street asked what some of the barriers are that they are looking at. Ms. Marshall said they are looking for anything from a host of things such as transportation issues, affordable housing. They are looking at opportunity not based on sex, race, age, ethnic background, familiar status, and things of that nature. Councilman Street said that you can't do that anyway because that is basic fair

housing law. Councilman Dover asked who was conducting this study. Ms. Marshall said that we, the Department of Community Development, are along with JURHA. She said there is a tool in HUD that allows them to put this information in. She said they will start having more public hearings, anywhere from 6-10 of them. She said this has to be submitted by October 7, 2016 so we can get our funding and write our consolidated plan. Councilman Street asked if this had to do anything with senior housing. Ms. Marshall stated this is city wide and covers every type of housing.

Chairman Dover asked if our people were writing the plan. Ms. Marshall said we have to write the plan. She said they give us the criteria and then we put our local data into it. She said it is based on our local data. Councilman Burton asked if they are going to determine our amount of money based on that report. Ms. Marshall said they will acknowledge it and tell us if it is fine. She said it allows Community Development to submit their consolidated plan. Councilman Burton asked what happens if they say it is not fine. Ms. Marshall said we would have to go back and revise it to their specifications. She said the report goes to Ft. Worth HUD and they do the approval at fair housing. She said this is a requirement. Councilman Street asked if they are allowed to dictate what we build and where. She said not that she knew of. She said it allows everyone the opportunity to live where they want to in the city. Councilman Street asked if they would tell the city where they need to build apartments. Ms. Marshall said that is not what this report is about.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

5. Pending Items

6. Other Business

[ORD-16:045](#)

ORDINANCE BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE OFFER AND ACCEPTANCE TO PURCHASE PROPERTY ON HWY 18 AND TO AMEND THE 2016 BUDGET FOR THE AMOUNT OF THE PURCHASE

Councilman John Street introduced ORD-16:045 which allows the City Council to authorize the offer and acceptance to purchase property on Hwy. 18 and to amend the 2016 budget for the amount of the budget. He said it was a piece of property to place the Welcome to Jonesboro sign on.

Councilman Street motioned and Councilman Burton they suspend the rules and walk this onto the agenda. All voted aye. Mayor Perrin said this is property is on Hwy. 18. He said our old sign was on property a farmer purchased. Mayor Perrin said the farmer, in a letter, asked the city to start paying \$600 per month for allowing the sign to remain. After talking with city officials, the farmer asked the city to move it. Mayor Perrin said the city started looking for property to move the sign. He said we found .38 acres for \$15,000 to move the sign to.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote:

Aye: 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods

RES-16:092

A RESOLUTION FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH ACCELA SOFTWARE FOR THE PURCHASE OF A CLOUD UPGRADE TO 7.18

Chairman Dover requested a special Finance Administration Committee Meeting on July 19, 2016 at 5:15 to address RES-19:092 which allows the City of Jonesboro to enter into a contract with Accela Software for the purchase of a cloud upgrade to 7.18. This upgrades on software on Springbrook to allow us more flexibility with applications. He said there is a cost to upgrade and the company is going to prorate what we have already paid this year and give it to us as a credit. He said the reason they did not bring it today was that the company has not been able to give us the exact dollar amount. He said it will give us a lot better product at a cheaper cost over the years. He said it would be about a \$15,000 savings per year. Chairman Dover stated we have to pay some initially upfront to transfer it over, but we will get a credit for what we have already paid so the cost should be around \$5,000 to upgrade.

CFO Suzanne Allen came to the podium to speak. She said Philip purchased Springbrook in 2015 to add to their civic platform because they were missing the finance aspect. She stated that we are wanting to go to the cloud version. She said we had some things customized in the contract and we host the software here so our maintenance agreement does not include upgrades. She said this makes us several versions behind which has caused us problems this Spring with some of the new updates. She said there were some time saving things we could have used in Finance, but because we had to pay for upgrades, they chose to skip them in the past. She said with this cloud version, we will never have to pay for upgrades again. Councilman Street asked if this was switching all of the Finance software. Ms. Allen said it was the same software, but it's going to a cloud based version. She said the primary change will be a little bit in Finance and Payroll and all of the other departments will remain the same. Councilman Street asked if a dual system would be run due to the bad experiences we had before. She said there would be a short amount of time that they would do that. Ms. Allen stated they plan on going to training in August. She wanted to reiterate that it is the same software, only upgrading to the cloud version. She said another benefit would be that we won't have to pay for a disaster recovery site which is \$6,000 per year and the maintenance cost is right around \$9,000 per year.

Councilman Street asked why it wasn't being walked on. Suzanne Allen said it was because we don't have the exact cost yet due to the credit. Chairman Dover said they wanted to wait until they had the exact figures to give to the Finance Committee.

City Clerk Donna Jackson asked as a point of order if this purchase was in their budget or would they have to appropriate funds. Ms. Allen said it was in their budget because they paid their maintenance cost in December of last year. Chairman Dover asked if there was an additional cost if they would have to make an appropriation for that. Ms. Allen said that it was her understanding that we are already paying for Springbrook and if it costs more and if we are not over in other line items that the money can be used. She said we have not been amending the budget per line item and we only amend the budget per department. She said that is what we have always done in the past. Chairman Dover asked if the payment in December would be for next year and Ms. Allen said yes.

Chairman Dover brought this resolution up for the committee's information only because they didn't want to present it without the exact figures.

City Clerk Donna Jackson asked if they wanted this on the next agenda. Chairman Dover said would be presenting it in the special called Finance Committee Meeting on Tuesday, July 19, 2016 and would have to walk it onto the Council Meeting.

7. Public Comments

8. Adjournment

A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and Todd Burton

Absent: 2 - Charles Coleman and Rennell Woods



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-16:096 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 7/20/2016 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Special Called Finance and Administration Committee Meeting on July 19, 2016
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Special Called Finance and Administration Committee Meeting on July 19, 2016



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, July 19, 2016

5:20 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - John Street; Darrel Dover; Charles Coleman; Todd Burton and Rennell Woods
Absent 1 - Ann Williams

3. New Business

Resolutions To Be Introduced

RES-16:092

A RESOLUTION FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH ACELA SOFTWARE FOR THE PURCHASE OF A CLOUD UPGRADE TO 7.18

Chairman Dover stated this is a company that bought out Springbrook and what this is allowing us to do is to upgrade our program with them. He said this will allow us to lower our cost for the program from \$70,000 to about \$54,000 a year saving us \$16,000 per year. He said the upgrade will cost us \$18,000 and this will allow us to re-coop almost all of our money within a year from the reduced fee. He said this will us to get free upgrades as they become available whereas now we have to purchase those upgrades. Chairman Dover stated that we would save money and be able to purchase a better product.

A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this matter be Recommended to Council. Councilman Street amended the motion to walk it onto tonight's City Council meeting and Councilman Burton seconded the amended motion. The motion PASSED with the following vote.

Aye: 4 - John Street; Charles Coleman; Todd Burton and Rennell Woods

Absent: 1 - Ann Williams

4. Adjournment

A motion was made by Councilman John Street, seconded by Councilman Rennell Woods, that this matter be Adjourned . The motion PASSED with the following vote.

Aye: 4 - John Street; Charles Coleman; Todd Burton and Rennell Woods

Absent: 1 - Ann Williams



Legislation Details (With Text)

File #: ORD-16:048 **Version:** 1 **Name:**
Type: Ordinance **Status:** To Be Introduced
File created: 7/20/2016 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO AMEND THE 2016 ANNUAL BUDGET FOR THE PURPOSE OF ADDING A SECOND TRAFFIC SIGNAL TECHNICIAN TO THE ENGINEERING DEPARTMENT
Sponsors: Engineering
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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AN ORDINANCE TO AMEND THE 2016 ANNUAL BUDGET FOR THE PURPOSE OF ADDING A SECOND TRAFFIC SIGNAL TECHNICIAN TO THE ENGINEERING DEPARTMENT

WHEREAS, the City of Jonesboro adopted the 2016 annual budget in Ordinance Number 15:069.

WHEREAS, there is a need to add an additional Traffic Signal Technician to the Engineering Department for proper maintenance and repair of traffic signals.

WHEREAS, this position will be paid for from the 2016 Engineering Budget with no adjustments to the salary budget line item.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The position of Traffic Signal Technician be added to the 2016 Annual Budget at a Grade of 110.



Legislation Details (With Text)

File #: RES-16:096 **Version:** 1 **Name:**
Type: Resolution **Status:** To Be Introduced
File created: 7/21/2016 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: A RESOLUTION TO SUBMIT AN APPLICATION FOR THE FY2017 BROWNSFIELD AREA WIDE PLANNING GRANT THROUGH THE U.S. ENVIRONMENTAL PROTECTION AGENCY
Sponsors: Grants
Indexes:
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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Title...

A RESOLUTION TO SUBMIT AN APPLICATION FOR THE FY2017 BROWNSFIELD AREA WIDE PLANNING GRANT THROUGH THE U.S. ENVIRONMENTAL PROTECTION AGENCY

Body...

WHEREAS, applications are now accepted for the FY2017 Brownsfield Area Wide Planning Grant; and

WHEREAS, the FY2017 Brownsfield Area Wide Planning Grant is funded at 100% by the U.S. Environmental Protection Agency for a duration of 24 months period; and

WHEREAS, the City of Jonesboro is seeking funds up to \$200,000 for hiring a consultant to provide executable plans and strategies to repurpose and reuse some of the existing blighted structures that lie along the railroad corridor between Riceland Foods and Arkansas State University.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS:

SECTION 1: The Jonesboro City Council supports the submission of the FY2017 application to the Brownsfield Program for the selection and hiring of a consultant for executable plans for the aforementioned repurposing activities.

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all necessary documentation to complete this application process.