



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, March 12, 2019

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

Absent 1 - Charles Coleman

3. Approval of minutes

[MIN-19:021](#)

Minutes for the Finance Committee meeting on February 26, 2019

Attachments: [Minutes](#)

A motion was made by Councilperson John Street, seconded by Councilperson David McClain, that this matter be Passed . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; David McClain and LJ Bryant

Absent: 1 - Charles Coleman

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-19:022](#)

A RESOLUTION TO ENTER INTO AN AGREEMENT WITH AAA BUSINESS SYSTEMS TO SERVICE AND PROVIDE TONER FOR THE CITY'S COPIERS AND PRINTERS

Attachments: [City of Jonesboro AAA](#)

Councilmember John Street asked, do you know what the cost per copy was? Did they break it down? Chairman Joe Hafner said, I don't know what it was. I know in this contract, the charge for black and white is .01 or one cent and color is .055. IT Director Jason Ratliff said, Forrest Office Machines was seven cents and Business World was six. Black and white copy was the same at one cent. Chairman Hafner said, this is an estimated monthly expense of about \$1,200. Obviously, it depends on usage. Mr. Ratliff said, right. Chairman Hafner said, about \$1,200 is what Jason said was a good estimate. Mr. Ratliff said, me and Trever have been working on this for about six months. The Finance Department had three different vendors to give us their

best price and service. Councilmember Street said, that is smart to consolidate it. Chairman Hafner said, yes, one call.

Councilmember LJ Bryant asked, will each department go through your department to get their cartridges or will they reach out to this vendor if they need cartridges. Mr. Ratliff said, so, the vendor monitors those copiers and as soon as they see the toner get to a certain level, they automatically ship the toner to that department. It is exactly the same as the other vendors do.

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

Aye: 4 - Ann Williams;John Street;David McClain and LJ Bryant

Absent: 1 - Charles Coleman

5. Pending Items

6. Other Business

Chairman Joe Hafner said, the only thing I have to say is obviously right now I would say that the Finance Department is facing challenges. So, hopefully, you are doing ok. I know the audit is going on. I talked to the Mayor and Bill Campbell a little bit on Friday and I asked a question and they weren't sure. I don't know if the Arkansas Municipal League has any resources or any contract companies they can suggest to us that we can use on an interim basis if needed, but obviously, we can't just have one or two people doing the work. Roy Ockert, consultant to the Mayor, said the Mayor has been in contact with the Arkansas Municipal League and they do have some resources that may be of use to us. He will be back in the office on Thursday and we will be talking about what we need and how we might deal with it from that point. Chairman Hafner said, ok, just keep me and this committee updated. I don't want us to lose our checks and balances and don't want people to get too stressed out. I know it has been a challenge anyway with Bill Reznicek being out and now you have two out. Mr. Ockert said, we had a big payment to make on worker's comp this week. The deadline was Friday and the Interim Director of Finance, Deanna Hornback has that figured out. So, I think we are either in the process of making the check or we already have the check made. We have passed one deadline ahead of time. Chairman Hafner said, well, whatever little help I may be, you know you can reach out to me if you just want a second set of eyes looking at something or whatever. Obviously, I don't need to be the one sitting there every day because I am not qualified for that. Just reach out if you need to. We are here for you. We appreciate the burden that you are unfortunately under.

Councilmember David McClain said, Mr. Chairman, you asked previously about the Veteran's Village and getting an update. Are we going to get that sometime soon as far as financially what the cost would be in the long term? Chairman Hafner said, I asked to have it I think either by this meeting or the Council meeting. That might be a little bit of a challenge now with the person who was going to be working on that no longer there. But, that is something that we have to do our due diligence on and know this is going to be an expense. Even if we have costs to cover the construction, there are going to be costs no matter how big or small they are, to maintain it, to make sure there is security there. There are going to be repairs. What kind of staff is going to be there? Those are all questions that we need to know before we get too deep into this. I

don't want this to be like an elephant that you keep chewing on that keeps getting bigger and bigger and bigger unexpectedly. Mr. Ockert said, I don't have any information about the costs, but I know that the Mayor has started working on that so that he can present something to the Council at the next meeting. Councilmember McClain asked, at the next council meeting? Mr. Ockert said, yes. Councilmember McClain said, thank you. Mr. Ockert said, that is the plan at least.

Chairman Hafner said, the other thing that I was going to ask about is how the new timeclock system is working. Interim Finance Director Deanna Hornback said, Trever and I were the ones working on that. On the last payroll or pay cycle, we did dual paper and the timeclocks plus. So, employees are using it every day. That is how they are putting their time requests in and that sort of thing. We found some discrepancies so it was obvious to us that it was not time to go totally with the timeclocks plus. The discrepancies were more on the paper side than the timeclocks plus side. So, that shows us that it is going to work once we get some of the kinks hammered out. So, I still have a few little setup things that I have come across with the Police Department, some call out codes, those sort of things. Everybody has been super patient and wonderful and we are working through those. I am going to reach out to timeclocks plus. They can help me on some of the filters and get that hammered out. But, other than that, I think it is going fairly well.

Chairman Hafner said, I have been spending a little bit of time with the police. I know they have had some issues. It seems like sometimes when they go to clock in, it shows that they are already clocked in. Ms. Hornback said, that occurs when they aren't clocking out so when they go to clock back in the next morning, it says, hey, you are already clocked in because they never clocked out the day before. It is getting the employees in the habit of clocking in and clocking out. All of that can be adjusted by the supervisor. In fact, the employee can fix what we call a missed punch. They can immediately go back in there and fix that. It is just training them and getting them used to doing that. But, a supervisor can always do that. They have reached out to me. I have helped them do that. So, it is going really well. And, as far as employees go, most of them are ok with it.

Chairman Hafner said, I know the different departments present different challenges too like police, like the SRO's. How does that work as far as what they put towards their comp time and all that. I know there are probably challenges like that you all are having to work through. Ms. Hornback said, police and fire have the most different callout codes. The K-9 get their extra hours. We had a few of those and we are slowly working through them. I think all in all it is going really well. Now, as we go totally live which we will not do until we are comfortable with the paper and the timeclocks plus, then, we will see if anything else comes up. I am ok with let's just do both until everybody is feeling comfortable with it. And, on this pay period, I am actually going to be sending out the timeclocks plus roster and the paper roster and I am going to let the departments reconcile this time because I think that is good for them to see where some of the misses are at instead of payroll trying to do it. So, that is our next step in that.

Councilmember LJ Bryant asked, if somebody is supposed to clock out at 5 p.m. and they come to work at 8 a.m. the next day and they didn't clock out, it won't let them have the time from 5 p.m. to 8 a.m. right? Ms. Hornback said, it will say that it is a missed punch and it will cause an issue which at that point, they can either go back in and back it up or the supervisor can go in and correct it. As we get a little farther into it, they can even set up schedules and some departments have done that. What that does is it alerts the supervisor if they haven't clocked out. So, the supervisor will get a

notice that says, hey, he has not clocked out. So, there are some advance settings in there that we are going to get to eventually. Some departments have already taken the initiative and they have those set up. So, it is a great program. I mean I feel real confident about it. I can already see where it is going to save the city money in some time off requests that were missed getting written down on paper but showed up in timeclocks plus.

Chairman Hafner said, I had an interesting situation. I was out riding with one of the officers Saturday night, but it was the time where it went from like 2 a.m. to 3 a.m. I said, wow, I guess the police and fire work seven hours for an eight hour shift one time and then at the other time of the year they work nine hours for an eight hour shift. That has really never had an impact on me, but third shift guys get impacted by it. Ms. Hornback said, correct. They have already reached out to me on that. We are paying off of paper so that will definitely be adjusted for that. Chairman Hafner said, thanks for the update. Ms. Hornback said, you are welcome.

7. Public Comments

8. Adjournment

A motion was made by Councilperson John Street, seconded by Councilperson LJ Bryant, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;David McClain and LJ Bryant

Absent: 1 - Charles Coleman