



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, June 11, 2019

4:00 PM

Municipal Center

AUDIO STARTS AT 0:18 DUE TO TECHNICAL ISSUES.

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 6 - Charles Coleman; Ann Williams; John Street; David McClain; LJ Bryant and Joe Hafner

3. Approval of minutes

[MIN-19:055](#)

MINUTES FOR THE FINANCE & ADMINISTRATION COMMITTEE MEETING ON MAY 28, 2019

Attachments: [Finance Minutes 05282019.pdf](#)

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

Aye: 5 - Charles Coleman; Ann Williams; John Street; David McClain and LJ Bryant

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-19:073](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO SUBMIT AN APPLICATION WITH THE FEDERAL TRANSIT ADMINISTRATION (FTA), AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR THE FY19 COMPETITIVE FUNDING GRANT FOR BUSES AND BUS FACILITY PROGRAM

Sponsors: Grants and JETS

Attachments: [NOFO- FY19 FTA Bus and Facility.pdf](#)

Chairmember Joe Hafner asked if there was anybody at the meeting who could answer a few questions about the grant. Councilmember L.J. Bryant said so, on these busses and paratransit, would they be replacing existing fleet or would they be additions. Transit Director Michael Black said I have two busses coming in as replacements. I

hope to get more money in the budget next year to actually have two additions. Chairmember Hafner said you already have two busses coming in. Mr. Black said I have two busses ordered through this 5339 funding that in the past has been divvied out through the state, and they're finishing up their FY17 monies. Now, they're turning it over to each individual agency, which is why we're having to do this, but to finish out, I do have two busses ordered and expect delivery probably mid-August. Chairmember Hafner asked if those busses were covered under the FY17 monies that we're just receiving. Mr. Black said yes. These are actually coming through the state where all we actually pay is our 20%. Now that we're having to apply for this 5339, it will be real similar to our 5307 except this is strictly a capital grant. It is only usable on busses, roll and stock service vehicles, and bus facilities. I could use it for fareboxes, for our communications, or for our safety equipment in the busses, but that will all be ours and we will have to pay the full amount like we do through our 5307 and get 80% of that reimbursed. Chairmember Hafner said if we get the grant. Right? Just to make sure I understand, the busses that we have coming in right now are already funded through another grant and then with this, if rewarded, you would then order the two new busses and the paratransit van with that funding. Mr. Black said correct.

Councilmember Ann Williams said you used to have one bus available should a bus break down. Is that still the case? Mr. Black said yes. Councilmember Williams said so, in addition to the busses you have out running on a particular day keeping the schedule, you have to have one on the ready in case one of those busses breaks down? Mr. Black said that is correct. Actually, I have two. Generally, one is in for service and one is there online ready to go in case we have any type of a breakdown, wheelchair lift failure, or something like that. Councilmember Williams said that is something that I guess everybody needs to keep in mind as far as understanding the number of busses you need in your inventory because they're not all actively out there running on a particular day. Is that right? Mr. Black said yes.

Councilmember David McClain said we've applied for this before. What does our 20% usually cost? Mr. Black said this year, since we're actually going through the state again, our local match for the two busses is just a little over \$24,000. Busses sell for about \$58,000, and we're purchasing two busses for \$24,000. Councilmember McClain said okay.

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:074](#)

A RESOLUTION TO THE CITY COUNCIL OF JONESBORO, ARKANSAS, AUTHORIZING THE OFFER AND ACCEPTANCE TO PURCHASE ADDITIONAL RIGHT-OF-WAY LOCATED ON NORTH PATRICK STREET (TRACT 8), JONESBORO, ARKANSAS, FOR THE PURPOSE OF CONSTRUCTING AND MAINTAINING A CITY SIDEWALK

Sponsors: Engineering

Attachments: [Offer and Acceptance - Tract 8.pdf](#)

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:075](#)

RESOLUTION TO ADOPT AMENDMENT THREE TO THE CITY OF JONESBORO, ARKANSAS, NON-UNIFORMED EMPLOYEES 457(B) RETIREMENT SAVINGS PLAN AND TRUST

Sponsors: Human Resources

Chairmember Joe Hafner said when I've dealt with retirement plans before, it was kind of the standard like this one and currently the first day of each quarter is when you would become enrolled. My question is, as the administrator, do you see it being a paperwork nightmare that someone could change every month on deferrals if they want to? Human Resource Director Dewayne Douglas said no, because our NestEgg representatives really manage that for us. All we do is submit the paperwork and they do that online. I think the big change here is all the other benefits are the first day of the month following a 30-day wait, and this is going to put it in compliance or concurrently run with all the other benefits the same way. Right now, it's a 90-day wait. If they are hired on October 2, they're really not eligible until April 1, which is almost a 6-month wait, and I think a lot of employees are forgetting to enroll and we're not getting good participation by waiting that long. So, I think changing it to the same as other benefits will help that process. Chairmember Hafner asked if they received any type of e-mail notification when their eligible to enroll. Mr. Douglas said we're probably not set up to automate that. We check it every quarter and our reps reach out to those employees, but it's possible for our employees to maybe not enroll, forget to enroll, or we're worried about them being overlooked. We've identified about 60 employees who aren't participating at all. Chairmember Hafner said that's why I was wondering if they had an e-mail reminder. Mr. Douglas said I wouldn't say it's real active or just not automated that way. I think our reps do a good job of trying to reach out to those. We do send a payroll report to NestEgg every time payroll is produced to let them know whose participating and who's not and they try to reach out to them. Employees can also self-enroll online and things like that. I think it's just going to help with our benefits, especially during orientation to be able to do it the same as all other benefits and to be able to either waive their coverage or enroll them right then. The second part to that, the one you're talking about, is the employee's portion. The second one you are about to come up to is the employer's portion.

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:076](#)

RESOLUTION TO ADOPT AMENDMENT TWO TO THE CITY OF JONESBORO, ARKANSAS, NON-UNIFORMED 401(A) DEFINED CONTRIBUTION PLAN

Sponsors: Human Resources

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:077](#)

A RESOLUTION TO CONTRACT WITH SUDDENLINK COMMUNICATIONS FOR SPONSORSHIP OF BASEBALL FIELDS AT JOE MACK CAMPBELL PARK

Sponsors: Parks & Recreation and Finance

Attachments: [SuddenLink18.pdf](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:078](#)

A RESOLUTION TO CONTRACT WITH PLAY IT AGAIN SPORTS FOR SPONSORSHIP OF ONE BASEBALL FIELD SIGN AND ONE ATHLETIC FIELD SIGN AT THE SOUTHSIDE SOFTBALL COMPLEX

Sponsors: Parks & Recreation and Finance

Attachments: [PIAS_Softball_2019.pdf](#)

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:079](#)

A RESOLUTION TO CONTRACT WITH LOST PIZZA COMPANY FOR SPONSORSHIP OF ONE ATHLETIC FIELD SIGN AT THE SOUTHSIDE SOFTBALL COMPLEX

Sponsors: Parks & Recreation and Human Resources

Attachments: [LostPizzaCo19.pdf](#)

Councilmember L.J. Bryant said I have a general question. You all have done a good job of selling these sponsorships, but, just generally speaking, how have we determined these prices. Have we looked at similar cities in Arkansas and what they are charging? Parks and Recreation Director Danny Kapales said most of the prices we've come up with are from looking at other sports complexes and what they are utilizing, even to the point that we're now getting phone calls from other cities asking what we are charging and trying to put theirs on the same scale that we're utilizing. Councilmember Bryant said thanks.

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:080](#)

A RESOLUTION TO CONTRACT WITH EAST ARKANSAS BROADCASTERS FOR RENTAL OF JOE MACK CAMPBELL SPORTS COMPLEX

Sponsors: Parks & Recreation and Finance

Attachments: [JULY 4TH 2019 EAB.pdf](#)

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: 5 - Charles Coleman; Ann Williams; John Street; David McClain and LJ Bryant

[RES-19:081](#)

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE 2019 CDBG ANNUAL ACTION PLAN THAT INCLUDES THE 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS, ACTIVITIES AND BUDGET

Sponsors: Grants and Finance

Attachments: [Assurances_SF-424-D.pdf](#)
[Certifications.docx](#)
[HUD Notice of Allocation_2019 CDBG.pdf](#)
[2019 CDBG Annual Action Plan.pdf](#)
[Application for Federal Assistance SF424 REVISED.pdf](#)

Councilmember David McClain said the question I have is on page 19 of the action plan. You have five homes that will be torn down as part of the attractive neighborhood livability. The thing I was curious about is what happens to the property once the homes are torn down. Do we sell it or do we give the owner a chance to buy it back? What happens to that property?

Grant (CDBG) Program Manager Angy Abaunza said you're talking about the creative attractive neighborhood. If you notice the goal and outcomes, it includes the homeowner rehabilitation program and the demolition. So, your question is referring to those houses we're going to clear. Councilmember McClain said what happens once it's clear. If we're providing assistance, do we sell it or do they sell it? Ms. Abaunza said it is a homeowner demolition program, so the homeowner comes in and applies for the grant so we can demolish the property. After the lien is up, since we put the lien on the property depending on the amount of the cost of the project, and once that lien expires, the owner is free to sell the property, rebuild, or do whatever else they want to. While they are still under the lien, they cannot sell the property. Councilmember McClain said once they've done everything to satisfy the lien, then they can sell it. Councilmember L.J. Bryant said but they can sell it as long as we are paid. Ms. Abaunza said our lien goes through a percentage process so like 50% if it's less than \$5,000. That is a 2-year lien. If they decide to sell the property before those two years, they have to pay back the balance that has not been forgiven.

Chairmember Joe Hafner said the one comment I have, and you might not have the update right now, but I think last year was the first year that we did the business acceleration and we gave some money to five or six businesses. Community Development Director Regina Burkett said four businesses, and one didn't make it. One never met the guidelines. The barbecue stand, Candy Apples, never met the guidelines. Then we had The Fainting Goat, RJW Plumbing, and Granite Works. They have done very well. RJW Plumbing is a business owned by a woman and I think she has hired one person that she has right now. Granite Works has hired two more employees since we gave them the money. Chairmember Hafner said it's been a short time since you've been involved with this, but in your opinion, it is meeting the objectives that were set out in helping these small businesses. Ms. Burkett said we're going to have to have community service hours to make sure they are open and serving the public. Councilmember L.J. Bryant asked if we would be soliciting a new round of applicants with this new round of CDBG. Ms. Burkett said yes we will. They have this in a lot of different towns besides Jonesboro. Little Rock does it, as well as Newport. They do it a little differently than what we do here, but I think it's a good program and it's really good to get people started in business and use some

entrepreneurship. So, I think it's a really good thing especially if they're presenting so many jobs. It's good for our economic growth in this area.

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

[RES-19:082](#)

A RESOLUTION TO CONTRACT WITH SAGA COMMUNICATIONS OF ARKANSAS LLC D/B/A JONESBORO RADIO GROUP FOR RENTAL OF SOUTHSIDE SPORTS COMPLEX

Sponsors: Parks & Recreation and Finance

Attachments: [Rental Agreement for Jonesboro Radio Group.pdf](#)

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

5. Pending Items

[RES-19:068](#)

A RESOLUTION AUTHORIZING THE ENTRY INTO A CONTRACT WITH CONTRACTSAFE FOR THE PURPOSE OF COMPUTER SOFTWARE TO TRACK THE CITY OF JONESBORO'S CONTRACTS.

Sponsors: Finance

Attachments: [ContractSafe Agreement_Jonesboro_052119.docx](#)
[Laserfiche Proposal City of Jonesboro.pdf](#)

Chairmember Joe Hafner said we tabled this a couple weeks ago and I know there has been a couple emails that have gone out, and from my viewpoint, I understand why we need to track contracts and stay on top of them, but I want to make sure that we're aware of what Legistar can or cannot do. I don't want to have two systems going and spend \$5,000 per year on something that we might be able to do with Legistar. Former Interim Chief of Staff Roy Ockert sent out a video that showed some of the stuff ContractSafe can do. An e-mail was sent out regarding tracking not only contracts or different projects, but tracking the boards and committees and their end dates. I have asked City Clerk Donna Jackson to pull up Legistar and look at some of the stuff on Legistar that people may not be aware of. I'm all for systems. I just don't want to have redundant systems. I'm going through some stuff at work right now where we have all of these great systems, but if people are not trained on them and don't use them, then we're still not going to get the benefit from it no matter what bells or whistles the system has.

Ms. Jackson said anybody can get to this website whether it be citizens, employees or anyone. You don't have to have the Legistar software to access this. Go to the City Clerk webpage and click legislative files. This system is kind of buried in our website and at some point I want to look at that to maybe put it on the City Clerk's Facebook page or do something different so it's easier for citizens to access it, because you have to go through so many steps to get to it. There is a pulldown menu, which gives

you every year to search, and we've entered data all the way from 1901. It has a pull-down menu that allows you to check for items such as abandonments, agendas, annexations, conditional use, and contract, just to name a few. What you need to keep in mind is the only thing the City Clerk's office enters is if we get the original contract. We're not going to enter a contract that has not been executed and we're not sure if it's the original or not. That's really the problem we are having. There are a lot of questions that need to be answered, such as a department head may get a contract that was sent to them electronically. Well, that's an original. Another time, they may have a printout, the person has signed it and they'll scan it in, but they're holding that original. It's not given to the City Clerk's office. I think there is some confusion there. That was the whole purpose of changing our process whereby we enter it into Legistar for them because we weren't going to enter it unless we had the original contract. That's where we're having some problems.

Chairmember Hafner said when I was looking at this page, and I think Ms. Jackson is going to follow up with Legistar, all contracts may not have an end date. For example, if it's a construction project and we know they have certain number of days, but it might not be a defined endpoint, or like the contracts we talked about today with the sponsorships. They do have an endpoint. So, I asked Ms. Jackson to check with Legistar to see if they could put a contract end date on there. Ms. Jackson said well, we already have that. Let me show that to you. When I open this first contract, you have two tabs to click - details and report. I'm going to click on details. This pulls up the resolution number and if you double click on that, it gives you the resolution in full detail. We have already redacted the Mayor's signature and my signature because you have people taking those signatures. That was one of my concerns with DocuSign on the ContractSafe. I realize that well, we're not going to use that, but I'm not administering that. You, the Council, creates the contracts and resolutions and it's the City Clerk, who is elected, that is responsible for those records. It bothers me that, yes, while I may or may not be getting the original, I hate to see another file out there being administered by another department. That's where I'm coming from on it. You have the resolution and attached to it is any documentation that came with it and the contract itself, with the signatures. That is for every contract that we are provided. The other thing with this type of contract is that we might not get these contracts for six months after they've been adopted and some of them are very thick. I have no way of knowing if it is the same document adopted by the City Council or if it's been amended because I didn't execute it with the vendor.

Chairmember Hafner said the one question I had, and I thought you were going to show us like on the contracts that have a defined endpoint, if there is a way to have that shown on the Legistar page so you can do a search by end date. Ms. Jackson said yes. You can create reports with this. Right now, we just have this, but there is a way to put those dates in, as well, whoever is doing that. It might be something that we need to look into and add as another tab. You can go back and see when the resolution was adopted. Chairmember Hafner said I was talking about if the contract is up in three years, such as on June 30, 2022, if you can look and see on the contract tab. Ms. Jackson said the way that has always been done is that each department is responsible for their contracts and should be doing that anyway. They're the ones negotiating it. There's a way here that you can pull up a department, such as finance. It doesn't show any particular person, but it shows all the legislation that has been sponsored by the Finance Department, whereby you can pull all of that up. Chairmember Hafner said yes, like that tab says type, status, file created, and final action. It would be great to have contract start date and contract end date if it was possible. Ms. Jackson said that could easily be done on the calendar on Outlook because whoever is submitting this resolution, along with the contract, they're

obviously the one negotiating it. They know when that end date is and all they would have to do is once it's adopted put that end date on the calendar and it sends them a reminder. Chairmember Hafner said one issue with that is if that person is no longer here. I would like to know if it was possible to add that to Legistar. Ms. Jackson said okay. We can check on that. Chairmember Hafner said if you'll pull up one of the commissions under the Boards & Commissions, which was another point that was mentioned, ContractSafe can keep up with all of the appointments.

Councilmember McClain said can we get Legistar, or whoever creates that for us, to send us almost the same type of bid sheet like the one we have. You don't even have to do a bid, but more of what the features are. Ms. Jackson said yes. Chairmember Hafner asked if they can add the features that we would like to see added. Ms. Jackson said I have a feeling that they could add the start date and end date so we can put that in there. It's just a matter of knowing how to manipulate it. The City Clerk's office has never kept up with that and that will be another additional thing. Let's look at Advertising and Promotion. This gives the list of people on the board, when they were appointed, and when their appointment ends. It gives the resolution that appointed them. So, you can look and see that come April of next year, we're going to have several vacancies. Looking at the Metropolitan Area Planning Commission list, it tells you if it's a county appointment or a city appointment and the resolutions that adopted them. You can also copy that resolution, go to legislation, put that file number in, and it will pull up the resolution for you. If you don't know what department, you can pull them up by name.

Councilmember L.J. Bryant said I'll just say this to throw a dialogue out there, but it seems the debate is a bit about contract storage, so I'll put that to the side for a second, and say that if the objective is somewhat around task management then, to add to the debate, there are options like monday.com and/or airtable.com. I don't know, inside the administration, if any departments use any task management software. In our business, we are looking at some of those things because they're pretty cool and sortable and automatically e-mail people when a task is due and such, and they're very inexpensive. When you look into airtable.com and monday.com, you'll see that Fortune 500 companies and stuff use them and they're commonly used.

Chairmember Hafner said my understanding is that this kind of started out as a way to track contract end dates and appointments so they weren't missed, and if our current system can be modified to keep up with that information then I'd hate to invest more money to buy another system. If the other thing is task management, then that's kind of a different animal from contract and appointment management. I do understand that contract management is a lot of the City Clerk's job to keep up with the contracts. Ms. Jackson said I don't even think anybody knew that was there. Nobody has asked.

Mr. Roy Ockert, former interim chief of staff, said this was assigned to Mr. Bill Reznicek more than a year ago to look into this. Mayor Perrin asked him to look at it because we were having trouble keeping up with contracts that had expired and appointments that had expired. What Mr. Reznicek did was ask Ms. Deanna Hornback, who was a part-time contracted employee, to go through all the contracts and make a spreadsheet showing what the contracts are, who sponsored them, what the end date is, when the expiration date is, and the length of the contracts. This has been on our updates for more than a year. Every week on Monday morning, the Mayor and I, or whoever is the Chief of Staff, go over the updates. We've been doing that since the first of the year. I picked this up from Mr. Reznicek when he took leave. Nothing had been done on it for a few months because Mr. Reznicek has been involved in the budgeting process. So, at one point, I asked Mr. Doug Maglothin, who

has a lot of experience in dealing with such task management operations, to take a look. We looked at three different packages that would help us keep up with things and we did demos for two of them. All this has been discussed during the update meetings every week since February, at least. We did demos for two of them. We looked at the third one and decided it wouldn't do what we wanted. The second one, you got some information in the package about it, we decided it was too expensive. It would have helped maybe in human resources areas. This package was inexpensive. It was user friendly, which Lord knows Legistar is not. I've used Legistar from the public's perspective since we've had a Legistar here. I love it and use it every day whether I'm here or somewhere else if I'm interested in city government.

I would like to see us add to Legistar. For example, the Advertising and Promotion (A&P) Commission, Chairmember Hafner, you are on that commission, and your minutes are not up there. Why not? Where are the minutes being kept for the A&P Commission? I don't know, but they're not there. That's a package that I think we should add. We don't have minutes in there for the Auditorium Commission. We don't have minutes for the Land Bank Commission. Those are things we need to update in Legistar. There's a big difference between recordkeeping and managing or administering the contracts that we pass. For example, tonight you forwarded RES-19:079, which has an end date, but you know what else it has in it, it has 15 different dates for payments to be made. So, finance and the administration department has to keep up with all those dates and Ms. Hornback has a book that contains all the contracts. We already have another system because they felt like, years ago, that we needed something besides what Legistar does and there you see one of four books that contains the contracts that Ms. Hornback used to do a spreadsheet. When she did, we found out that we have identified 289 total contracts, agreements, and grants that are in progress somewhere. Can you imagine going through one at a time on Legistar. That's what you have to do in order to find it. One of the other things we found was that a number of those contracts had been expired.

Parks and Recreation has 106 contracts by themselves. We found out earlier this year that in the Miracle League fields, we had about 15 of those that expired in 2017. Those are contracts for ad boards out at the field. Most of them would be renewed automatically if somebody would make the effort to do it. So, I asked Parks and Recreation Director Danny Kapales to have Assistant Parks and Recreation Director Brad Pietz to start doing that. When the Kiwanis billboard at Miracle League came due, we weren't asked to renew it. We would have been glad to and we did after I made the effort to do it. That's the sort of thing that is an administrative detail that we need help keeping up with. This package would do it. We're not buying software and we're not obligating the city to anything beyond one year. Unlike Legistar, you buy Legistar and you've already spent over \$100,000 on it so you're going to stay with Legistar, one way or another. With this, if it doesn't work, we go on to something else, but we need something that will help us do a better job. We created spreadsheets and tried to do it with spreadsheets, but that didn't help. We identified which contracts came up in 2019 and did a spreadsheet for that. We did one for 2020 and so on down the line, but spreadsheets are also difficult to manage, but this system will allow us to do that. You can do listings of contracts by year or by vendor in Legistar, but it does not show you the expiration date and length of contract, and we've looked to see if they have a package that will do that and we haven't found it. Maybe they have one, but we haven't found it. You cannot search PDFs in Legistar for content. You can look through it one at a time, if you want to, but with this package, you can search it by content or keyword. You cannot set alerts as to deadlines or expiration dates in Legistar that we know of. If there's a way to do it, then somebody needs to tell us. Only documents that go through City Council are filed in Legistar. Not everything that this package might be

useful for could be there. Some purchase orders might be relevant to have in this package so we would know that there's a time coming up. Legistar does have the names of Board & Commission appointments and listings. We found it more helpful to create a spreadsheet to see when they come up, and that's still, as you know, difficult for us to follow. That's why I urge you to forward this resolution to City Council. It's a good package. We've looked at it extensively. We've looked for ways that Legistar can be improved and we haven't found it.

Chairmember Hafner asked Mr. Ockert how many conversations he has had with Legistar. Mr. Ockert said I haven't had any. I've gone to the website and Mr. Maglothin looked, as well. Mr. Hafner asked if anybody has talked to Legistar. Ms. Jackson said we're the administrator. Mr. Ockert said we don't have anything to do with Legistar except that we use it. Ms. Jackson said and that was done intentionally.

Councilmember McClain said I would ask that we postpone temporarily to the next Finance meeting on June 25 in order to get information from Legistar to see what they can offer and then make our decision from there whether or not we send it to full council. I don't want us to get in the situation where we forward it and then everybody else wants more information and we have to kick it back down. I think it would make sense to postpone temporarily to the next Finance meeting, and try to get information from Legistar.

Ms. Jackson said I did talk to Mr. Reznicek and I explained it to him and he agreed with me that there was no need to have duplicate files for contracts and that's the last I have heard of it. We don't even get the originals a lot of times and that's what concerns me.

Councilmember Bryant said I would just say that there are two pieces, I guess. The contract management piece and the concern about all of that is a very important thing that has to be addressed in all of this. So, we'll put that to the side as part one. Part two, they need some sort of task management software, and that seems clear. We're probably even losing money by not having it because of Kiwanis contracts, etc. It seems we have to find some way to make sure we don't interfere in any way with the City Clerk's office and the documenting of the original contract, and still allow the administration to have task management software. Chairmember Hafner said like you said, it's two different issues though. Who's in charge of the contracts and the renewals, and who's in charge of the big projects and the task management of those. I think when this started it was about this contract started when and it ends when, and this appointment started when and it ends when. We need to be on top of those. From my standpoint, if that's something that Legistar can do, then let Legistar do it. If we have another situation with project management that needs to be addressed, then let's address that, but let's not intertwine the issues if we don't need to.

Ms. Patti Lack, 4108 Forest Hill Road, said I wasn't expecting to talk on this, but just sitting back here, I think that is exactly what I'm hearing from this whole thing. I have to tell you that I do not know how to work a computer all that well, but I can work Legistar. It takes a little bit of time. I don't know how many people from the outside world use it, but it's fairly easy to do. I think what I'm hearing is that its projects that each one of the departments have that they need to get the information to the City Clerk, and I think the only problem is that if you have all these different areas that are trying to manage the city, which is all these contracts and information. If this can be updated, then your department and all the other departments can work with Ms. Jackson and her staff and get it up on Legistar, I think it will be easier and less costly because this actually works and it's easy to do. I kind of see two different things.

People in the departments keeping it straight when the contracts come up, but it needs to be on one place that everybody can look at it. So, that's just what I'm kind of hearing from here, but Legistar is pretty easy to do.

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant

6. Other Business

7. Public Comments

Ms. Patti Lack, 4108 Forrest Hill Road, said I'm just curious. I've been trying to find the first quarter financial report for the city. Can you tell me how I can get that for the first quarter? Chairmember Joe Hafner said the March financial should be on the April or May agenda. Ms. Lack said on the May agenda. Chairmember Hafner said I can't remember if we looked at them in April or May, but they're usually down in the Mayor's Report. Ms. Lack asked how she could get a copy of that report. Councilmember David McClain said it's on Legistar. Ms. Lack said okay. Councilmember McClain said it should be on the agenda for that month. City Clerk Donna Jackson said I don't think we got one. Chairmember Hafner said I thought we did in March. Ms. Lack said I have tried looking for it and I can't find it. Chairmember Hafner said I'll look for it and I can send them to you. Ms. Lack said okay. Thank you. Chairmember Hafner said you're welcome.

8. Adjournment

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and LJ Bryant