



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, July 9, 2019

4:00 PM

Municipal Center

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### 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-19:065](#)

Minutes for the Finance Committee meeting on Tuesday, June 25, 2019.

**Attachments:** [Finance Minutes 062519](#)

**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-19:088](#)

A RESOLUTION AUTHORIZING THE ENTRY INTO A CONTRACT WITH TRACESECURITY FOR THE PURPOSE OF SECURITY AWARENESS TRAINING FOR JONESBORO EMPLOYEES

**Attachments:** [SOW for City of Jonesboro 2019 - TraceEDU Employee Education.pdf](#)

*Chairman Joe Hafner said, IT Director Jason Ratliff is out on vacation this week. He sent me an email on Friday and I am just going to read it to you and it may answer some questions you may have in his absence. I am going to paraphrase a little bit. "This is our security awareness program for our users. It provides not only training, but phishing tests for our users. For example, it sends users a fake phishing email to test our users on how to notice a sketchy email. If the user fails, then they will receive more training and supervisors are notified. We have had great success with this training in the past as this puts the user on their toes. We can have all of the firewalls in the world, but it only takes one click from a strange email to be compromised. It was also budgeted for this last year." Chairman Hafner said, he meant he budgeted it in 2018 for 2019.*

A motion was made by Councilperson John Street, seconded by Councilperson LJ Bryant, 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-19:092](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO REVISE THE LIST OF APPROVED JOB TITLES

**Attachments:** [COJ Salary Plan.pdf](#)

*Human Resources Director Dewayne Douglas said, I was out when this was submitted. It was basically the wrong titles were incorrect. So, I have given each one of you a copy of the revision. All we are doing on this resolution is adding the titles of Fleet Service Worker under the Street Department and Fleet Supervisor. Those titles already exist, the same pay grades and everything, but they are titled under Sanitation. I think some of those employees actually report to the Street Department so we are not affecting the budget at this time. We are just adding those titles under the Street Department. So, at budget time, if we move them and get it corrected to fall under the Street Department, everything will be ready to go. Chairman Joe Hafner said, so the amendment that needs to be made is taking out Fleet Service Worker - Street and Welder (112) - Sanitation and adding Fleet Service Worker Street Grade 106 and Fleet Supervisor Street Grade 113. Mr. Douglas said, correct, to the list of titles. That is all we are doing to the approved list. It doesn't affect budget or anything. The welder title already existed under Grade 108. Chairman Hafner said, the two that are currently shown need to be taken out and the two in this amendment need to be added. Mr. Douglas said, correct.*

*Councilmember Dr. Charles Coleman said, I have more of a question. I don't really have a problem with this. Where are we getting these numbers from? Are we still getting these numbers from that organization. Mr. Douglas said, Johansen. Everything that we grade is entered into the Johansen System. Councilmember Coleman asked, have we ever thought about getting back with them and also maybe going to get somebody else to give us a different type of how the money should be, the pay grades and stuff like that or are we just going to stay with Johansen? Do we have a contract with them? Mr. Douglas said, we purchased the software that we use that grades our positions. Every year, we pay \$2,000 to retain the software because it has past information in it and anything new that we create. It wouldn't hurt to revisit with them to see if the scales possibly need to move. Councilmember Coleman said, I would really like to get that checked into. I don't want to sound facetious in the wrong way, but I have never really liked them to be honest with you. I didn't think they did the job. I know they are a big company and I am a peon, but I have got good enough sense to know that it is like the salaries are scooted around and some people are not getting the salaries they deserve and maybe even you from that standpoint. So, I would really like to have that company revisited. Mr. Douglas said, I think the software is good. Councilmember Coleman said, for people, it is crazy. Mr. Douglas said, it doesn't hurt to look at the positions and possibly regrading. We do that from time to time. I would agree with you.*

*Councilmember John Street motioned, seconded by Councilmember LJ Bryant, to amend RES-19:092 to reflect the correct job titles of Fleet Supervisor-Streets and Fleet Service Worker-Streets as recommended by the Human Resources Director. All voted aye.*

**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-19:093](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A FULL-TIME POSITION OF SENIOR HVAC TECHNICIAN IN THE BUILDING MAINTENANCE DEPARTMENT

**Attachments:** [HVAC-SR-.pdf](#)

*Chairman Joe Hafner said, I have a job description for the Senior HVAC Technician. I was told last week that this was basically a budget neutral change, but they just had one long-time employee retire that was the senior person I believe and so now, they are basically wanting to add this position to promote somebody into it. They will have a new hire at a lower grade, but basically, the combined salaries of the two positions right now are \$83,360 and after this change, the proposed salary would be \$83,207 so it is like \$183 difference salary wise. I think right before the meeting I got sent, a little bit ago, I got sent a more detailed comparison, but I had already had my computer shut down so I didn't have a chance to print it out.*

*Maintenance Director Ronnie Shaver said, what I am running into is finding and it goes back to what Dr. Coleman was talking about and I have discussed it with Dewayne, of where I am getting into is trying to hire HVAC technicians. When you used to, you were required to have Class A contractors. You can't hire them starting out at \$34,000 a year. Right now, I have got an ad out and I have got one application incomplete. And, so, Scott that has been with me for a long time, five years, he is the one that I am moving into the senior position because he is an A Contractor. He will be able to train the Class B that I have lowered it to trying to get somebody to come to work. If you will remember, not long ago, Mr. Street made the statement that one of the technicians graduated from Jonesboro High School and they hired him at \$20 an hour as a Class B. You all are wanting me to start them out at \$16 per hour. That is what I am running into. But with that being said, forget about that. I can sit here and gripe about that all day long. Scott has been with me for five years. I don't want to lose another technician. So, my job is to get him to the senior. It will put him close to the \$20 an hour where it needs to be and should have been. He is going to, I hope, stay with us at that price. And, then hire in a Class B that he can train to get his Class A. I don't know if any of you have ever had an air conditioner replaced in your house, you are looking at \$5,000 - \$6,000. One a month is \$60,000 a year. It is hard to start them out at this. So, that is why I am wanting to promote him to the senior, hire in a Class B, get him trained and possibly move him up. Now, with that being said, I have got to get the Mayor's approval to start Scott out at Step 5. I can't just move him to Step 5. I have got to get the Mayor to sign off on it. That is what I am asking for the council to move forward and let's see if we can get this done.*

*Councilmember John Street motioned, seconded by LJ Bryant, to move RES-19:093 to the full council subject to the Mayor's approval. Chairman Hafner said, just to be clear, this is to add the position. The step 5 is the Mayor's approval and is separate from this. Mr. Shaver said, it is totally separate. Chairman Hafner said, the Mayor has the authority to move them up to step 5. Councilmember Street said, I thought that was part of this. Chairman Hafner said, we still need to add this position as Senior HVAC Technician and then the Mayor can take him up to Step 5 if he approves it.*

**A motion was made by Councilperson John Street, seconded by Councilperson LJ Bryant, 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-19:094](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A FULL-TIME POSITION OF CITY ACCOUNTANT IN THE FINANCE DEPARTMENT

**Attachments:** [Accountant \(SS - Yes\) - 32987.pdf](#)

*Chairman Joe Hafner said, the job description is attached. Obviously, with some of the changes in the Finance Department, this is a key position. Mike Burroughs has been with us for a few years in a contract position. Mike's background in city finances through Legislative Audit and etc. have been key, but I think Mike is more officially ready to retire. So, this is a position looking at bringing in an in-house full-time accountant. With some other changes in Finance like the City Collector Becky Sharp retiring with the announcements that were sent to me earlier today, I mean you are basically looking at a savings when all of this is said and done with salary, taxes, and insurance through the end of the year of around \$4,000, not to mention Mike's expenses going down out of professional services.*

*Councilmember Dr. Charles Coleman asked, are we looking to save money or get the right people in the position? Chairman Hafner said, we are looking to get the right people in the right position. Hopefully, Finance has researched this and they think they can get the right people. I just want to clarify this. Councilmember Coleman said, at \$2,000 less, right? Chairman Hafner said, I wanted to clarify that when we are making changes like this, because there were a lot of discussions last year in budgets when we were adding salaries and moving stuff around, I just want to make sure that everybody knows that we looked, that Finance looked at the dollars. Councilmember Coleman said, I understand that, but maybe I am in the wrong position today, but it seems like we try to get the right people for less money and that really irritates me. You want to pay them peanuts, but you want to work the crap out of them. I just want to be on record. Donna, make sure that you write the word crap down. It really bothers me. City Clerk Donna Jackson said, I can think of some other language. Councilmember Coleman said, well that is the only word my wife will let me use. Finance Director Deanna Hornback said, I worked with Dewayne and we input the qualifications, what we were looking for with that job description, and the Johansen software brought it in at the rate that it is right now. Councilmember Coleman said, tell them that they are fired. Ms. Hornback said, we did go back and revamp it a little bit and we were able to get it bumped up one more grade. That is about as good as we could get it. Councilmember Coleman said, well, they are fired next year. I am voting them down.*

*Councilmember David McClain asked, the savings in the paper that you have is that just stating with the savings of retirement, somebody else left the office, hiring a new person at this level will save us money. Is that what you are saying? Chairman Hafner said, yes. Ms. Hornback said, it is just budget neutral. Becky did not let us know that she was retiring until after the budget was approved. So, her salary was in the budget for the remainder of the year. Councilmember McClain said, ok.*

**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

**5. Pending Items**

**6. Other Business**

*Chairman Joe Hafner said, in light of initiative that was forwarded on to a special election last week. I am not going to speak for the Finance Committee, but I will speak as Chairman. The Mayor and I have discussed this matter and he agrees with me regarding what I'm about to say. I want to make it clear that as Finance Chairman, I will work with the city administration and staff to ensure that the budgets and financials are presented in a format that will make it very clear what the impact of this initiative is on revenue and expenditures. I would like to see a separate fund established to easily show balances on hand separate from other general fund items. Departmental budgets will have line items for the associated revenue and any associated expenditures. I would also like there to be a section of the financials and budgets devoted entirely to this initiative so that there is no doubt about what the ins and outs are. I want there to be supporting schedules for the departmental budgets that will show more detail with regards as to what makes up the expenses shown in the budget. I would like regular reporting from the Finance Department to the Council. Finally, if the initiative is approved, any projects, I just want to reiterate, funded by the sales tax proceeds must go through the same procurement procedures as with other funding. So, there won't be any shenanigans. I just want to be clear because one thing when I have talked to people, you know even before I was on the council, was like if there was ever another sales tax for a specific purpose, it needed to be segregated. If the voters approve this, then I want to follow through on that. I am sure everybody else would too.*

*Councilmember LJ Bryant said, Chairman, the only thing I would say, assuming the measure passes in September, and as an extension of your comments, I think it will be important that we try not to make last minute changes and walk-ons in regards to any of those things because I know the public will be watching closely as they should. So, should the measure pass, I think from the integrity piece, not that anybody is trying to do anything that isn't above board, but I know the public will watch it closely and certainly want to make sure that they have time to see any changes that might occur and make sure that they don't occur at the last minute.*

**7. Public Comments**

**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