



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, December 12, 2017

4:00 PM

Municipal Center

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### 1. Call To Order

### 2. Roll Call by City Clerk Donna Jackson

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

**Absent** 1 - Charles Coleman

### 3. Approval of minutes

#### [MIN-17:134](#)

Minutes for Finance & Administration meeting on November 28, 2017

**Attachments:** [Finance Minutes 11282017.pdf](#)

**A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, 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-17:188](#)

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE DEPARTMENT OF JUSTICE AND ACCEPT THE 2017 COPS HIRING GRANT

**Attachments:** [ORI AR01601 - Award 2017UMWX0148 - Award package \(1\)](#)

*Chairmember Joe Hafner said he did not see Grants Administrator Tiffny Calloway at the meeting. Basically, this is for two positions in the police department. It looks like it is \$249,604 in federal funds over three years, which is \$83,201 per year. Local match is \$83,201 and it can be used for three purposes. One is to hire new officers. The second is to rehire officers who have been laid off. Three is to not layoff officers who were scheduled to be laid off due to budget reductions. Any comments for this one Chief Elliott? Any questions for the Chief? Chief Rick Elliott said it's a 75/25 for three years, and it's just one way for us to add additional staffing at minimal expense for the*

*first few years. We initially applied for this grant and asked for five officers, and we were awarded two out of 179 cities across the country that applied for it. We feel lucky that we got the grant. We have applied for this the last three years. Chairmember Hafner said do you see these additional officers being people who will replace those ready to retire? Chief Elliott said we are looking to expand numbers. We are trying to keep up with the growth of the city. The city has grown substantially in the past several years, almost 13,000 people in the past 10 years, and we're just trying to keep up. Councilmember David McClain said how many officers will this put us at? Chief Elliott said 163. Councilmember LJ Bryant said is this the first time we got this grant? Chief Elliott said yes.*

**A motion was made by Councilman John Street, seconded by Councilman LJ Bryant, 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

**RES-17:189**

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE ARKANSAS DEPARTMENT OF TRANSPORTATION (ARDOT) FOR THE FY 2017 TRANSPORTATION ALTERNATIVE PROGRAM (TAP) - DOWNTOWN TO ASU CONNECTION

**Attachments:** [Award Letter](#)  
[Downtown to ASU Connection Agreement](#)  
[Certification for Downtown to ASU Connection](#)  
[Designating Full-Time Employee in Responsible Charge](#)

*Chairmember Joe Hafner said this is sponsored by Grants and Parks and Recreation. It's a \$399,000 grant, 80/20 local match. Parks Director Wixson Huffstetler is the person who is officially in charge of this. I think this will be a great addition when it's done. Any questions or comments from Wixson or anybody else? Councilmember David McClain said are we going to have two different plans or is this going to be included in the big bike plan we have? It will be included? Councilmember John Street said this has been in the works for a while. It will be very beneficial. I think it's a great thing.*

**A motion was made by Councilman John Street, seconded by Councilman LJ Bryant, 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

**RES-17:192**

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A CHANGE ORDER WITH RITTER COMMUNICATIONS, INC. TO INCREASE STORAGE CAPACITY

**Attachments:** [City of Jonesboro\\_RHS\\_MSA\\_08152017\\_24 mo](#)  
[COJ\\_Proposal\\_COJ10202017\\_with\\_new\\_ramp](#)

*Chairmember Joe Hafner said, earlier today I called Chief Financial Officer Bill Reznicek and I know we've had a lot of, not a lot, probably at least three or four changes with Ritter this year, whether it be storage solutions, or speed, or this one right here about increasing storage capacity, so I asked them to give us a brief review*

*of what changes have been made this year, what benefits the city is getting out of it, and how is it impacting our monthly/annual expense. So, if y'all can come up and talk about that. I did not give them much notice, so hopefully they're prepared to do that. I would understand if they weren't. Information Systems Director Jason Ratliff said, the cloud and the internet speed are actually two different things. In August, we kind of went into a contract with them to decrease overhead and equipment cost. To me, that was kind of a small jump to just test the waters to make sure Ritter provides the services right for us. Now, come January, it looks like they're doing good. We need a small increase to move the rest of our backups in there. A small increase to provide us more storage to move more servers if we need to in the future. As far as the internet speeds go, like I said, that was a different item. We added more devices, such as body cameras. We have moved pieces of software to the cloud. Not Ritter's cloud, but the cloud on the internet. That's two different pipes, and, again, we hadn't increased the internet speed in 10 years. Those are the kind of differences there. Chairmember Hafner said monetarily wise, back in August when we did the sole source from Ritter for cloud storage to backup and disaster recovery services. It looked like that change was going to save us \$3,600 per month. Now, this change, it looks like we're going to be paying about \$3,600 per month. How much of an increase over what we currently have as far as storage capacity is that? Mr. Ratliff said can you say that again? Chairmember Hafner said okay. It looks like this resolution, the monthly service charge that was, I think, attached to it showed about \$3,600 a month in charges from Ritter to get to this storage capacity. Right? Mr. Ratliff said the increase from August? Chairmember Hafner said no. Let me look at it again. Mr. Ratliff said, what are we getting for the money? We are saving on equipment costs and overhead. That's what we are saving, and then we also moved the DR site from station 4 into Ritter, which saved us \$2,500 a month on that connection fee. Chairmember Hafner said looking at this hostess solution service quote it shows our monthly charge is going to be \$3,560, and it says upgrades to existing services, this will replace the previous proposal. It says upgrades will be added to the ramp schedule. The first month will be billed at \$940. Second month will be billed at \$1,880. Third month of the ramp will be billed at \$2,832, and the full payment will start January 1, 2018. So, my question is, if it's ramping up to \$3,560 a month, what are we currently paying right now for this level? Mr. Ratliff said we're paying \$2,883. So, it's an increase of \$667 a month between the differences of the two contracts. Chairmember Hafner said so still with that \$3,600 savings from the other one we are still saving about \$3,000 a month. Mr. Ratliff said absolutely. Chairmember Hafner said that's what I was wanting to make sure I had a good idea of. Sorry, I wasn't very clear. Councilmember McClain said say that one more time. You said how much a month? Mr. Ratliff said about \$3,000 over what we were before we started the cloud services. Chairmember Hafner said but we have increase speed, increase storage capacity, disaster recovery storage. Mr. Ratliff said the internet speed doesn't have anything to do with this cloud.*

**A motion was made by Councilman John Street, seconded by Councilman LJ Bryant, 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**

**RES-17:193**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY AND ADMINISTRATION POLICY BY INCLUDING THE JOB TITLE POLICE SHOP SUPERVISOR AT A PAY GRADE OF 113.

**Attachments:**     [Non-Uniformed Employee Pay Grades and Steps.pdf](#)  
[Uniformed Employee Pay Grades and Steps 10-1-16.pdf](#)  
[Salary Administration Plan January 2018.pdf](#)  
[2017 Pay Grades and Titles.pdf](#)

Chairmember Joe Hafner motioned, seconded by Councilmember John Street, to suspend the rules and walk on RES-17:193. All voted aye.

Councilmember John Street asked Chief Elliott if he would explain this. I mean I understand it, but explain how this is budget neutral. Chief Rick Elliott said this is budget neutral. We are taking the civilian salary from our public information officer, Paul Holmes, after he left. We have taken that money, and then I'm taking one of the part-time positions in the shop to offset this expense. So, as far as the budget goes, it's neutral. We had an occasion to hire a master mechanic for the shop and to oversee our fleet. The same mechanic is currently working on our vehicles now at his place of business. This is one of the top mechanics in this part of the country. He is trying to slow down in life as he gets older. We had opportunity to bring him in. The savings we will have from having to send our vehicles to a dealership for service will more than cover his salary every year. By having him in hand, we expect to save a substantial amount of money on shop repairs because we can do it in-house, less the parts. Shop labor fees are anywhere from \$75 to \$100 an hour. Chairmember Hafner said Chief, do we have the equipment? Chief Elliott said yes sir. This mechanic comes fully equipped with tools and diagnostic computers, everything he needs. The only thing we won't be able to do is pull a motor out of a vehicle because we won't have that hoist, but everything else we do on a daily basis, the things we have to outsource at the dealership, he's the one at the dealership doing it anyway. We have only replaced one motor in the past five or so years. Councilmember David McClain said how many will this put us in in this shop? How many mechanics? Chief Elliott said just one mechanic. This will be one mechanic. I have a young man that is part-time labor. He does oil changes and things like that. Then I have Kevin Horton who is my electronics technician. He does all our electronic installs, our bar lights, our radios and things like that. So, we're keeping everything in house. We are not outsourcing, at this point, anything on these vehicles, unless it's warranty work on the newer vehicles. We will still have to go back to the dealership on warranty work, but once the vehicle is out of warranty, we should be able to do anything in-house. Chairmember Hafner said does the police fleet utilize like oil analysis? Do they take oil samples and send them off and check for slivers of iron or whatever? Chief Elliott said we're changing oil at 3,000 miles, and the way the miles rack up on these units, with constant changes, we haven't had a catastrophic engine failure. The only engine failure we had was the other day when a vehicle was involved in an accident and the adjusters didn't realize the oil pan was cracked. After it was repaired and they started up the vehicle, it burnt the motor up and the insurance company had already closed the claim on that, so we had to eat that cost. That's the only catastrophic engine failure we've had and wasn't because of oil related issues. We do have a good preventative maintenance program. I would feel better about, not only having this gentleman there, but he's also there to oversee the changing of the brakes and brake pads. Right now, I have this young shop helper that was trained to do it and he does an okay job, but it's nothing like having a master mechanic working on these cars and overseeing that this operation is done the way it's

*supposed to be done. Because face it, these cars are out on the road and they get up to high speeds and if somebody doesn't do their job on putting the brakes back together right then that's catastrophic for everybody. Councilmember McClain said do most cities our size have, how many mechanics do they have in their shop? A police department our size? Chief Elliott said I don't know. It's not one of those things we research, but I can tell you that I got 182 vehicles that this person is over. Councilmember McClain said the reason I'm asking is because you have a part-time and a full-time, but if they get behind on two projects, are we outsourcing it still? Chief Elliott said even as large a fleet as we have right now, we're able to keep up with everything day in and day out. Our biggest expenses right now are oil changes and then brakes. When it gets into anything like a computer problem, or whatever, that's when we have to send a car out. If we have to change a water pump or radiator, things like that, my level of expertise is not there, current, so we have to send those to Cavanaugh. So, yes, we go through water pumps and sometimes radiators. They wear out. That's where we're outsourcing and it's adding up. Our fleets getting older and this is one way of saving some money. I think what we'll look at further down the road is maybe investing in some tire changing equipment, a tire changing machine and a wheel balancer. Right now, we're spending over \$1,100 a year just in fixing flats at \$6 to \$13 a pop. That goes down to Purcell. You know, \$4,000 to \$6,000 for machines, and we could pay that off in a few years' time. That's something we'll be looking at down the road, but, again, it takes a qualified person to bring in. We're talking about a guy that's a certified master mechanic. He's taking a substantial pay cut, but he's looking to slow down in life a little bit. Councilmember Street said with the size of our fleet you can actually have control on what you prioritize. If you've got something down, he can be on it and have it back as opposed to it being out of service waiting on a shop somewhere. Chief Elliott said when you outsource it to a shop, you're at their mercy on getting things in, and Cavanaugh does a great job of putting us ahead of a lot of customers because we are public safety. If we had something critical, then obviously this mechanic would stay after hours, or whatever, to get the job done if we had to have that vehicle back out, but the way our fleet is set up right now, a vehicle being down for several days is not that critical. Councilmember Street said I think he'd be an asset in the overseeing of the preventative maintenance program, too. Chief Elliott said absolutely, with transmission preventative maintenance and things like that, coming in and doing basic service, checking transmission fluid, and when he sees it is starting to be burnt and it's time for a change. Every now and then, we'll have to put in a new transmission. Councilmember McClain said how soon are you looking to get somebody in there? Chief Elliott said January 1st. I would like to, if possible, consider to walk this on to full council next week. Councilmember McClain said with an emergency? Chairmember Hafner said it would not be walked on, it would just be under the regular agenda item, wouldn't it. City Clerk Donna Jackson said yes, it would be under the consent agenda.*

**A motion was made by Councilman John Street, seconded by Councilmember 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

**RES-17:194**

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO APPROVE CHANGE ORDER NO. 3 FOR THE CRAIGHEAD FOREST PARK ROAD IMPROVEMENTS PROJECT

**Attachments:** [Change Order #3](#)

Chairmember Joe Hafner motioned, seconded by Councilmember John Street, to suspend the rules and walk on RES-17:194. All voted aye.

Councilmember John Street asked Parks Director Wixson Huffstetler, what is that additional cost for? Mr. Huffstetler said the majority of it is to put in the rest of the exercise pads on the road face, on the old road now that the old road is trail now. We've got three stations left to put in, and also to finish up the parking lot at Pavilion one there. It needs to be done. With this change order, I'm still \$105,000 under budget on this project. Councilmember David McClain said this is for exercise pads and parking lot? Mr. Huffstetler said exercise pads, parking lot, some curb and gutter and some rock on that parking lot there where the mountain bike trailhead was put up, and where the bathroom is in Pavilion one. Councilmember McClain said you're still \$100,000 under budget? Mr. Huffstetler said we are \$105,000 under budget. Chairmember Joe Hafner said I do have to say I have ridden my mountain bike out there lately and I think they have done a good job of protecting the mountain bike trails and making more entrance ways on there. Mr. Huffstetler said we fenced in that ATV area, but we're going to put some gaps in it for the mountain bikers to be able to go through there too. And, also, David, in this is the letters for the round-about. I am going to have Craighead Forest Park in big stainless steel letters with lights. So, when you come in the round-about will be lit up. Councilmember LJ Bryant said, unrelated, but, what about the pump station? What's the latest on that? Mr. Huffstetler said we did our award letter. So, we did receive the Parks and Tourism grant for the pump track. So, the match is in the budget for next year. So, we will be building it, hopefully.

**A motion was made by Councilmember John Street, seconded by Councilmember 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

## **7. Public Comments**

## **8. Adjournment**

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

**A motion was made by Councilman John Street, seconded by Councilman 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