



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, June 13, 2017

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - Ann Williams; John Street; Darrel Dover; Joe Hafner and David McClain

Absent 1 - Charles Coleman

3. Approval of minutes

[MIN-17:061](#)

Minutes for the Finance & Administration Meeting on May 30, 2017

Attachments: [Minutes.pdf](#)

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

Aye: 4 - Ann Williams; John Street; Darrel Dover and David McClain

Absent: 1 - Charles Coleman

4. New Business

Ordinances To Be Introduced

[ORD-17:038](#)

AN ORDINANCE TO AMEND THE JONESBORO CODE OF ORDINANCES SECTION 62-131 TO REQUIRE THE PAYMENT OF PROPERTY TAXES PRIOR TO THE ISSUING OF A PRIVILEGE LICENSE BY THE CITY OF JONESBORO

Sponsors: Mayor's Office and Finance

Attachments: [Sec. 62 131. Term of license.docx](#)

Chairman Hafner stated it is his understanding this ordinance needs to be tabled for further discussion. He explained there is some concerns as to issues that need to be addressed.

Councilman McClain asked what the main concern is that is causing the delay. Chief Financial Officer Suzanne Allen answered there have been a few issues, one being if you have a privilege license and you can't stay in business, then there's no way to

get the money to pay the fee. Another issue that has been brought up is that if someone from out of town comes into Jonesboro and gets a privilege license, then they may not be treated the same way as our own citizens. Questions have been asked that gave them pause and made them think they needed more time for discussion.

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Postponed Indefinitely . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and David McClain

Absent: 1 - Charles Coleman

ORD-17:042

AN ORDINANCE TO ESTABLISH A FEE SCHEDULE FOR THE STREET DEPARTMENT

Sponsors: Streets

Attachments: [Street Fee Sched 2017](#)

Chief Operations Officer Ed Tanner explained this is the same fee schedule that was proposed during their open sessions to the public. They took into consideration all of the feedback they received from the public. He noted this ordinance is just for the Street Department. Each department will have their own ordinance as they move forward.

Councilman Street asked if this will coincide with the cost of barricades and other equipment in the event of a street closure to follow the ordinance that was approved by the Public Works Committee recently. Mr. Tanner answered it is not their intent, in the event of a street closure, to rent out equipment. This is if applicants can't find equipment and they catch them onsite and put up the equipment, then they will have to reimburse the city. But, as with any other project, they should go and get their own equipment. Councilman Dover clarified this is a fee for someone who doesn't follow our requirements. Mr. Tanner answered more than likely, particularly for the barricades and cones. The equipment may be rented for things such as a block party, where the applicants wouldn't normally have the equipment. That's why there's a difference in the fee schedule between a contractor and a neighborhood.

Councilwoman Williams questioned if this was part of the revenue enhancement efforts. Mr. Tanner stated yes, the Revenue Enhancement Committee met again after the public hearings, reviewed the comments and made adjustments as necessary. Today they are presenting three ordinances. In two weeks at the next Finance Committee meeting, they will present ordinances for the Planning and Inspections Departments.

City Clerk Donna Jackson explained in the Code of Ordinances whenever the city establishes a fee it is usually done by ordinance. It is then usually put in the Code of Ordinances and states in the code the fee can be adjusted by resolution. If the fees are set with the ordinance they have now, the ordinance will have to be amended every time. She will be glad to help rewrite the ordinance for when it's forwarded on to the City Council. She added she will make sure she gets with City Attorney Carol Duncan because she thinks that will be easier when the time comes to adjust a fee. Mr. Tanner stated that's a good idea and that will also have to be done with the next two. He added he'll be sure to do the same with the next two that will be coming forward in two weeks.

A motion was made by Councilman Darrel Dover, seconded by Councilman

John Street, that this matter be Recommended to Council with the adjustment to be able to change by resolution in the future. The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and David McClain

Absent: 1 - Charles Coleman

ORD-17:043

AN ORDINANCE TO ESTABLISH A FEE SCHEDULE FOR THE ENGINEERING DEPARTMENT

Sponsors: Engineering

Attachments: [Engineering Fee Sched 2017](#)

City Engineer Craig Light explained these are the same fees that were presented to the Council and the public earlier. Most of them are fees that are already in place. The only that changed were setting minimum fees for residential things such as the stormwater permits fee as opposed to having it set by acreage. They also included a lane closure permit fee, which is new. The ordinance allowing that process went to the Public Works Committee last week.

A motion was made by Councilman Darrel Dover, seconded by Councilman John Street, that this matter be Recommended to Council with the stipulation that it be amended to include verbiage to allow these fees to be changed by resolution in the future. The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and David McClain

Absent: 1 - Charles Coleman

ORD-17:044

AN ORDINANCE TO ESTABLISH A FEE SCHEDULE FOR THE PARKS & RECREATION, CEMETERY DEPARTMENT

Sponsors: Parks & Recreation

Attachments: [Parks Fee Sched 2017](#)

Parks Director Wixson Huffstetler explained this is part of the revenue enhancement. It will help increase fees in his department to where some other parks departments are in the state based on their fee structures. This hasn't been done since 2009.

Councilman Street questioned what constitutes "after hours" as stated on the fee schedule. Mr. Huffstetler answered it would be after closing time. For the community centers, they close at 9 p.m. during the week and at 5 p.m. on the weekends. They get a lot of requests for birthday parties that last till midnight. They don't do a lot of lock-ins, but they do let them go until midnight.

Councilman Dover asked what the anticipated revenue increase is due to this revenue enhancement. Ms. Allen answered it will be about \$300,000 per year. Mr. Tanner added this doesn't include the stormwater utility fee and the privilege licenses fees. Those will be two continuing projects that they're doing more research on. These three ordinances and the two coming forward at the next meeting are the customary fees the Mayor asked to be reviewed. Councilman Dover clarified the purpose for asking is they will still have to look for ways to generate funding for big projects in the future. In the big picture, these fees are not generating a lot of money.

A motion was made by Councilman Darrel Dover, seconded by Councilman

John Street, that this matter be Recommended to Council with the stipulation that it be amended to include verbiage to allow these fees to be changed by resolution in the future. The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Darrel Dover and David McClain

Absent: 1 - Charles Coleman

Resolutions To Be Introduced

RES-17:083

A RESOLUTION FOR THE SUBMISSION OF A GRANT APPLICATION TO THE COPS (COMMUNITY ORIENTED POLICING SERVICES) HIRING PROGRAM THROUGH THE U.S. DEPARTMENT OF JUSTICE FOR THE HIRING OF FIVE POLICE OFFICERS.

Sponsors: Grants and Police Department

Attachments: [oppCOPS-HIRING-PROGRAM-APPLICATION-2017-cfda16.710](#)
[COPS Hiring Grant - Budget Breakdown](#)

Grants Administrator Kimberly Marshall explained at the last City Council meeting the Mayor mentioned applying for this cops hiring grant. They applied last year, but didn't get it because it was geared more towards school resource officers. Under the current, new administration, it is geared toward violent crimes, other crimes and immigration. They feel the 2016 numbers give them cause to go after burglary and larceny type of crimes. This grant is two-fold. The city has to submit through the website just to get an application, which is why an application is not attached to the resolution.

Councilman Street asked how many years the funding will be for. Ms. Marshall noted it will be for three years. She included in the information attached to the resolution a budget showing the expense of the officers, including health care and the step plan. They based it off the information from last year, so it could change. But, she will make sure she puts the application in once it's finished. At the end of the three years, the city will be responsible for the full cost of the officers. She added the city will be required to keep them for a 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 David McClain

Absent: 1 - Charles Coleman

5. Pending Items

6. Other Business

Councilman Dover motioned, seconded by Councilwoman Williams, to suspend the rules and place RES-17:084, RES-17:085 and ORD-17:045 on the agenda. All voted aye.

RES-17:084

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) FOR THE EXECUTION OF THE CONTINUUM OF CARE

PROGRAM

Sponsors: Grants

Attachments: [CoC Agreement](#)
[Continuum of Care Program Special Conditions](#)

Ms. Marshall explained on June 8th she received a letter indicating that the city received a grant amendment. They have been waiting since December 24th. Since the money wasn't there from Congress, it didn't pass through a final budget until May 6th. They finally got it to them, but requested a seven day turnaround. She asked HUD for an extra week, which is why they needed to walk it on. They need it to be enacted immediately.

Councilman McClain clarified they have to agree to it before the funds will be sent. Ms. Marshall stated the Mayor signs as the executive authorization of the city. This has to be done before the funds can be received.

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 David McClain

Absent: 1 - Charles Coleman

ORD-17:045

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 BUDGET TO ADD GRANT BUDGET FOR THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT CONTINUUM OF CARE (CoC) PROGRAM AWARD, AND DECLARING AN EMERGENCY

Sponsors: Grants and Finance

Attachments: [CoC Agreement](#)

Ms. Marshall stated technically the grant ends September 30, 2017, so they're in a rush to get it started. They can't wait, which is why they need the emergency clause.

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 David McClain

Absent: 1 - Charles Coleman

RES-17:085

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO APPROVE CHANGE ORDER NO. 1 FOR THE CRAIGHEAD FOREST PARK ROAD IMPROVEMENTS PROJECT

Sponsors: Parks & Recreation

Attachments: [Change Order #1](#)

Mr. Huffstetler explained they anticipated this once they started construction. They hit some soft areas in the valley where the soil won't hold up the road. They will have to dig it up and back fill it with rock. They also found two natural springs that will need to be drained from underneath the road. They will also have to move the fence to the other side of the road. That's something they forgot in the bid construction, but it's

minor.

Chairman Hafner noted the change order is for \$48,234, bringing the contract to a new total of \$845,382. But, the budget was for \$1 million. Mr. Huffstetler agreed. Even with the change order, the project is still within budget.

Councilman Dover asked if they are still within the percentage allowed for change orders without changing the contract. He added he thinks it's around 10%. Ms. Allen answered yes.

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 David McClain

Absent: 1 - Charles Coleman

7. Public Comments

8. Adjournment

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

Aye: 4 - Ann Williams;John Street;Darrel Dover and David McClain

Absent: 1 - Charles Coleman