



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, October 10, 2017

4:00 PM

Municipal Center

1. Call To Order

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2. Roll Call by City Clerk Donna Jackson

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

Absent 1 - Charles Coleman

3. Approval of minutes

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MIN-17:111

Minutes for the Finance and Administration Committee Meeting on September 26, 2017

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Attachments: [Finance Minutes_09262017.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

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ORDINANCES TO BE INTRODUCED

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ORD-17:079

AN ORDINANCE TO ESTABLISH A FEE SCHEDULE FOR THE COLLECTIONS DEPARTMENT AND ADOPTION OF AN EMERGENCY CLAUSE FOR THE

EFFICIENT OPERATION OF CITY GOVERNMENT

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Attachments: [Privilege License Fee.pdf](#)

Councilmember David McClain mentioned that the Mayor had given the committee some things. Mayor Harold Perrin said he did and it shows the two years of what they paid in 2017 and 2018. We have been studying this for some time. City Collector Becky Sharp has spent a lot of time on this, visiting with other cities, trying to look at the categories, trying to look at what they are charging based on each category, and how do you place them in certain categories. We finally got it narrowed down after about a year's work on this. Chairperson Joe Hafner said that this is information that we have received before on the Revenue Enhancement Study. Mayor Perrin said it is. Chairperson Hafner asked if anything changed when they went back and looked. Ms. Sharp said some of them went down a little. Chairperson Hafner mentioned that some of the charges haven't changed since 1975. Councilmember John Street asked Ms. Sharp what cities that they looked at. Were they our size? Ms. Sharp said they looked at Little Rock, North Little Rock, Pine Bluff, Bentonville, Fayetteville, Rogers and Hot Springs. Most of those are actually more than us even with this schedule here. Pine Bluff, North Little Rock, and Little Rock all have a set fee plus they charge for each employee for each business. Councilmember Street asked if they were all comparable to Jonesboro and our population. Ms. Sharp said yes. Mayor Perrin said the categories are now, but some cities are higher than us. To jump from where we are since we haven't touched this since 1975, to go up that much at one time wouldn't be practical. Chairperson Hafner said it was about \$330,000-\$340,000 total based on current utilization. Ms. Sharp said that probably a lot of that will be your inventory type people too. There is a percentage rate on that. Chairperson Hafner said it looks like retail type businesses.

Councilmember McClain asked if it would go through three readings like the rest of them. Is that the plan? Mayor Perrin said yes. It will go to your first reading on agenda next time. If you want to do it on three or have three separate readings or whatever you want to do. There is basically no hurry. Ms. Sharp said she has to have these ready by December 31, 2017. We have to get everything changed. The Mayor asked if it was for mail out. Ms. Sharp said yes. Chairperson Hafner said the third reading would be at the second council meeting in November. Mayor Perrin asked Ms. Sharp if that would give her enough time. City Clerk Donna Jackson asked Ms. Sharp when she needed them. Ms. Sharp said December 31, 2017, but she has to get them all ready too. Ms. Jackson asked if it had an emergency clause in it. Ms. Sharp said no. We should have put one in there though probably because it takes a while for us to get everything ready and we have to change all of these fees too. Ms. Jackson said if you send us an emergency clause, we can get it put in there. Ms. Sharp said ok. Ms. Jackson said it would be an emergency clause where you wouldn't have to wait 30 days for it to go into effect after the passage. It would go into effect as soon as it was adopted. Chairperson Hafner said he doesn't think they need to push this through on one reading.

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;David McClain and LJ Bryant

Absent: 1 - Charles Coleman

RESOLUTIONS TO BE INTRODUCED

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RES-17:152

A RESOLUTION FOR THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE NORTHEAST ARKANSAS CHILDREN'S ADVOCACY CENTER FOR THE CDBG PUBLIC SERVICES PROGRAM.

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Attachments: [CAC Agreement](#)

Chairperson Hafner said that Ms. Tiffny Calloway, Grants Director, is here to answer any questions on this. Basically, this is a \$20,000 grant for their darkness to light project which offers free training programs for abuse prevention. This will be target towards north Jonesboro residents. It looks to service about 800 people. Councilmember Street said that Kimberly Marshall had talked about this a little bit prior. It is a good program. Mayor Perrin said it is.

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;David McClain and LJ Bryant

Absent: 1 - Charles Coleman

RES-17:155

A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING AGREEMENT WITH MID-SOUTH HEALTH SYSTEMS TO COLLABORATE IN THE REHABILITATION ACTIVITIES FOR RESIDENTIAL FACILITIES FOR THE 2017 CDBG ACTION PLAN

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Attachments: [Mid-South MOU Agreement](#)

Chairperson Hafner said this is to rehab three kitchens within housing units. He asked if this was related to the Hwy. 141 north project or is it something totally different. Councilmember Street said this is an ongoing, every year agreement. Mayor Perrin said that it is not on 141. This is the Human Development Center on Hwy. 1.

Councilmember McClain asked if they were going in to rehab some kitchens. Grants Director Tiffny Calloway said that there are three transitional group homes and they are making some repairs to the kitchens. These facilities house developmentally severe mental illness adults. We previously awarded \$18,000 in 2016 for an HVAC unit at this facility as well.

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;David McClain and LJ Bryant

Absent: 1 - Charles Coleman

[RES-17:161](#)

RESOLUTION FOR THE ADOPTION OF A REGULATED FEE SCHEDULE FOR THE COLLECTIONS DEPARTMENT

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Attachments: [Privilege License Fee.pdf](#)

Chairperson Hafner said this resolution goes hand-in-hand with ORD-17:079. Mayor Perrin said that was correct. You have a resolution and ordinance on the same thing. That is the way we have been doing it. Chairperson Hafner said it ties back to collections for the fees. City Clerk Donna Jackson said the ordinance authorizes it and the resolution sets the fee that way if they need to change it, they don't have to go back and do it all over.

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;David McClain and LJ Bryant

Absent: 1 - Charles Coleman

[RES-17:162](#)

A RESOLUTION TO AMEND RESOLUTION 17:092 AMENDING THE INSPECTION DEPARTMENT PERMIT FEE FOR FOUNDATION AND FOOTINGS

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Chairperson Hafner said this looks like something that was approved earlier, but when the resolution was typed up there were some typos or 0's in front of 4's. This is just to correct that and get it to the way it should be for 0-10,000 sq. ft. is \$500 and anything over 10,000 sq. ft. is \$1,000. Mayor Perrin said that was correct. Councilmember Street asked if they knew what that was last time before it was raised. Chairperson Hafner said he can look. Mayor Perrin said he doesn't have it in front of him.

Chief Operations Officer Ed Tanner said he didn't know if there was a footing and foundations permit. This is to allow work to continue prior to a final permit being issued for a building permit. A lot of times they will come in and they won't have their complete plans approved, but they want to continue to work so this is kind of a short gap in there to able to allow them to go ahead and continue to work prior to their full permit being issued. If there was a footings and foundation permit, I don't have those figures with me. Chairperson Hafner said it doesn't look like there was one. Mr. Tanner said he didn't think there was. I think this is brand new. We just made a typo on the resolution that you all passed. Chairperson Hafner said in the resolution that was passed on this particular one, instead of saying 0-10,000 sq. ft., it says 0-040,000 sq. ft. for \$50. Then, 10,000+ sq. ft. was \$1,000. So, somehow on that first \$500 fee, the sq. ft. got put in wrong. Mr. Tanner said those are the same figures that we briefed you on back in the Spring. Those are the figures that we used.

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;David McClain and LJ Bryant

Absent: 1 - Charles Coleman

5. Pending Items

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6. Other Business

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RES-17:163

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH THE JONESBORO URBAN RENEWAL AND HOUSING CENTER (JURHA) TO PROVIDE INSPECTIONS SERVICES FOR THE CONTINUUM OF CARE PROGRAM (CoC)

Attachments: [Contract for HQS Inspection Services \(CoC Grant\)](#)

Chairperson Joe Hafner motioned, seconded by Councilmember John Street, to suspend the rules and walk on RES-17:163. All voted aye.

Chairperson Hafner asked Grants Director Tiffny Calloway to come up and talk about this and why it needs to be walked on and the urgency of the matter.

Ms. Calloway said that earlier this year, the city received a grant. It was approximately \$96,000 from the Housing Authority to do exactly what was stated in this agreement to help with the homeless population. One of the requirements of the grant agreement is that we are going to be housing eight families. There must be a housing inspection. Currently, JURHA or Jonesboro Urban Renewal and Housing Authority has the authority to do those inspections. These families have been waiting for a couple of months. Because I am not authorized to sign any contracts for the City of Jonesboro, only the City Clerk and the Mayor can. That is the urgency. We have a couple of landlords who we have found homes for these individuals and we are not wanting them to rent these homes to anyone else but these eight families who have been waiting for a couple of months. So, that is the urgency of this. I appreciate you walking this on. It is \$25. There are eight houses and it is all coming out of the CoC grant.

Chairperson Hafner said we asked to walk this on because it is going to be addressed at the special called City Council meeting tomorrow. Mayor Perrin said that is correct. Chairperson Hafner said so that this families can get their inspections done and to get into their new home. Mayor Perrin said that if you don't, you are going to lose the landlords holding those for these people who desperately need to be in those homes. Ms. Calloway said we have already lost one landlord, but I am working with another landlord to try to find a house for this family.

Recommended to Council

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

Absent: 1 - Charles Coleman

7. Public Comments

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Chairperson Hafner said he would like to welcome Tiffny Calloway and Bill Reznicek to the City of Jonesboro staff. I look forward to work with you. Please feel free to always reach out to us if we can help. Welcome aboard.

8. Adjournment

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A motion was made by Councilman John Street, seconded by Councilman Joe Hafner, 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