



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 9, 2018

4:00 PM

Municipal Center

ELECTION OF A CHAIR

Chairmember Joe Hafner said the first item is election of a chair since this is the first regularly scheduled meeting. Councilmember John Street made a motion to nominate Joe Hafner as chair, seconded by L.J. Bryant. Councilmember Street made a motion that nominations cease and Chairmember Hafner be appointed by acclamation, seconded by L.J. Bryant. All voted aye. Chairmember Hafner said thank you.

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-17:138](#)

Minutes for the Finance Committee meeting on December 12, 2017.

Attachments: [Finance Minutes 121217](#)

Passed

[MIN-18:004](#)

Minutes for the Special Called Finance and Administration Committee meeting on January 2, 2018.

Attachments: [Minutes](#)

Passed

4. New Business

ORDINANCES TO BE INTRODUCED

[ORD-17:092](#)

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE AGREEMENT WITH THYSSENKRUPP TO UPGRADE ELEVATORS IN THE MUNICIPAL BUILDING

Attachments: [CityOfJonesboro_GoldContract.pdf](#)
[Modernization Proposal for ThyssenKrupp Elevators.pdf](#)

Councilmember John Street asked if that was for both elevators. Chairmember Joe

Hafner asked Maintenance Director Ronnie Shaver to please come forward to answer questions. Mr. Shaver said yes sir. It is for both elevators. What we have ran into with the elevators, here lately, a lot of people have been having problems getting it to work with them on it and off, and we have had to steadily repair it. Thyssenkrupp has been a good company to work with. This contract was signed with them before I came on board, but if I called them now they would be here shortly because their serviceman is out of Paragould. It's something that drastically needs to be done because they can't really find parts for these elevators anymore because they're just obsolete. Councilmember Street said this is basically replacing the existing system. Mr. Shaver said they're completely replacing everything in the elevators, except the shaft and the cabin. All the rollers, all the brakes, all the controls, everything, hydraulic pumps down into the basement, it will all be new except for two items, and that's that big shaft, which I don't want to get into, and the cab itself.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

ORD-18:004

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF A TIME AND ATTENDANCE MANAGEMENT SYSTEM

Chairmember Joe Hafner asked Finance Manager Trever Harvey to expand upon the reason why the City needs the new time and attendance system. Mr. Harvey said sure. We've been looking at a time and attendance system for a little while, and Paychecks is one that can integrate with some current existing software that Human Resources uses. They picked it up this past year to onboard new applicants and new employees. We're kind of building towards a seamless one-stop shop software solution all under one umbrella. This is one of the keys to it, and one of the reasons we are looking at Paychecks is because, in the future, they will also provide, if we need to, a full payroll solution that can fully integrate everything from hiring to cutting the check.

Chairmember Hafner asked if every employee would be using this once it is implemented. Mr. Harvey said yes. Chairmember Hafner said, for instance, policemen who may not necessarily be in the office, will they be able to check in using their phone or computer in their car? Mr. Harvey said that's right, yes. We, I think, have four actual manual clocks that are in the agreement, but the software can be used through their secure website, through phone apps. It has layers of protection built into it, so it has a supervisory authentication that we've been looking for. It will eliminate a lot of manual paper work that has to flow throughout every department coming to our payroll department. We will no longer have paper timesheets. We will no longer have paper rosters that summarize those timesheets by department, so it's really gonna be the efficiency that we have been looking for as the City grows. Chairmember Hafner said and the department heads or their supervisors will have to go in each week or every two weeks and review the employees' time, make sure it's correct and approve it. Mr. Harvey said that's correct. It will automatically calculate any overtime so we don't have to worry about stuff falling through the cracks.

Councilmember Ann Williams said and they keep up with changes in like the state law and federal laws as far as withholding, right? Isn't that one of the services they provide? Mr. Harvey said yes, it is. Councilmember Williams said I think they are the second only to ADP as far as payroll processing now, as far as companies its size. So, we'll be dealing with someone in Little Rock, right, as far as a representative? There's not actually a local person is there? Mr. Harvey said I believe they're out of

Memphis. Councilmember Williams said right, Memphis, okay.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

ORD-18:005

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2018 GENERAL FUND BUDGET FOR ADDITIONAL PROFESSIONAL SERVICES AND TO PURCHASE A TIME AND ATTENDANCE MANAGEMENT SYSTEM

Chairmember Joe Hafner asked Finance Manager Trever Harvey to come back up front. Councilmember John Street said is there \$25,000 in there for analyzing franchise fees. Mr. Harvey said right. That's something we want to look at. We want to look at franchise fees as they're coming in from telecommunication companies, Suddenlink, and just to make sure that we aren't missing anything. Councilmember Street asked how we are doing that now. Who's doing that? Mr. Harvey said it was not really being done right now. We are collecting them on a monthly basis, but we're looking for somebody with some expertise in franchise fees who might be able to tell us if anything is missing out of there. Chairmember Hafner asked if that was a certain number of hours that they're budgeting to do the review. Mr. Harvey said yes, I believe so. Councilmember Street asked is that a one-time fee? Mr. Harvey said no. We want to look at bringing somebody in on contract. There's a resolution that we have for Deanna Hornback, who was a former regional supervisor with Suddenlink. She is going to be, hopefully, helping us out with our Alcohol and Beverage Control (ABC) audit, doing some Advertising and Promotions (A&P) audits for us, looking at franchise fees. She has kind of the expertise we are looking for. Councilmember Street said so it's more than just analyzing franchise fees. Mr. Harvey said it'll be a little more than just that. We're bringing her on mainly for the franchise fees. Councilmember Street said I would hope so. That seems a little tough just to analyze franchise fees. Chairmember Hafner asked have you all talked about what you expect the payback to be. Is there like an estimate of the amount of money we may be missing? Mr. Harvey said I haven't heard of an estimate of that. We hope that she will also be able to help us on some future revenue enhancement analyzations to see where we might be able to pick something else up.

Councilmember L.J. Bryant asked, how much money do we generate in franchise fees a year, give or take? Mr. Harvey said I don't have that information on me.

Councilmember Street asked if this was just a subcontracted position. Mr. Harvey said yes, it will be. It will be subcontracted. It won't be an actual employee. It'll be an independent contractor. Councilmember Street asked for how long. Mr. Harvey said I believe it's a one-year contract. Councilmember Street asked, one year at a time? Mr. Harvey said one year at a time. Chairmember Hafner said I guess to clarify, I think you said the \$25,000 was just to look at the franchise fees. But, you think that \$25,000 is for the whole year or if she looks at A&P or whatever else, is it going to be additional money? Mr. Harvey said no. It will be \$25,000 for the scope of her work. Councilmember Street said I don't mind forwarding this to the full council for consideration, but I would like a detailed breakdown of what this cost is because \$25,000 seems like a pretty exuberant fee, unless you really have something accountable for what all you're expected to get out of that. Mr. Harvey said sure. Councilmember Street said I don't think franchise fees alone would justify \$25,000. Mr. Harvey said sure. We can do that. Councilmember Street said I would like some kind of itemization and I'm sure the rest of the council would like it, as well.

Chairmember Hafner said in looking at the 2018 budget, the operations and maintenance funds revenue source page shows franchise fees approximately \$1.4 million. Mr. Harvey said okay. Chairmember Hafner said obviously, I think it's always good to have an audit and have a good feeling about if we're getting paid what we should be getting paid, but the \$25,000 does seem like a pretty steep increase, especially this early in the year when the budget was just done. I guess part of my question was why all of a sudden is this a priority when the budget was just done, but it wasn't really a priority when the budget was done. Mr. Harvey said right. It was something that we were looking at. I don't think they had anybody in mind, but they have since found Ms. Hornback and they were able to work out some form of contract now.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

ORD-18:006

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE UPGRADE OF MICROSOFT EXCHANGE SERVER 2016 LICENSES

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

RESOLUTIONS TO BE INTRODUCED

RES-17:201

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE ARKANSAS DEPARTMENT OF PARKS AND TOURISM FOR THE FY 2018 OUTDOOR RECREATION MATCHING GRANT

Attachments: [Award Letter](#)

Chairmember Joe Hafner said this is for the pump track out at Craighead Forest. It'll be a neat addition. Councilmember John Street said yes.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

RES-17:202

RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE DEPARTMENT OF JUSTICE, BUREAU OF JUSTICE ASSISTANCE (BJA) AND ACCEPT THE FY 2017 BULLETPROOF VEST PARTNERSHIP GRANT.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

RES-18:002

RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE 2017 ASSISTANCE TO FIRE FIGHTERS GRANT FROM THE DEPARTMENT OF HOMELAND SECURITY.

Councilmember L.J. Bryant said one small typo in Section 1 on air packs. Chairmember Joe Hafner said yes they got it backwards. If you can correct that. A few definite and indefinite articles have been left out too.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

RES-18:003

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS ESTABLISHING THE ELECTED OFFICIALS COMPENSATION COMMITTEE FOR A PERIOD OF 6 MONTHS

Chairmember Joe Hafner said I would like to say that I think this is necessary to do and it ties in to what we said last year as far as looking at elected official salaries and kind of what we talked about last week, too. I think we will be able to come up with something that's easy to follow and easy to track, and it doesn't require a lot of brain surgery to keep up with, but definitely something we need to look at.

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

5. Pending Items

6. Other Business

Chairmember Joe Hafner said we have three items that were presented to me today and asked to be walked on. Personally, I am not a fan of walk-ons, but I know sometimes they do come up. I did ask Chief Financial Officer Bill Reznicek to make sure people understand the deadlines. The deadlines are there for a reason. One of the reasons, I won't say I don't like walk-ons, but one reason I would like to not have walk-ons is I like the public to be informed of what is going to be on the agenda. Even though we are in committee, it's still a good time for them to come forward and make any opinions known. Hopefully, moving forward, if you're responsible or you're gonna have items that are gonna be on the agenda, please do your best to have items turned in by the deadline because I don't like walk-ons. Councilmember L.J. Bryant said I agree.

RES-18:005

A RESOLUTION TO APPROVE STARTING SALARY OF \$45,122 FOR POLICE SHOP SUPERVISOR APPLICANT AND TO BE MADE RETROACTIVE TO JANUARY 1, 2018

Attachments: [Non-Uniformed Employee Pay Grades and Steps](#)

A motion was made by Chairmember Joe Hafner to suspend the rules and walk on RES-18:005. Seconded by Councilmember John Street. All voted aye.

Chairmember Joe Hafner said I do have one question on this. This was included in the budget, right, at this salary? Police Chief Rick Elliott said it was. This is salary neutral. We did a resolution on the position before council. We just forgot to include this part authorizing the midpoint on the pay scale. So, it was an oversight on my part and Human Resources part, and we're just trying to catch up with this.

Councilmember Ann Williams said because we had had a discussion previously about this position and what it would entail with the savings with what it was going to provide to the Police Department. Chief Elliott said we did. He said absolutely. In fact, this mechanic has worked five days and we would have had six vehicles had to go to Cavanaugh and we've already saved over \$2,000 in shop labor in five days' time. Well worth it. We did take Cavanaugh's master mechanic, and he brought with him a lot of equipment that we are not going to have to buy. We have already seen the savings in the first five days of his employment.

Chairmember Hafner said he's gotta keep it up now. He's set the scale. Chief Elliott said if he can do this every week then it's a huge savings. We have a fleet of about 180 vehicles so there's a lot of maintenance that goes on day in and day out. We outsourced a lot of our mechanical work in the past and we hope to bring it in and save the department some money. Chairmember Hafner said good deal. Councilmember John Street said \$90 an hour shop time, it's not hard for him to make more than his salary.

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

Aye: 4 - Joe Hafner;John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

RES-18:006

A RESOLUTION TO CONTRACT WITH DEANNA HORNBACK TO PERFORM CONSULTING SERVICES FOR THE CITY OF JONESBORO

Attachments: [Exhibit A](#)

A motion was made by Chairmember Joe Hafner to suspend the rules and walk on RES-18:006. Seconded by Councilmember John Street. All voted aye.

Councilmember John Street said this is in relation to the deal we did earlier. Yes, again, with the stipulation on my concern that we have a better accounting of what this position or contract will entail.

A motion was made by John Street, seconded by Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote:

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

ORD-18:007

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2018 JET FUND BUDGET IN ORDER TO CREATE FOUR FULL TIME TRANSIT DRIVER POSITIONS IN THE JET DEPARTMENT AND FOR THE ADOPTION OF AN EMERGENCY CLAUSE FOR THE EFFICIENT OPERATION OF CITY GOVERNMENT

A motion was made by Chairmember Joe Hafner to suspend the rules and walk on ORD-18:007. Seconded by Councilmember John Street. All voted aye.

Chairmember Joe Hafner said I guess my first question is it mentions four salaries, but then down below the part-time salaries it says "whereas hourly rate for the two positions will be equivalent to Grade 108 Step 1." So, should it be the hourly rate for the four positions? Director of JETS Michael Black said four, yes. Chairmember Hafner said so, we'll need to update that. My second question is, I understand the reason that this needs to be done. What I was told today was we're having trouble recruiting or getting the part-time positions filled. Mr. Black said yes sir. Chairmember Hafner said but if you were able to offer benefits, etc., then it would be easier to fill those positions. Now, when the budget was done, the part-time salaries were put at \$65,000. Do you know if that \$65,000 was based on, was it based on four part-time drivers at "x" number of hours a week? Mr. Black said I think the \$65,000 is gonna be a reduction. Chairmember Hafner said I know, but that's what was in the original budget. Mr. Black said right, right. Of course, the full-time drivers are gonna be fixed route, only, because my paratransit varies from day to day, but looking at the way we're operating right now with as many part-times as we try to have, I would need 12 ½ part-time personnel at 30 hours a week. Chairmember Hafner said I guess part of the question, and this can be covered at council, but I understand the need to have benefits and make it more attractive, but to go from \$65,000 of part-time salaries to \$113,000 tells me that we're almost doubling the number of hours we're expecting these part-time drivers to work. Part of what I would like to know, I don't want to catch you off guard here, is like what's the staffing change? Mr. Black said I guess I didn't do my due diligence and get with Chief Financial Officer Bill Reznicek about the numbers because my understanding was that part-time was gonna be cut by about \$65,000. Chairmember Hafner said that's what this is saying, but it's also saying that salaries are going up \$113,000.

Chief Operating Officer Ed Tanner said we went through this before we presented it to Mayor Harold Perrin to make sure it was gonna be financially viable and a good move for the City. We're actually going from \$240,000 part-time dollars, which roughly, for him to do his job, comes around to 11 to 12 part-time employees on a daily basis. We just cannot capture 12 part-time employees on a daily basis, so, as an offset to the salaries, we're going from 240,000 part-time hours down to 175,000 part-time hours, which comes out to the \$65,000 difference you see there. We have to capture, for budgeting, all the salaries and put into our salary plan, but in reality those salaries are gonna be offset by federal funds because they will match 50/50. What the City puts in for those salaries, the federal grants are going to match them 50%. So, in reality, we're going to get four full-time employees for about \$42,000 at the end of the day. By the time we take all of our full-time salaries, we subtract the part-time difference, divide by two, it comes out to approximately \$42,000 for four full-time people. That's what we are adding to the budget. Chairmember Hafner said alright. That helps a lot. That makes it make more sense in my head, which is hard sometimes.

Councilmember Ann Williams said and also there's the increase in service on Saturdays, right? Mr. Tanner said yes ma'am, and that was part of our dilemma and timing. We looked at this through the fall when we submitted our budget in September and we were going to continue to try the absolute best we could to recruit our part-time folks. Human Resources Director Dewayne Douglas has been as creative as he can. At one point, I don't know if it was last year or the year before, we've actually increased our part-time hourly rate in order to try to recruit more people into the JETS system and that just has not panned out. We have a waiting line, pretty much, for full-time people waiting for full-time positions, and that's our sticking point. People just don't want

part-time. People are primarily looking for full-time. So, with our calculations and everything we could possibly do to run our, number one, our fixed routes, our paratransit routes Monday through Friday and to include Saturday service we had to make a change. We're anticipating, and I think there was an article in the paper this morning that said around the 7th of April is when we anticipate, with these changes, that we will be able to start Saturday service. Councilmember Williams said so this would be a good time to do this. Mr. Tanner said yes ma'am.

A motion was made by Joe Hafner, seconded by Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote:

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman

7. Public Comments

8. Adjournment

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

Aye: 3 - John Street;LJ Bryant and Ann Williams

Absent: 2 - David McClain and Charles Coleman