



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, January 10, 2017

4:00 PM

Municipal Center

ELECTION OF A CHAIR

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-17:002](#) Minutes for the Finance & Administration Special Called Meeting on January 3, 2017

Attachments: [Minutes](#)

4. New Business

Resolutions To Be Introduced

[RES-16:165](#) A RESOLUTION TO CONTRACT WITH JENNIE FINCH SOFTBALL FOR HOSTING A TWO-DAY SOFTBALL CAMP AT SOUTHSIDE SOFTBALL COMPLEX ON NOVEMBER 4-5, 2017

Sponsors: Parks & Recreation

Attachments: [Jennie Finch Contract.pdf](#)

[RES-17:001](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICE

Attachments: [Contract](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-17:002 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 1/4/2017 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance & Administration Special Called Meeting on January 3, 2017
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance & Administration Special Called Meeting on January 3, 2017



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, January 3, 2017

4:45 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and David McClain

Absent 1 - Joe Hafner

3. Approval of minutes

[MIN-16:150](#)

Minutes for the Finance Committee meeting on December 13, 2016

Attachments: [Minutes](#)

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; Charles Coleman and David McClain

Absent: 1 - Joe Hafner

[MIN-16:152](#)

Minutes for the Special Called Finance & Administration Committee Meeting on December 20, 2016

Attachments: [Minutes](#)

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; Charles Coleman and David McClain

Absent: 1 - Joe Hafner

4. New Business

Councilman John Street asked Chairman Darrel Dover about the bylaws and the first item of business would be to elect new officers. Chairman Dover stated that he had this discussion with City Clerk Donna Jackson. He asked if it was legally the first

meeting or a carryover from last month. City Clerk Donna Jackson stated that technically this meeting is a special called meeting finishing up business from last year since there wasn't a quorum at the last meeting. Chairman Dover stated that next Tuesday will be the first official meeting of the Finance Committee for the new year in which we will elect a new chairman.

Ordinances To Be Introduced

ORD-16:086

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE A CONTRACT WITH USABLE TO PROVIDE INSURANCE COVERAGE FOR CITY EMPLOYEES FOR 2017

Attachments: [City of Jonesboro Amendment USABLE.pdf](#)
[USABLE.pdf](#)

Human Resources Director Dewayne Douglas came to the podium to speak about the USABLE Life Insurance Policy agreement for city employees. He said that the City has been with USABLE for a while and they are not changing anything. It is a \$10,000 life insurance policy that we currently have with them that has a \$10,000 accident rider on it as well. It is \$1.80 per month for that \$10,000 per employee. The City pays a portion and the employee pays a portion.

Chairman Dover asked if this was a renewal of an existing contract and if there were any changes. Mr. Douglas said yes it is a renewal and no there are not any changes. Chairman Dover asked if this was basically a formality. Mr. Douglas said yes. The contract ended 12/31/16 and needed to be renewed. Councilman Street asked if it needed to be walk on to council this evening. Chairman Dover said yes.

Councilman Street moved, seconded by Councilwoman Ann Williams to forward to full council and to walk it onto tonight's council agenda. All voted aye.

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; Charles Coleman and David McClain

Absent: 1 - Joe Hafner

5. Pending Items

6. Other Business

COM-16:114

Discussion regarding elected officials salaries

Attachments: [Elected Officials Salary Survey.pdf](#)

Chairman Dover stated that he had asked Chief Financial Officer Suzanne Allen to get with the Johansen Group to come up with an Elected Officials Salary Survey. He said there would be no action tonight, but he wanted the committee to look at it and come back next week to discuss it at length and decide to make any recommendations. Councilman Coleman asked if it was a comparable study to cities similar to ours. Chairman Dover said that the same cities were used that were also used for the other city employees. He said he wanted to make sure that we were

comparing apples to apples. He said this is your chance to look at it and ask questions or come back next week for some discussion.

CFO Suzanne Allen said that it is fairly self-explanatory, but the column to the far left is the same repetitive salary for our positions here in Jonesboro. If you notice, they are blocked off. For example, on Fayetteville, it gives the mean salary of Fayetteville which would be one since there is only one person in that position. It compares the dollar difference with Jonesboro of each position and a percent variance. At the end of the page on the far right, is the range recommendations. It states that the Mid-point was established by taking the average survey salaries and adding a market adjustment of 3% and rounding to the next hundred. The Mid-Point represents the market average. Ms. Allen stated that if you look it over and have any questions, please give her a call and she will be glad to answer any questions. If I can't answer it, I will speak with Johansen and get an answer for you.

Councilman David McClain asked what the cost would be if we were to move this forward. Chairman Dover stated that it would depend upon what the Finance Committee recommends to the full council as far as the percentage that you would give. He said we have a computer system that would give us that information in no time.

Chairman Dover stated he wanted to get this information out so that the committee could look at it. It basically gives us an idea of how we compare with other cities elected officials just like we did for the other non-elected employees. He asked Ms. Allen to give the other council members a copy of it at tonight's meeting.

Councilman McClain asked if the committee has an idea of what city they would get close to. Chairman Dover stated he didn't think they would be trying to get close to a city. He said we want to look at where we compare average wise. He said that is a decision that the committee must make as to where we want to be in that range. All this is doing is giving us some factual data on where we stand. We have to decide where do we want our elected officials to fit within that salary range. He said there is no preconceived idea of where we need to be. The discussion will take care of that. On the other city employees, we raised an average of 6%. Ms. Allen stated that we raised them 6% and gave credit for the number of years of service. All of the minimum, mid-point, and maximum were raised 6%.

Councilman McClain asked if we were looking at doing something similar. Ms. Allen stated that this is the first information that we have looked at so there has not been any discussion about what the council might want to do moving forward. We hope that it doesn't drag on for as long as it did for the rest of the city. Chairman Dover said that we are looking at the Mayor, City Clerk, City Attorney, and the City Council.

Councilman Coleman asked if we were going to drag this on another five years or are we going to do this in a month or two months. He asked if the committee needed to set a date on getting this done. Chairman Dover stated he hoped that by next Tuesday, we could discuss this and come up with a recommendation to forward to the full council. He asked City Clerk Donna Jackson if they could draft an ordinance and leave the numbers out. Ms. Jackson said that she would have an ordinance prepared to amend the budget. Ms. Allen said that she can have an ordinance prepared with a blank and put it in right after the Finance Committee meeting for a walk on. Chairman Dover said it wouldn't be a walk on because it would be for the Council Meeting on the Tuesday after next.

Chairman Dover said that if the committee can come to a conclusion by next Tuesday, have the blank ordinance, fill it in, and then forward it to the full council the

next Tuesday. Councilman Coleman stated he wanted to go forward with it and not drag it out. Chairman Dover stated he hopes the committee will come to a consensus with what they recommend by next Tuesday. Ms. Allen stated she would have an ordinance ready.

Read

7. Public Comments

8. Adjournment

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

Aye: 4 - Ann Williams;John Street;Charles Coleman and David McClain

Absent: 1 - Joe Hafner



Legislation Details (With Text)

File #:	RES-16:165	Version:	1	Name:	Contract with Jennie Finch Softball for softball camp
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	12/30/2016	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	A RESOLUTION TO CONTRACT WITH JENNIE FINCH SOFTBALL FOR HOSTING A TWO-DAY SOFTBALL CAMP AT SOUTHSIDE SOFTBALL COMPLEX ON NOVEMBER 4-5, 2017				
Sponsors:	Parks & Recreation				
Indexes:	Contract				
Code sections:					
Attachments:	Jennie Finch Contract.pdf				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO CONTRACT WITH JENNIE FINCH SOFTBALL FOR HOSTING A TWO-DAY SOFTBALL CAMP AT SOUTHSIDE SOFTBALL COMPLEX ON NOVEMBER 4-5, 2017

WHEREAS, the City of Jonesboro owns and maintains Southside Softball Complex located at 5301 Stadium Blvd;

WHEREAS, the City of Jonesboro softball will partner with local businesses to provide support for this event;

WHEREAS, the City of Jonesboro softball will provide a "Dinner of Champions" for the campers and the general softball community. Location TBA. This will offset the cost of camp.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS:

SECTION 1: That the City of Jonesboro, Arkansas shall contract with the Jennie Finch Softball to host a two day softball camp at the Southside Softball Complex. A copy of said contract is attached as Exhibit A.

SECTION 2: The Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate the agreement.

PERFORMANCE AGREEMENT

This Performance Agreement (hereinafter "Agreement") is made and entered into between City of Jonesboro Softball and the Jennie Finch Softball Camp (hereinafter "Jennie Finch Softball"), and is intended to recite and set forth the contractual agreement between the parties.

RECITALS

A. City of Jonesboro Softball is involved in bringing a professional softball camp to their community.

B. Jennie Finch Softball is engaged in the business of participating in and supporting softball camps.

C. The parties desire to enter into an agreement whereby City of Jonesboro Softball will host a Jennie Finch Softball Camp (hereinafter "Camp") November 4-5, 2017. The parties desire to set forth in full contractual obligations, duties, and responsibilities to ensure a successful Camp.

NOW THEREFORE, in consideration of the promises contained herein, the parties agree as follows:

1. City of Jonesboro Softball agrees to the following duties, responsibilities, benefits and obligations:

a. City of Jonesboro Softball will provide a facility for the Camp for the dates of November 4-5, 2017. Said facility to be located at Southside Softball Complex. City of Jonesboro Softball will make the facility available and accessible for all preparatory work prior to the Camp.

b. City of Jonesboro Softball agrees to actively promote, advertise, and support, to the best of his ability, the Camp and to facilitate and encourage registration of Camp participants.

c. City of Jonesboro Softball agrees to provide items or services listed below and shall be herein after referred to as the "Operational Budget". However, the Operational Budget shall be offset, in part, or in total, by corporate sponsorships, which we will use to offset or supplant or provide for the costs and operational needs of the camp. City of Jonesboro Softball shall exercise in good faith efforts to obtain corporate sponsorship to support the operational needs of the camp.

Operational Budget

**JENNIE FINCH
SOFTBALL CAMP
2017**

HOST IS RESPONSIBLE FOR:

LOCAL UNIVERSITY SOFTBALL TEAM (21) TO ASSIST PROFESSIONAL COACHES (JENNIE FINCH SOFTBALL CAMP WILL MAKE A DONATION TO THE PROGRAM)

8 HOTEL ROOMS FOR STAFF AND COACHES DURING CAMP

TRANSPORTATION (PICKUP AT AIRPORT/RETURN FOR DEPARTURE)

2 SUV/VAN (FOR USE DURING CAMP WEEK-END)

MEALS (LUNCH) FOR CAMPERS (x2 days)
4 SERVERS FOR LUNCH EACH DAY

NIGHT SECURITY (FRIDAY AND SATURDAY)

MEDICAL STAFF (A TRAINER, EMT)

FACILITY (MUST HAVE INDOOR BACK-UP AND TRANSPORTATION)

ANNOUNCER/ TIMEKEEPER

EQUIPMENT (A LIST WILL BE PROVIDED)

HOST OPPORTUNITY FOR INCOME:

CONCESSIONS AT CAMP

" DINNER WITH CHAMPIONS"

2. Jennie Finch Softball agrees to the following duties, responsibilities, benefits and obligations:

a. Jennie Finch Softball agrees to appear and participate in the Camp and to bring professional fast pitch softball coaches. Jennie Finch Softball shall exercise their best effort, professionalism, and expertise in their participation and support of the Camp with the mutually agreed upon intent and purpose to provide Camp participants the best and most positive experience possible.

b. Camp Registration Fees: The Parties acknowledge that Jennie Finch Softball shall be entitled to receive and retain all registration fees from camp participants. Revenue generated from registration fees shall be used for operational costs of the camp including compensation for above mentioned coaches, travel expenses and other costs of the camp.

c. Jennie Finch Softball acknowledges and agrees City of Jonesboro Softball will receive and retain any revenues generated from concessions.

d. Jennie Finch Softball, and Jennie Finch agree to attend and participate in a function entitled "Champions Dinner". Jennie Finch of Jennie Finch Softball agrees to attend and speak at the Champions Dinner.

e. Jennie Finch Memorabilia: Jennie Finch Softball agrees to provide softball memorabilia from Jennie Finch. The parties acknowledge that memorabilia will be used for fund raising at the Champions Dinner and the revenues will benefit City of Jonesboro Softball.

f. All parties agree no other vendors will be allowed at camp.

3. ADEQUATE CONSIDERATION.

City of Jonesboro Softball and Jennie Finch Softball agree the foregoing Agreement is a binding contract on the parties and based upon adequate consideration and support thereof.

a. Governing Law and Interpretation. This Agreement shall be governed in accordance with the laws of the State of Arkansas. The Agreement shall be interpreted in accordance with the plain meaning of its terms and not strictly for or against any of the parties hereto.

b. Severability. Should any clause or provision of this Agreement be declared illegal or unenforceable, it shall be modified as minimally necessary to be enforceable. If the provision cannot be modified to be enforceable, such provision shall immediately become null and void, leaving the remainder of this Agreement in full force and effect.

c. Amendment. This Agreement may not be modified, altered or changed, except upon express written consent of Jennie Finch Softball and City of Jonesboro Softball wherein specific reference is made to this Agreement.

d. Entire Agreement. This Agreement sets forth the entire agreement herein, and supersedes any prior agreements, contracts or understandings between the parties related to the subjects addressed herein.

Dated: _____
City of Jonesboro Softball

CITY OF JONESBORO

By: _____

Name: Harold Perrin

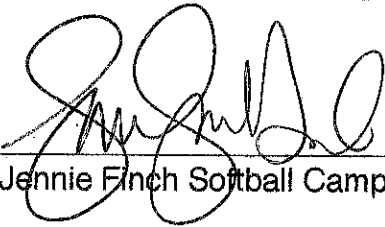
Title: Mayor

Date: _____

ATTEST

Donna Jackson, City Clerk, CMC

Dated: 12/20/16



Jennie Finch Softball Camp



Legislation Details (With Text)

File #:	RES-17:001	Version:	1	Name:	Contract with the Public Library for public service
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	1/3/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICE				
Sponsors:					
Indexes:	Contract				
Code sections:					
Attachments:	Contract				

Date	Ver.	Action By	Action	Result
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RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICE WHEREAS, the City of Jonesboro has received a contract from Craighead County Jonesboro Public Library; and

WHEREAS, this contract is for the purposes of remitting the City's portion of property tax to the Craighead County Jonesboro Public Library; and

WHEREAS, the City of Jonesboro believes the benefits to be derived from the operation and maintenance of a public library will enhance the quality of life of the City of Jonesboro and its residents; and

WHEREAS, it is in the best interest of the City of Jonesboro that the City Council authorize the Mayor and City Clerk to execute this contract.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF JONESBORO, ARKANSAS THAT:

1. This contract is for the purposes of remitting the City's portion of property tax to Craighead County Jonesboro Public Library.
2. That this contract is for the best interest of the residents of the City of Jonesboro.
3. The Mayor and City Clerk are hereby authorized to execute said contract.

**Public Service Contract
Between
The City of Jonesboro
And
Craighead County Jonesboro Public Library**

This contract is entered into on this ____ of January 2017 between the Craighead County Jonesboro Public Library, located at 315 W. Oak Ave., Jonesboro, Arkansas and The City of Jonesboro, located at 515 W. Washington, Jonesboro, Arkansas.

Craighead County Jonesboro Public Library is currently funded by a 2 mill property tax that is collected by Craighead County and remitted to The Craighead County Jonesboro Public Library by way of the County Treasurer and transactions are posted in the County's annual operating budget as required by law.

Whereas, The City of Jonesboro by way of this contract will receive the City portion of the tax collections from the County Treasurer and will remit them to The Craighead County Jonesboro Public Library.

With these funds, the Craighead County Jonesboro Public Library will provide services to the citizens of Jonesboro and Craighead County as normally associated with this type of public facility.

This contract shall be effective January 1, 2017 and remain in effect for a period of one (1) year and expiring December 31, 2017. This contract will be entered into annually at the beginning of each calendar year to satisfy the scope of the law.

City Official:

Craighead County Jonesboro Public Library Official:

Harold Perrin
Mayor City of Jonesboro

David A. Eckert
Library Director

Donna Jackson
City Clerk