

**CITY OF JACKSONVILLE
REGULAR CITY COUNCIL MEETING
SEPTEMBER 21, 2023
6:00 P.M. - 6:50 P.M.**

REGULAR CITY COUNCIL MEETING - CITY HALL - #1 MUNICIPAL DRIVE

The City Council of the City of Jacksonville, Arkansas met in a regular session on September 21, 2023 at the regular meeting place of the City Council. Council Member Ray delivered the invocation and Mayor Elmore led a standing audience in the "Pledge of Allegiance" to the flag.

ROLL CALL: City Council Members: Dietz, McCleary, Ray, Mashburn, Moss, Twitty, Kinman, and Rains answered ROLL CALL. Mayor Elmore also answered ROLL CALL declaring a quorum. PRESENT EIGHT (8) ABSENT TWO (2). Council Members Bolden and Sansing were absent.

Others present for the meeting were: City Attorney Stephanie Friedman, Police Chief Brett Hibbs, Finance Director Cheryl Erkel, City Engineer Adam Whitlow, CDBG Director Michelle Spencer, Lieutenant Ryan Wright, Assistant City Clerk Emilia Vazquez, IT Director Emily Osment, Madison Binsted, Lida Feller, and Wyatt Elmore.

PRESENTATION OF MINUTES: Mayor Elmore presented the minutes of the regularly scheduled City Council meeting of September 7, 2023 for approval and/or correction at the next regularly scheduled City Council meeting.

APPROVAL AND/OR CORRECTION OF MINUTES: Council Member Ray moved, seconded by Council Member Twitty that the minutes of the regular City Council meeting of August 17, 2023 be APPROVED. MOTION CARRIED.

CONSENT AGENDA: REGULAR MONTHLY REPORT/FIRE DEPARTMENT

Council Member Ray moved, seconded by Council Member McCleary to approve the regular monthly report for August 2023, reflecting a fire loss of \$38,500.00 and a savings total of \$881,500.00.

REGULAR MONTHLY REPORT/POLICE DEPARTMENT

Council Member Ray moved, seconded by Council Member McCleary to approve the regular monthly report for August 2023 regarding annual crime statistical comparisons.

REGULAR MONTHLY REPORT/CODE ENFORCEMENT

Council Member Ray moved, seconded by Council Member McCleary to approve the regular monthly report as presented for August 2023.

Assigned Calls	59		
Self-Initiated Calls	213		
Follow Up Inspections	647	Demolition by City	0
Complied after Notice	249	Demolition by Owner	2
Three Day Notice	50	Parking Violations	0
Seven Day Letter	330	Garbage Cans Tagged	0
Citation Letters Mailed	18	Basketball Goals	0
Citations Issued	5	Structures Inspected	919
Vehicles Tagged	26	Apartment Complexes Inspected	11
Vehicles Towed	9	Red Tags Issued	8
Unsafe Structures Tagged	0	Search Warrants	1

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Structures Condemned	0	Grass Mowed	117
Structures Rehabbed	0	Shopping Carts	2
		Signs	7

ROLL CALL: Council Member: Dietz, McCleary, Ray, Mashburn, Moss, Twitty, Kinman, and Rains voted AYE. MOTION CARRIED.

WATER DEPARTMENT:
WASTEWATER DEPARTMENT:
FIRE DEPARTMENT:
POLICE DEPARTMENT:
STREET DEPARTMENT:
SANITATION DEPARTMENT:
PARKS & RECREATION:
PLANNING COMMISSION:
COMMITTEE(S):

GENERAL: a. ORDINANCE 1740 (#24-2023)
AN ORDINANCE AMENDING ORDINANCE 1737 AND UPDATING JACKSONVILLE MUNICIPAL CODES § 8.01.078 (GRASS OR WEEDS).

Council Member Rains moved, seconded by Council Member Mashburn to place Ordinance 1740 on **FIRST READING**. **ROLL CALL:** Council Member Mashburn and Rains voted AYE. **MOTION FAILED** with Council Members Dietz, McCleary, Ray, Moss, Twitty, and Kinman voting NAY.

Council Member Rains stated she did an aerial study of 500 households around the City showing roughly 20% are out of ordinance because of the variance. She mentioned most of it were mailbox gardens, noting that some individuals speculated there would not be flowers higher than 8 inches, but there is coleus in the City Hall garden higher than that. She thinks it is a shame we are not representing roughly 2,500 households with the current ordinance.

Mayor Elmore related they can take this under advisement for action in the future, but right now, it was voted down for this discussion.

Council Member Kinman requested clarification on the policy regarding placing items on the agenda after they have been voted down the first time.

Mayor Elmore responded traditionally, that has not been a common practice, because once the Council has voted, that is what it has been.

Council Member Rains stated traditionally, they also have a discussion which was not conducted when this was brought to the agenda the last time.

b. RESOLUTION 837 (#06-2023)
A RESOLUTION TO ESTABLISH THE AT RISK AND DISPLACED COMMUNITY OUTREACH COMMITTEE.

Council Member Rains recalled last meeting they did not have a discussion on this, but she feels like it is worth one.

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Council Member Mashburn moved, seconded by Council Member Rains to read Resolution 837 (#06-2023). **ROLL CALL:** Council Member Mashburn, Moss, and Rains voted AYE. **MOTION FAILED** with Council Member Dietz, McCleary, Ray, Twitty, and Kinman voting NAY.

Council Member Rains thinks they are doing the community a disservice, especially when it comes to our at-risk and homeless; most of which are experiencing what they are facing because of medical-related issues. She brought up that they are not supporting our hospital, which is the one that accrues the most strain when it comes to individuals on the street. When Mayor Elmore requested clarification, she replied that when it comes to the homeless community, they experience a lot of life-threatening, or are more susceptible to, violent crime and need the hospital intervention for which they cannot pay for, which is ultimately the burden of the hospital.

Council Member Moss recalled at a previous meeting that Barry Jefferson informed Council of a County effort they are working on. He thought their agreement as a Council was to wait on Mr. Jefferson to report back before they move forward.

Council Member Kinman requested Police Chief Brett Hibbs' input on what the City can do differently than what they are already doing for this situation.

Chief Hibbs was unsure, because the City does not have the resources, such as a shelter. He pointed out one problem is that other cities bring their homeless here and dump them off, even just thinking we have a shelter, so if we did have one, they would definitely continue. He recalled that the County is working on a village, but it will not solve the problem because they will have rules some will not want to follow.

Mayor Elmore shared that he has had two business owners on Main Street who have had vandalism or damage done, where one had it on video. To his knowledge, there have been no reports of acts of violence or harassment.

Chief Hibbs brought up some isolated incidents of car break-ins or thefts, but business owners, shoppers, or citizens have not been attacked.

Council Member Rains acknowledged this is a diverse and complex problem and this resolution is to have a committee to discuss and research that problem to come to a consensus on it.

Mayor Elmore suggested she ask for volunteers from the community and put together a group; it does not necessarily have to have the backing of the City or Council.

Council Member McCleary brought up involving civic groups, churches, etc. that want to help, because as a group, if Council says something it is lawfully. He is willing to help as a human helping others, because it does not have to be Council as a group.

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Council Member Mashburn quoted Leviticus 25:35: "If anyone from your community (or city in our case) becomes poor and unable to support himself, then you shall help him, leading him, living with you as though he was a guest or lodger."

Mayor Elmore stressed that the best solution is for faith-based or civic communities to come together and organize a pooling of resources because they do not have the "red tape" that a city municipality has.

c. RESOLUTION 839 (#08-2023)

A RESOLUTION ADOPTING THE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FOR THE CHAMBER OF COMMERCE FOUNTAIN FOR THE CITY OF JACKSONVILLE, PULASKI COUNTY ARKANSAS.

Council Member Ray moved, seconded by Council Member Twitty to read Resolution 839 (#08-2023). MOTION CARRIED with Council Member Mashburn and Rains voting NAY. Whereupon City Attorney Friedman read the heading of Resolution 839 (#08-2023).

Council Member Ray moved, seconded by Council Member McCleary to adopt Resolution 839 (#08-2023) in its entirety. MOTION CARRIED with Council Member Mashburn and Rains voting NAY.

Council Member Twitty shared that most cities she has spoken with are closing their fountains for various reasons, and when Parks and Recreation Director Kevin House looked into what it would take to fix ours, it was a lot and did not have a good warranty. She explained their new idea can be maintained by the Parks and Recreation Department and will be nice and affordable.

d. RESOLUTION 838 (#07-2023)

A RESOLUTION ADOPTING THE ALLOCATION OF AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FOR THE ANIMAL SHELTER FOR THE CITY OF JACKSONVILLE, PULASKI COUNTY ARKANSAS.

Council Member Rains moved, seconded by Council Member McCleary to read Resolution 838 (#07-2023). MOTION CARRIED. Whereupon City Attorney Friedman read the heading of Resolution 838 (#07-2023).

Lieutenant Ryan Wright read over the following list of current improvements at the Animal Shelter:

- Shelter floors have been stripped, cleaned and buffed
- Transitioned cat room from kennel set up to open cat room, allowing for better socialization of cats and a more comfortable living space
- Pet pantry has been set up to provide assistance to citizens who need help caring for their pets
- The previous shelter manager office has been transitioned to a community office and in the progress of upgrading desk space and providing workstations for the ACO's

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- The old ACO office has been transitioned to a meet and greet room for people to get acquainted with their future pet without being distracted from the ongoing in the lobby area
- A television is in the process of mounted in the lobby to show our current listing of dogs and events that the ACO will be participating in
- In the process of removing wood-based stands and replacing with metal stands/rollers to prevent the spread of disease and illness

He then read over the following list of improvements that will occur with the use of the ARPA funds, if approved:

- Complete renovation of old building. Removing all interior walls, leveling of floors, and pest control solutions for building
- Rebuilding of rooms with modern, aesthetic metal walls to facilitate cleaning and sanitation
- Front lobby area in old building to facilitate meet and greets between animals
- Room off of the old building lobby designated as the pet pantry. This will provide a private meeting space to meet with the citizen to qualify and assess their needs and provide a larger storage space for the items
- Back area will still include the 9 kennels to allow for holding of court case animals and bite case/dangerous animals
- Intake room with vet table to include storage for intake medications and initial assessment as well as setup for behavior assessments
- Vet/surgery room to facilitate on site spay and neuter, vaccine clinics, and minor procedures
- Separate quarantine rooms for both cats and animals
- Laundry/bathing room with modern metal grooming bath with heavy duty washer and dryer
- Storage room for blankets, cleaning, and bathing supplies

He explained it will not provide any additional kennels, but as of today, for the first time since January 2022, they are under capacity and have six kennels open where no dogs have been euthanized. He shared that the employees are doing a great job with getting rescues to pull dogs, citizens have stepped up and adopted, and the social media presence has increased. He added that they have made changes to the relinquishment of animals so citizens are bringing in less.

Chief Hibbs related that the Parks and Recreation Maintenance Department will do the work and the money will be used for materials and any demolition needed.

Mayor Elmore pointed out that this is basically a total gut job of the original metal building where it will be like a brand-new building inside that existing shell.

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Chief Hibbs would like the renovation done as soon as possible, preferably this year because he has longer term goals for next year that consists of programs for spay/neuter clinics, etc.

Lt. Wright stated that Jacksonville Friends of the Animals was awarded a \$4,000.00 grant from Home Depot. He suggested dividing the existing huge run on the right side into six or eight to allow more dogs out to exercise.

When Council Member Dietz inquired, City Engineer Adam Whitlow responded that they have submitted all debris projects to FEMA and the next phase will be to get the money back, which will be handled by ADEM and will be approximately \$1 million. He was happy to report that it looks like the volunteer hours made up for the City's portion owed.

Council Member Ray moved, seconded by Council Member Twitty to adopt Resolution 838 (#07-2023) in its entirety. MOTION CARRIED.

e. Understanding the Annual Budget

Finance Director Cheryl Erkel presented a PowerPoint titled *Understanding the Annual Budget* that provided the following information:

- ▶ General Fund & Street Fund have balanced budgets. Revenues have to equal expenditures.
- ▶ Sanitation Fund, Shooting Range, & EMS operate like businesses. Their budgets do not have to balance.

Budget Timeline

- ▶ Current end of year projections - August
- ▶ New year estimates of revenues- September
- ▶ New year request from departments-September
- ▶ Budget meetings-October
- ▶ Preliminary budget presentation to Council- November
- ▶ Recommended budget presentation to Council- December

Reoccurring Costs make up 90% of the General Fund Budget on average

- Personnel Costs
- Utilities
- Maintenance Agreements
- Building Insurance
- Vehicle Insurance

General Fund Budget by Category

	2021 Actual	%	2022 Actual	%	2023 Budgeted	%
Personnel Costs	15,480,871	68%	16,045,031	57%	18,291,142	73%
Contract Services	6,172,750	27%	10,103,736	36%	5,092,997	20%
Supplies & Materials	740,458	3%	834,751	3%	887,692	4%
Capital Outlay	331,261	1%	1,194,054	4%	663,396	3%
Other	195,443	1%	71,524	0%	176,150	1%
	22,920,783	100%	28,249,096	100%	25,111,377	100%

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Personnel Costs

- ▶ Salaries, Overtime, Part-time
- ▶ Retirement Costs (APERS 15.32% LOPFI 24.5%)
- ▶ Health Insurance Costs (City pays 82%)
- ▶ Payroll Taxes, FICA
- ▶ Workers Comp
- ▶ Unemployment
- ▶ Tuition Reimbursement

Payscale Information

- ▶ Non uniformed employees: Every position has starting rate/salary. When budget permits, annual raises ensures employees with longevity earn more than new hires.
- ▶ Police: same as non uniformed and also get increases after 1 year, 3 years, and 6 years. New hires with certification get \$2500 after completion of FTO and \$2500 after 1 year.
- ▶ Fire: same as non uniform and also get increases after 1 year, 3 years, and 6 years.

In Conclusion

- ▶ It takes ALL departments to run the City.
- ▶ In the budget process, we strive to allocate resources in a manner that is beneficial to the health and well being of the citizens of Jacksonville.

APPOINTMENTS:

UNFINISHED BUSINESS:

NEW BUSINESS:

ANNOUNCEMENTS: Arkansas Municipal League Winter Conference

Mayor Elmore stated the Arkansas Municipal League Winter Conference registration are now open and will be January 10th-12th.

Downtown Committee

Council Member Dietz mentioned another Downtown Committee being formed, adding he will present to Council, probably at the next meeting, those who may be on the Committee to start. He shared that they will come up with some ideas and projects they believe will help the City grow.

ADJOURNMENT: Without objection, Mayor Elmore adjourned the meeting at approximately 6:50 p.m. MOTION CARRIED.

Respectfully,

Susan L. Davitt
City Clerk-Treasurer

MAYOR JEFF ELMORE