



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, March 28, 2017

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-17:025](#) Minutes for the Finance Committee meeting on February 28, 2017

Attachments: [Minutes](#)

[MIN-17:031](#) Minutes for the special called Finance & Administration Committee Meeting on March 14, 2017

Attachments: [Minutes](#)

4. New Business

Resolutions To Be Introduced

[RES-17:031](#) A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPLY FOR THE 2017 GENERAL IMPROVEMENT FUNDS (GIF) THROUGH EAST ARKANSAS PLANNING AND DEVELOPMENT DISTRICT (EAPDD)

Sponsors: Grants, Fire Department and Engineering

Attachments: [Opticom GIF Application Request - 03152016](#)

[RES-17:034](#) A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH WHOLE YOUTH SERVICES, INC DBA AT-RISK AMERICAN MALE EDUCATION NETWORK (AAMEN) IN ORDER TO PROVIDE ECONOMIC OPPORTUNITIES THROUGH WORKFORCE DEVELOPMENT ACTIVITIES IN CONJUNCTION WITH THE 2016 CDBG ACTION PLAN

Sponsors: Grants

Attachments: [MOU Agreement 03152017](#)

[RES-17:037](#) A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A FULL-TIME POSITION OF SOCIAL MEDIA COORDINATOR IN THE COMMUNICATIONS DEPARTMENT

Attachments: [Social Media Coordinator](#)

RES-17:038 A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD THREE (3) FULL-TIME POSITIONS TO THE COURT SERVICES DEPARTMENT

Attachments: [Court Services Officer - 32460](#)
[Senior Court Services Officer - 32461](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



Legislation Details (With Text)

File #: MIN-17:025 **Version:** 1 **Name:** Minutes for the Finance Committee meeting on February 28, 2017
Type: Minutes **Status:** To Be Introduced
File created: 3/1/2017 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on February 28, 2017
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Date	Ver.	Action By	Action	Result
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Minutes for the Finance Committee meeting on February 28, 2017



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, February 28, 2017

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 4 - Ann Williams; John Street; Joe Hafner and David McClain

Absent 2 - Darrel Dover and Charles Coleman

3. Approval of minutes

[MIN-17:020](#)

Minutes for the Finance Committee meeting on February 14, 2017

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: 3 - Ann Williams; John Street and David McClain

Absent: 2 - Darrel Dover and Charles Coleman

4. New Business

Resolutions To Be Introduced

[RES-17:020](#)

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO FIVE AGREEMENTS WITH ARKANSAS DEPARTMENT OF ENVIRONMENTAL QUALITY TO PERFORM BROWNFIELDS ASSESSMENTS.

Sponsors: Grants

Attachments: [Jonescrap LLC - BF Assessment Agreement](#)
[General Electric Company - BF Assessment Agreement](#)
[Old Citizen Bank Building - BF Assessment Agreement](#)
[Delta Beverage Company - BF Assessment Agreement](#)
[UPRR Roundhouse - BF Assessment Agreement](#)

Mayor Perrin explained they will be meeting with the EPA and other entities at the end of next month during the Washington D.C. fly-in in order to discuss grant money to improve connectivity from downtown Jonesboro to ASU, as well as some other

areas. They have visited with the new director of ADEQ and told them what the city would like to do. These are the spots the city would like to receive assistance with to do a phase one environmental assessment. They already have a lot of the historical background of the spots. Representatives in Little Rock were very excited about the city working to revitalize the downtown area and improve connectivity. This will authorize the city to enter into an agreement with ADEQ to let them do the work for the city.

Chairman Hafner questioned whether there is a cost for the work. Grants Administrator Kimberly Marshall answered no. Right now, they will be providing all assessment one's. That will be the historical background of the property and the surrounding property. That will give the city an idea of what is actually out there in case there's anything the city needs to be aware of. Assessment two's would cover soil, water, air sample testing, etc., but there is limited funding for those assessments. Assessment two does not include cleanup. She has been communicating with the EPA in Fort Worth. They are talking about sending someone to Jonesboro to teach them what Brownsfields funds are and what they're used for. The money is for truly revitalizing communities that are in distress or in decline, that have struggled with redevelopment.

Chairman Hafner noted the properties mentioned are along the railroad corridor and are prime locations for redevelopment. Mayor Perrin agreed. He further explained the only property that isn't along the railroad is the Citizens Bank Building. He has been speaking with Bruce Burrow, who still has the leasehold on the building. The building is being held by the Land Commissioner due to unpaid taxes. This assessment will help anyone who is interested in the building by providing them information as to what is actually there and what it will cost to revitalize the building. That is if the city can get full funding from the EPA. But, first, the city has to have the level one assessment's done at the state level with ADEQ.

Councilman McClain asked about the funding at the EPA level. Ms. Marshall stated the EPA has three types of Brownsfields. Area-wide planning is 100% funded, assessments are also 100%, and cleanups are 75/25. But, the city's match can be in-kind.

Mayor Perrin stated they will be in DC during the last week of March and are in the process of setting up meetings with the EDA, DOJ and EPA. The EPA is sending someone to hold a seminar here, which will be free of charge and open to anyone who wants to know about Brownsfields. He thinks it'll be good for even professors at ASU to attend. This resolution will authorize the city to participate in the assessments. They will then go to each of the companies to get their authorizations and then move forward.

Chairman Hafner added a key point is that this assessment needs to be done if someone wants to utilize those properties for a different purpose. Ms. Marshall agreed, noting if the city is planning on taking any of the properties, then it has to be assessed. If not, then the city will be liable. The assessments will help protect the city. Mayor Perrin stated he also wants to see the costs, so if a developer wants the property then they can say how much it will cost.

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: 3 - Ann Williams; John Street and David McClain

Absent: 2 - Darrel Dover and Charles Coleman

RES-17:023

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MAAS, INC. FOR SELLING OF ADVERTISING ON JET BUSES

Sponsors: Mayor's Office

Attachments: [EXHIBITS.01](#)
[JET BUS Ad Agreement. Final.04](#)
[Jet Contract Exhibit A 2 9 17.02](#)

Mayor Perrin explained they have been looking into ways of increasing revenue for the city and doing so by department. They have been visiting with Maas concerning selling advertising on the JETS buses and bus stops. Maas will sell the advertising themselves, do the graphic designs and production. There will be frames on the buses, so the advertisements can be popped into the frames. Maas will collect the money and then settle up with the city each month. This is a two-year contract with the split being 45/55. 55% of the revenue will go to Maas, with 45% going to the city.

Mitch Smith and Andy Bandy Smith discussed the company and the contract with the city. They are a full service advertising agency. They approached Communications Director Bill Campbell concerning selling advertising on the JETS buses. Then, they discussed it with the Mayor. They discussed conservative estimates as to what the revenue could look like. The total from March to February is estimated at \$113,700. \$51,165 of that will go to the city with the remaining \$62,535 going to Maas. The reason the split was designed that way is because the company is intaking the cost of sales, cost of manufacturing and producing the products as well as fixing it. The city will be insulated from ancillary costs of the advertising except for the speed frames on the buses.

Councilman Street asked about the advertising on the bus stops. Councilman McClain noted he has seen Maas advertising on the bus stops already. He questioned if it would be the same type of advertising and then asked if this has been done in the past. Mayor Perrin explained the city had previously had an agreement with an ad agency to sell bus wraps back when JETS first started. Those were for two to three year contracts resulting in the city not making much money because the money was absorbed through the ad agency. That agreement didn't work out. Then, the city hired an employee to sell JETS advertising and paid that employee \$28,000 to \$30,000 per year and paid benefits but sold absolutely nothing. When he became Mayor, he decided to let the advertising be handled by professionals. Maas already has some contacts who are ready to write a check for advertising, but are just waiting for this agreement to go through. Mrs. Smith added one of the things that went wrong previously is that the companies who were advertising had to schedule things with three or four different people. This time, they will be handling the advertising alone which simplifies the process.

Chairman Hafner referred to the agreement that listed the things that will be prohibited on the buses, as well as the city having discretion also as to what is goes on the buses. Mr. Smith explained they are very proud of their city, so the last thing they want to do is anything that would embarrass Jonesboro. If an ad is not acceptable, they will tell the customer no. But, the city has the absolute final say on whether something can or can't go on a bus.

Mayor Perrin stated this is a two-year contract. A one-year contract would be too short. Two years will show how the selling goes. There are 134 bus stops with 20% of those being covered.

Councilman McClain asked when more of the bus stops will be covered. Chief Operations Officer Ed Tanner stated Jonesboro already has more covered stops than the average, but they will continue to make the appropriate shelters. They would like to make more. Mayor Perrin added the city was also blessed with the addition of the transfer station. He discussed the transfer station and improvements they hope to make there. He noted they also hope to get grant money to construct a walkway between the transfer station and the ASU adjacent sporting fields. The city already applied for the grant, but was turned down. They know where they were weak in writing the grant, so they are going to re-write it and re-apply.

Chairman Hafner asked if the transfer station is open 24 hours a day. Mayor Perrin answered no, it closes about 10 p.m. They haven't experienced any problems with loitering.

Councilman Street questioned if the funds made from advertising will be marked for JETS. Mayor Perrin explained the money will go back into the general fund, but it will be used to help offset the cost of the JETS program. The program is costing the city about \$350,000 per year, which is why they are trying to find ways to earn revenue for the program. Ridership is increasing about 15% each year and they are in talks with other areas like Crowley's Ridge to see how they can service other entities better. They are also looking at running the routes on Saturdays. JETS is currently closed on Saturdays, so they will need to research the cost of running the buses six days a week instead of just five before making a decision. Councilman Street added the cost to run Saturdays would be about \$43,000 to \$45,000 because they can use part-time drivers instead of full-time without overtime. Plus, the city will have to have one paratransit. Mayor Perrin stated they are also working with ASU, doctors and offices to have one single dispatch center for transportation services in the city to ensure citizens are serviced better.

Councilman McClain asked if there were any other offers from other advertising companies. Mayor Perrin answered no other company has approached them about performing this service.

Mayor Perrin questioned whether something could be done on the back of the bus. Mr. Smith stated yes, they would like to discuss other opportunities like the advertising on the back of the bus as well as within the bus.

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: 3 - Ann Williams; John Street and David McClain

Absent: 2 - Darrel Dover and Charles Coleman

RES-17:024

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH JONESBORO FACILITY OWNERS, LLC TO SELL PROPERTY IN THE CITY LIMITS OF JONESBORO

Sponsors: Mayor's Office

Attachments: [NicePak Contract-1](#)
[Building Facilities Minutes](#)
[NicePak Appraisal](#)

Mayor Perrin explained this is a piece of property the city owns next to Nice Pak. They appraised the property and then called Nice Pak to see if they would be

interested in purchasing it. The city will be selling it for the appraised value of \$47,000.

Chairman Hafner questioned the timeline, noting the Building Facilities Committee approved the sale last summer. Mayor Perrin stated the holdup has been on Nice Pak's end. They had another big operation going on, so this was put on their back burner. It wasn't until last month that they indicated they were ready to close on the deal.

Councilman McClain asked what their plans are for the property. Mayor Perrin noted the property has trees on it, so they won't be building on it. He added the property is of no use to the city.

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: 3 - Ann Williams; John Street and David McClain

Absent: 2 - Darrel Dover and Charles Coleman

5. Pending Items

6. Other Business

Chairman Hafner stated the committee has a regular meeting scheduled for May 9th. He will be out of town that week due to work, so he asked if the meeting could be rescheduled for May 2nd. Councilman Street motioned, seconded by Councilwoman Williams, to reschedule the May 9th committee meeting to May 2nd at 4:30 p.m. All voted aye.

7. Public Comments

8. Adjournment

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

Aye: 3 - Ann Williams; John Street and David McClain

Absent: 2 - Darrel Dover and Charles Coleman



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-17:031 **Version:** 1 **Name:** Minutes for the special called Finance & Administration Committee Meeting on March 14, 2017

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Minutes for the special called Finance & Administration Committee Meeting on March 14, 2017



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, March 14, 2017

4:00 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Present 5 - Ann Williams; Darrel Dover; Charles Coleman; Joe Hafner and David McClain

Absent 1 - John Street

3. New Business

Ordinances To Be Introduced

ORD-17:011

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 STREET FUND BUDGET TO ADD \$566,000 FOR STREET OVERLAYS

Attachments: [Street Overlays.pdf](#)
[Reserves.pdf](#)

Mayor Perrin stated they budgeted somewhere around \$500,000 for overlays and have done that each year. The Engineering Department grades our roads annually. We have 300+ miles of roads in Jonesboro. Actually, we have more than that, but a lot of that is state highways.

City Engineer Craig Light said they have 485 miles of road they maintain. We do rank them 1-10 on their condition about every other year. We try to pick roads in the 4-5 range. Once they get below a four, it is a rebuild and an overlay is not going to help you with that. We do some 6's, but it's mainly in the 4-5 range.

Chairman Hafner asked what the main thing is that triggered wanting to add \$566,000 to the budget for overlays. Mayor Perrin said declining existence of the road conditions are in and when you put \$500,000 towards that, you are not going to get very far. We are trying to catch up a little bit on things that we are behind on and some of these really need to be done. Just look at some of the areas like Johnson to the ASU campus, North Patrick, and Aggie. We will be redoing Patrick and widening it. Mayor Perrin stated he thought the water line had been moved. Mr. Light said that the storm drain had been relocated. Mayor Perrin said they could now let the contractor come in and get that work done on Patrick Street and widen it. Mayor Perrin said if you look at these areas, they are very much utilized on traffic. You look at volume and condition. We felt like we needed to go ahead and add them to this year and because of the weather, we have been playing catch up. The ones in yellow

have been completed.

Chairman Hafner asked if the streets marked in yellow on the handout were the ones that you have been able to complete early because of the weather. Mayor Perrin said those were completed and we got those on last year's contract, which was less in cost. This year's contract went up about \$75,000 from last year due to the price increase of asphalt. We try to get as many as we can on the contract so we can save money.

Councilman Dover asked if the \$1,000,000 listed on the sheet minus the yellow is the \$566,000. Mayor Perrin said no. He said we budgeted \$500,000, but to do the additional \$566,000 under the ordinance will make your total \$1,065,980.76. Mr. Light stated that we would only be able to do through item #11 with the current funding.

Councilman McClain asked how many of those listed are new. Mr. Light said that from item #12 down were the new ones. Councilman McClain asked if they had done items #5 thru #10. Chairman Hafner said items #1-#11 were already in the original budget. Councilman McClain asked if they were completed. Mayor Perrin said no because they have not gotten to those yet. Chairman Hafner stated items #1-#11 were in the original 2017 budget with #1, #2, #3, #4, and #11 completed and #5-#10 still needing to be worked on. Items #12-#23 would be additional that would be paid for if this additional \$566,000 was approved. Mayor Perrin said that was correct and he said if you look at it, they are scattered throughout Jonesboro. We will take this from reserves and try to get this done this year. Chairman Hafner asked Mayor Perrin if he was comfortable taking the money out of reserves. Mayor Perrin said that he had no problem with it.

Councilman McClain asked how they prevent from having to take out of reserves. He said it seems like it is becoming common. Mayor Perrin said that was a good question. He said what they have been doing is \$500,000 a year and that doesn't get very many miles of road in a year. We are going to have to be careful. Right now, we are getting a ½ cent sales tax that generates about \$100,000 per month that comes in from the Garvey bonds, that was a state deal for 10 years, and that will stop. Somewhere down the line and we are about the 4th year in that, we are going to be losing that \$1 million that we have been using for Street Department overlays and things like that.

Councilman Dover said it goes back to when the council was talking about the salaries. He said this council has to come up with what our comfortable reserve is and set that aside and then consider the rest of that our checking account. Those two get intermingled together. Councilman McClain asked what they decided. Councilman Dover said that they talked about it, but never came up with that figure. He said the council needs to come up with that figure and put it into cd's. That way it is not considered a checking account. We get away from the idea of drawing down reserves. Mayor Perrin said that it was currently around 15% and that is around \$6-\$7 million in required reserves. He would love to see six months of operating reserves. He said they had to pay for the 2009 ice storm clean up immediately and wasn't reimbursed from FEMA and ADAM for 18 months. Mayor Perrin said that is something that we need to address in how much we want to do on reserves.

Chairman Hafner said CFO Suzanne Allen put together some information on the reserves. The top section where it says required reserves is based on the 15% of budgeted expenses, which we currently set as what we are required to keep. The 15% was set by the Council. Once we study this more, we can always change that. After the two ordinances today with the sidewalks and the streets, it still shows that we would have somewhere around \$22.2 million of excess reserves. The bottom

section, as the Mayor was saying, is that he would like to have six months of operating expenses on hand. Chairman Hafner applied the six months to both the general and the street fund, but at that, we still have almost \$6 million above and beyond the six months budgeted expenses. Mayor Perrin said the desired reserves would be the \$23 million. On the right hand side of the handout, it shows that if you did do that, then you would still have an excess of \$5,877,624.50.

Councilman McClain asked if that included all of the salary raises. Would this be how much we have after all of that? Mayor Perrin said that was correct. Councilman McClain asked how soon they would spend that amount down. Chairman Hafner stated that reserve is if we want 6 months of budgeted expenses and all of the raises are in the budgeted expenses. He said we are only required to have \$7 million. The Mayor's intent is to have \$23 million in reserves. Mayor Perrin said that is not to say that we can't use some of that \$23 million. Some cities have 3 months of operating expenses in their reserves and some have more.

Chairman Hafner stated he thinks that Finance is starting to do more studying on the reserve issue and getting some more input. He said he will talk with Ms. Allen about that and they can have more discussion on that. Mayor Perrin said we need a dialogue on cash reserves. If we have a grant that is 50/50, I will come to you and ask if you want to pull it out of here to go for that and get that other half for a grant that we really need.

Chairman Hafner said what they are talking about is part of a bigger puzzle. We have to look at our reserves, but we also have to look at things that we have on the horizon and how they will be funded. It is a huge question that we definitely have to look at as a city and as a council. We want to do a lot of things in Jonesboro to make it better, but we have to find a way to pay for it.

Councilman McClain said his biggest thing was that he didn't want them to get into a habit of creating a budget, setting a budget, and then always having to come back to amend it. He said he understands that things happen, but it is a more common thing than it should be.

Mayor Perrin said that one year they did more on Parks and Rec because we knew we needed to do that so we amended the budget like we are doing here to spend more money on Parks and Rec because we had Cal Ripken and had more revenue coming in. Sometimes you are going to change, but not always.

Councilman Dover asked if the \$8 million we had to set aside for the Highway Department is reflected in this. CFO Suzanne Allen said that it was not included in that because it is incumbent. Mayor Perrin said that we already have that tied up. What we look at every day is cash flow. That is for another day and we can study that. When Councilman Dover was Chairman of Finance, he asked us to come up with how much we thought was needed for required reserves. We decided six months. From here, you can take it and decide what to do.

Councilman McClain asked City Engineer Craig Light how bad of shape are the roads that are listed. Mr. Light said a road has a life expectancy of about 20 years. He said a road in 20 years will go from a 10 to a 1 in life expectancy in the condition of the road. We should be doing around 24 miles per year and we are doing maybe a quarter of that. The amount of funding for asphalt maintenance even at \$1 million is about a quarter of what we would like to see for road maintenance. Councilman Dover asked when we refurbish one of these roads, does that get us back to the 20? Mr. Light said it buys us years. It gets the road back to a 10. Councilman Dover asked if we need to refurbish a road every 15 years. Mr. Light said that once they get

down to about a five, it's not a limited fall. It will last in the 10 to 5 range, but once it gets to 5 it falls pretty quickly to 1. In 15 years, you are going to be spending a lot more money in overlay and fixing it.

Councilman McClain asked if the list was the roads that they have identified as the top priorities. Mr. Light stated they made a list of all the roads so they could categorize them to which ones they need to do this year and that was the list they began with and presented to the Mayor. The Mayor said he would like to fund all of them and get them done. It was our preliminary list and we ranked them in order of how we would like to do them with the monies that were available. Upon doing that, the Mayor offered that if we could get the additional funding, we would go ahead and do them all this year. We would like to put another list together and do those as well.

Councilman Dover asked if they anticipated that these would be done this summer and spring. Mr. Light stated that it would take most of the year to get them done. When the Highway Department starts letting their contractors work, the asphalt companies will get a little scarce. Mayor Perrin stated that Atlas will go off to the big jobs and not worry about the small ones. The quicker we can get an answer, the quicker we can get this going. Mr. Light stated that they laid asphalt the day after Christmas last year. Councilman Dover commented that the weather decides it.

Councilman McClain asked if the contractor would be the same one that did the first eleven. Mr. Light said they ended up being the same low bidder for the next calendar year. Mayor Perrin said there are certain things like concrete, gravel, sand, riprap and things that we buy all of the time. We submit and do bids on that every year. Atlas got the low bid and so they will be the contractor for all of this besides what they have already done. Councilman McClain inquired about the bid. Mayor Perrin said the bids go out once a year and we stock pile it and estimate what we are going to use. We bid those things out on an annual basis rather than a per job basis. Chairman Hafner said part of the reason you do that is because the price is lower with a higher volume.

A motion was made by Councilman Darrel Dover, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; Darrel Dover; Charles Coleman and David McClain

Absent: 1 - John Street

ORD-17:012

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 CAPITAL IMPROVEMENT BUDGET TO ADD \$344,000 FOR SIDEWALKS

Attachments: [Sidwalks.pdf](#)

Mayor Perrin stated we budgeted \$251,000 for the top of the list. You will see from #5 thru #13, is what we would like to add to that which will total \$324,000. If you will look at the top of the list, some of those are rehab. Five of them are rehab and four of them are new sidewalks in the city. Chief Engineer Craig Light said on the Cherry and Cobb Streets, half of the block is new and the last section of it is in pretty bad shape. We have had calls from people trying to walk their kids to school and we would like to get that section finished.

Chairman Hafner stated that they did a good job of scattering the work all across town. Mr. Light said that at the bottom of the list is \$19,000 for the library. Councilman McClain asked about the roundabout sidewalk and if it would go to the schools. Mr. Light explained that it would go from the roundabout to the schools on the north side of Aggie and the south side. It will go to the first subdivision on the northeast side and

then it will go to the subdivision on the southwest side along Aggie. It basically will be four locations we are proposing to tie into two subdivisions and both the schools.

Councilman Dover asked how the sidewalks were prioritized. He said that schools should be the number one priority. Mr. Light said they were, but all of them are around the schools. The only one that is not really around a school is the Brazos project, but we have gotten requests from that area. There are sidewalks in the neighborhood, but there is no way to get out of the neighborhood to a sidewalk system and Highland Drive has a sidewalk that runs it's whole length. It goes from the Fire Station, which has a city park behind it so we are connecting a public facility. When someone got hit on Red Wolf, we really starting looking at the sidewalks in that area and saw that missing piece.

Councilman Dover asked if this was compatible with the sidewalk committee as being recommended for these areas as high priorities. Mayor Perrin stated that the sidewalk committee was strictly looking at new residential and whether you can require sidewalks in a subdivision. Councilwoman Williams stated they are just looking at sidewalks in new residential developments.

Councilman Coleman stated that he has received complaints that there were drainage issues with the sidewalks on Flint and Word streets. Mr. Light said that they would go look at that.

Mayor Perrin said that they would probably have to put in some inlets when they widen Patrick Street to keep drainage problems at bay.

Mayor Perrin said that this ordinance is asking for \$324,000 in additional money. One of those is even on CDBG. Item #12 on N. Bridge to Fisher and that is a new one. The library is at the bottom and is \$19,000. The county has agreed to share the cost of that sidewalk project. It is a 50/50 match. The library sidewalk is eat up all the way around. The county judge agreed to pay half to get that done. We are paying \$19,000 and they are paying \$19,000. We are just asking for \$324,000 for the amendment.

A motion was made by Councilman Darrel Dover, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;Darrel Dover;Charles Coleman and David McClain

Absent: 1 - John Street

ORD-17:013

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 GENERAL FUND TO MOVE \$15,000 FROM PART-TIME SALARIES TO REGULAR SALARIES AND ADD \$13,451 TO THE MAYOR'S BUDGET FOR THE ADDITION OF A SOCIAL MEDIA COORDINATOR TO THE COMMUNICATIONS DEPARTMENT

Mayor Perrin said this position reports directly to Bill Campbell, the City's Communication Director. Mayor Perrin said we have done a major increase in Social Media, which we are trying to get the word out to everyone in town about what we are doing, when we are doing it, and how we are doing it.

City Communication Director Bill Campbell stated that our outreach to the community has grown exponentially and the future of connectivity and the government and their constituents lies in online interaction. As we were told at the Winter Municipal League meetings this year, it is no longer a question of whether you do social media, but how well you do it. We hired Rachel Luster almost a year ago in a part-time position with the hopes that it would become full-time as we grew. We are here today because we

have seen that growth.

Meanwhile, Rachel has been a positive and productive force in our department creating and contributing to online growth that has seen our Facebook followership grow from roughly 3,000 to almost 10,000 or 1 in every 6 adults in the city. They interact daily. She and Lorenzo Baldaras manage the bulk of that correspondence. There is a connection between residents and government that previously did not exist. Rachel and Lorenzo created numerous video productions, have achieved local fame including a local Christmas Goodwill video that also helped grow our Facebook presence and a geocaching video that was movie quality if you saw it and it created a game that brought hundreds of Jonesboro residents to the park to play the geocaching game. It flooded Craighead Forest Park. It was a version of Pokémon Go essentially. Her presence is felt in other ways.

Lorenzo, our digital media specialist who manages Chanel 24 and the City website, had to previously work every meeting in Council Chambers. Rachel now shares those duties allowing Lorenzo time to work on video productions. Rachel has produced videos, flyers and graphics that have served our Parks, Police, and Fire Departments and others. We have also expanded our production as Rachel has produced three episodes of our newest show "Serving Jonesboro" which features the various departments of the city and how they serve the taxpayers. It is shown on all of our video platforms that includes Chanel 24, our Facebook page, and YouTube. While we are in the midst of expanding our "Let's Talk" Jonesboro shows, Rachel and Lorenzo have produced the city's first podcast all in the name of reaching out to our citizenry.

By building our video and online production, the opportunity for other media outlet's to pick up on our great work that our employee's do grows exponentially. We hope you have noticed the good work and good publicity that the city has received. While the credit goes to the people doing the work and yourselves, the City Council, it is Rachel and Lorenzo who do a fabulous and often unquantifiable job of getting the word out. Mr. Campbell respectfully asks for the committee's endorsement to make her a full-time employee of the City of Jonesboro. She is already giving full-time commitment of that he can attest.

Councilman Dover asked if this money was in addition to what she is already making. What will this position pay as a full-time salary? CFO Suzanne Allen stated that City Clerk Donna Jackson had emailed her earlier and she brought up a good point that she will need to check with City Attorney Carol Duncan on. We are asking to put her at a Grade 109, Step 1 with this job title, Social Media Coordinator at \$29,852. Ms. Allen stated that City Clerk Donna Jackson had mentioned that we might need to do a resolution to add that title to the Johansen Pay Plan. Ms. Allen said that in her mind, she thought that if they add that title to our budget and we are within our pay structure, and we say the grade and range, that would be ok, but she will need to check with the City Attorney, Carol Duncan. If Carol feels we need to do a resolution to add that job title, then I will have to prepare one.

Councilman Dover asked if the amount of money in this ordinance would bring us to that total. Ms. Allen said yes. It is adding the \$13,451. We had her in part-time as \$26,000, maybe it was \$24,000, but \$24,000-\$26,000 and we are needing to add the \$13,451 and move the \$15,000 to get up to the correct amount of money. Chairman Hafner asked if that would cover benefits and everything. Ms. Allen said yes and the benefits are outlined specifically in the ordinance itself of how much each of the benefits are.

Councilman Dover said he thought there was no doubt that is the future of being the way to communicate with citizens.

Chairman Hafner asked if it was ok to forward the ordinance to full council without the City Attorney's opinion. Councilman Dover said that she can give her opinion at the council meeting. City Clerk Donna Jackson stated that the ordinance appropriates the funds, but the position does not exist until the resolution is approved. Councilman McClain asked if we had to advertise the position. Chairman Hafner said no. Councilman Dover stated they have to write the resolution to approve the position. Mayor Perrin said that they would get that done before the council meeting. Mayor Perrin said that Ms. Jackson is correct in that we are just funding it with this ordinance.

Councilman Dover stated that this is a product of the EAST Labs that we have in our city schools. Mayor Perrin said that the EAST Labs and the kids are incredible. He said they are going to get them to do some ads and some other things like that for the City. Mayor Perrin said that we are out on Saturday's with the drone shooting footage and all these things to have to be able to put on social media.

A motion was made by Councilman Darrel Dover, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;Darrel Dover;Charles Coleman and David McClain

Absent: 1 - John Street

Resolutions To Be Introduced

RES-17:029

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE JOE MACK CAMPBELL PARK SHOP BUILDING

Attachments: [Brackett&Krennerich for Joe Mack](#)

Councilman Dover asked if they had previously talked about building this building. Mayor Perrin said yes. Chairman Hafner said that we have talked about building it, but this is just the contract for the architect.

Parks Director Wixson Huffstetler said both of these resolutions are budgeted. These are just contracts for the architects to do drawings.

Councilman McClain asked about the bidding process. Mr. Huffstetler said this is not a bid process because it is a professional service. He said you have architects that submit their resume's for the whole year and you go through them, decide, and rate them on which one you think would do the best job on the project.

Mayor Perrin said the Purchasing Agent each year sends out a request or puts an advertisement in the paper that says if you want to do business with the City of Jonesboro in these following areas, to submit their resume'. If they don't submit it, then we ask them to submit it before we do anything. Mayor Perrin stated they have done a lot of jobs for us. We don't know what it is going to cost yet because we have to wait on their drawings. Their fee is 6% and it is normally 7.5-8%. Mayor Perrin said he got it down to 6% from 8%. Councilman McClain asked if they ever got it lower than 6%. Mayor Perrin said they got it down once before on a Dan Avenue project. City Engineer Craig Light said they did get the fee down once and the work was reflected in that because the main architects were not used. Councilman Coleman

said architecture fees are going up and that is a good price. Mayor Perrin agreed.

Mr. Huffstetler stated they are going to build a new building because the current building floods. Every time it rains, the shop floods 2-4 inches. He said they are losing material and this has to be done. The new building will be built on the Lacy property the city just bought that is next to the Tennis courts in Joe Mack. Councilman Dover asked what they were going to do with the existing shop. Mr. Huffstetler said they might make it into an indoor batting cage or a soccer practice facility to rent out to baseball teams or soccer teams.

Councilman McClain asked if this was for them to strictly do the drawings of the building that we have already budgeted for. Mayor Perrin said they would do the bidding process for us. Mr. Huffstetler said they would do the oversight of the construction. Councilman Dover said we have the right of refusal.

A motion was made by Councilman Darrel Dover, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;Darrel Dover;Charles Coleman and David McClain

Absent: 1 - John Street

RES-17:030

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE CEMETERY MAINTENANCE BUILDING

Attachments: [Brackett&Krennerich for Cemetery Mtc Bldg](#)

Councilman Dover asked if this was the same situation as the previous ordinance. Parks Director Wixson Huffstetler said that it was a little different situation. The cemetery operates out of the shop building right beside his office, but they are also in with urban Parks too. He has two major components of Parks sharing one shop building. We have grown exponentially in the last 6 years with staff and equipment. They are on top of each other. He said it is just not good to have that much in one shop building.

Councilman Dover asked if this building was budgeted for. Mr. Huffstetler said that yes, it was budgeted for.

Councilman McClain asked if we knew for sure if it was going to cost \$275,000. Mayor Perrin said no we don't. It could be more or it could be less. Mr. Huffstetler said this an estimate.

Councilman McClain asked how this building would be different than the current setup. Mr. Huffstetler said he has two departments under one roof right now. The new building will be for cemetery only. Most of the equipment sits outside and is deteriorating. Councilman McClain asked if the building would just be a frame. Mr. Huffstetler said the new building would be a fully enclosed shop.

A motion was made by Councilman Darrel Dover, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;Darrel Dover;Charles Coleman and David McClain

Absent: 1 - John Street

4. Adjournment

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

Aye: 4 - Ann Williams;Darrel Dover;Charles Coleman and David McClain

Absent: 1 - John Street



Legislation Details (With Text)

File #:	RES-17:031	Version:	1	Name:	Authorize application for 2017 GIF funding through EAPDD
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	3/15/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPLY FOR THE 2017 GENERAL IMPROVEMENT FUNDS (GIF) THROUGH EAST ARKANSAS PLANNING AND DEVELOPMENT DISTRICT (EAPDD)				
Sponsors:	Grants, Fire Department, Engineering				
Indexes:	Grant				
Code sections:					
Attachments:	Opticom GIF Application Request - 03152016				

Date	Ver.	Action By	Action	Result
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A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO APPLY FOR THE 2017 GENERAL IMPROVEMENT FUNDS (GIF) THROUGH EAST ARKANSAS PLANNING AND DEVELOPMENT DISTRICT (EAPDD)

WHEREAS, the City of Jonesboro recognizes the need to ensure the public safety for its citizens and its emergency services on the streets and roadways; and

WHEREAS, the City wishes to request funds from the 2017 General Improvement Funds through the East Arkansas Planning and Development District to purchase three Opticom IR Systems to install on three of our busy intersections to improve the public safety for our citizens, visitors, and emergency services within our City; and

WHEREAS, the City has identified the three intersection for installation: East Johnson Avenue/AR Highway 351, Highland Dr./Harrisburg Rd and Highland Dr./Southwest Dr. & Main St., and

WHEREAS, the Opticom Systems Project will costs \$20,201 and it will be funded for one year at 100% through the State of Arkansas General Improvement Funds.

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

SECTION 1: The Mayor and City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all necessary documents to effectuate this application process.



General Improvement Fund Grant

2015-2017 Application

P.O. Box 1403 | Jonesboro AR, 72403 | 870.932.3957 | eapdd.com

General Improvement Fund Grant Application

Purpose:

The purpose of this General Improvement Fund (GIF) Grant Application is to invite the submission of projects for funding provided by the State of Arkansas through the East Arkansas Planning & Development District. Projects should complement Arkansas's Economic and Community Development Goals and Objectives and meet one of the 7 priority strategies identified in East Arkansas Planning & Development District's Regional Plan for Sustainable Development, viewable at www.eapdd.com.

Funding Availability & Applicable Fee.

Applicants with an eligible project may apply for a minimum of \$1,000.00 in GIF Program Funds. In the event that a Grantee receives an award, then that grantee at or before the time the Grantee receives the grant award under the Grant Agreement, Grantee shall remit to EAPDD a fee which shall be calculated by multiplying the grant award given to Grantee times four percent (4%). Grantee acknowledges and agrees that there will be no refund of the fee paid by Grantee under any circumstances.

Eligible Applicants

Incorporated cities and towns and unincorporated communities, 501c3 certified organizations, public school districts, and institutions of higher education are eligible to apply for assistance through the EAPDD GIF Program. Police/Fire/Public Service Departments serving in incorporated areas must apply through the mayor; those serving unincorporated areas must apply through the county judge. The local governing official (county judge or mayor) must affix his/her signature to the Certification Letter and Application Cover Page for the application to be considered complete.

Application Process

Communication concerning this application should be addressed to:

General Improvement Grant Program
East Arkansas Planning & Development District
PO Box 1403
Jonesboro, AR 72403

Prior to the award of the contract, contact should be initiated through this individual only. To qualify for consideration, an original completed packet must be received by EAPDD at the above address. Applicants must submit an original application with original signatures. GIF applications from previous fiscal years may not be resubmitted.

Once an award is made, The Grantee agrees to implement and complete a General Improvement Fund Program project within one year of award date and in accordance with the provisions of this Agreement. In the event that Grantee fails to fully expend such sum within such one year period as a result of unforeseen circumstances beyond the control of the Grantee, then EAPDD shall have the option, in its sole discretion, to extend such expenditure period for a reasonable period of time as determined by EAPDD in its sole discretion.

Award, if any, will be made to the responsible organizations whose projects meets the

requirements of the procurement. EAPDD reserves the right to reject all or any part of a submission or all submissions. An award letter will be issued by EAPDD to the successful organizations. Successful applicants will be required to enter into a contractual agreement with EAPDD prior to funding. Any disputes arising from the selection/rejection of any submission will be resolved solely by the East Arkansas Planning & Development District.

Application Checklist

To facilitate submission evaluation, entities shall organize their application in the following order:

A. **APPLICATION COVER PAGE (Form Attached)**

Complete and sign the attached form.

B. **Project Narrative (limit 1 page)**

1. Briefly describe the Applicant Organization
2. Briefly describe the need and the nature of the applicant project. Describe funding use and indicate whether or not other funding has been committed to the project. Include the source/nature of other committed funding.
3. Briefly describe how the proposed project will improve the local area and assist with state wide efforts, as outlined by the State of Arkansas Consolidated Plan (viewable at:[http://www.arkansas.gov/adfa/Housing%20Docs%202011/Arkansas%202010%20-%202015%20Consolidated%20Plan%20May%2013,%202010%20Final\[1\].pdf](http://www.arkansas.gov/adfa/Housing%20Docs%202011/Arkansas%202010%20-%202015%20Consolidated%20Plan%20May%2013,%202010%20Final[1].pdf)), and regional efforts, as outlined by the EAPDD Regional Plan for Sustainable Development (viewable at www.eapdd.com/).
4. Provide Project timeline with expected start and end dates

C. **CERTIFICATION LETTER (Form Attached)**

Please state the names of the persons who will be authorized to make representations for the applicant agency, their title, address, and telephone number. State that the person signing the letter will be authorized to bind the agency.

D. **PROJECT BUDGET (Form Attached)**

Include a line item project budget. Include any other funds and their sources in the line item budget separate from the GIF budget. Please utilize the budget form which is attached. Be sure to include publication fees for bids on project budget if the requested grant amount is over \$5,000.

E. **ATTACHMENTS**

The following items must be attached to the application in order for the application to be considered complete:

- Letter of support from the community's State Senator or Representative
- Cost Estimate Documentation
- Include other pertinent documents as needed to complete the project description. Possible documents include:
 - 501c3 status
 - Deed or Proof of Public Ownership
 - Project Location Map

**EAST ARKANSAS PLANNING & DEVELOPMENT DISTRICT
APPLICATION COVER PAGE**

Applicant: _____
Chief Elected Official/CEO: _____
Address: _____

City/Zip: _____
Phone: _____
Fax: _____
Email: _____
County: _____

Contact Person: _____
Address: _____

City/Zip: _____
Phone: _____
Fax: _____
Email: _____

Project Summary. In 1-2 sentences briefly describe the proposed project and how funding will be used.

EAPDD Regional Plan for Sustainable Development Targeted Priority Strategies:

☐ Civic & Leadership Development ☐ Infrastructure Development ☐ Affordable, Quality Housing ☐ Healthy Communities
☐ Education & Workforce Development ☐ Tourism & Cultural Development ☐ Business Development

Type of Applicant:

☐ City ☐ County ☐ Non-profit (Attach 501C3 status) ☐ School District/Universities

**Police, Fire, and Other Public Service Departments should apply through the City/County.*

Budget:

Amount Requesting \$ _____
Other Funding (*specified in budget*) \$ _____
Total Project Budget \$ _____

Legislative District:

State Senator(s) / District(s): _____
State Representative(s) / District(s): _____

Authorized Representative: The signature indicates that I have been authorized to submit an application requesting funding for the proposed project and to the best of my knowledge and belief, all data contained in this application is true and correct. If the application is approved for funding, I am authorized to sign any applicable documents on behalf of the applicant.

Type Name

Title

Signature

Date

For INTERNAL USE ONLY

2013 Allocation

2015 Allocation

Regional Priority Goal # _____

Project Narrative

1. Briefly describe the Applicant Organization
2. Briefly describe the need and the nature of the applicant project. Indicate whether or not other funding has been committed to the project and the source/nature of that funding.
3. Briefly describe how the proposed project fits within one of the 7 EAPDD Regional Plan for Sustainable Development Targeted Priority Strategies as listed on Application Cover Page. Strategies can also be viewed at www.eapdd.com.
4. Project Timeline:
 - a. Start Date: _____
 - b. End Date: _____
 - c. Other Key Dates:

Project Budget

Please itemize the cost estimate for the proposed GIF portion of the project. **Please submit estimates/quotes to support project budget.** Do not include in-kind materials, equipment and labor in the GIF budget.

[illegible]**OTHER FUNDING SOURCES:**

Please specify source and amount, such as in-kind materials, equipment, and labor.

SOURCE	AMOUNT
TOTAL OTHER FUNDING	

**East Arkansas Planning & Development District – GIF
Certification Letter**

Date _____

GIF Grants
c/o East Arkansas Planning & Development District
P.O. Box 1403
Jonesboro, AR 72403

Dear Members of the East Arkansas Planning & Development Board of Directors:

On behalf of the city/community/organization of _____, I am writing to request your assistance in securing a GIF grant under the EAPDD GIF Grant Program. Proceeds from the \$_____ grant, if awarded, will be used for the following project, as outlined in the enclosed application:

-

I, being the Mayor/Judge/CEO of _____, hereby designate myself as the party authorized to bind the agency.

Additionally, I designate _____, the _____ of _____, as the person authorized to make representations for the applicant agency of the grant, if awarded.

If further information is needed concerning this project, please feel free to contact me or the project's primary contact person, _____, at _____.

Thank you for your consideration.

Sincerely,

Title: _____

Organization: _____

Phone Number: _____

East Arkansas Planning & Development District – GIF Guidelines for Grantees

Guidelines for GIF Grants:

- Submit a completed application that includes the purpose of requested funds, completed project budget form, quotes or written estimates for items to be purchased, signed certification letter, proposed timeline for completion of project, and any necessary attachments.
- Upon approval of the application, successful applicants will be required to enter into a contractual agreement with EAPDD prior to funding.
- Once a Grant Agreement is in place, Grantee will be required to submit a Request for Payment (RFP) and corresponding invoices/receipts for items purchased/services performed to EAPDD for payment. EAPDD will provide an RFP template to be used by the Grantee.
- Grantee should follow timeline agreed upon in the Grant Agreement for the completion of the project.
- Grantees shall provide EAPDD with written quotes on projects between \$10,000 and \$50,000.
- For projects more than \$50,000, EAPDD will require competitive sealed bids. EAPDD will not release any money over \$50,000 until provided with the appropriate documentation showing bids were released.
- Once an RFP is received and processed, EAPDD will either reimburse the Grantee for applicable expenses, or pay the Grantee's vendors directly, based upon the submitted RFP. In either case, EAPDD will provide proof of payment to Grantee.
- Upon completion of project and dispersal of all funds, the Grantee will be required to submit all closeout documents to EAPDD.

Guidelines for Procurement:

- For projects under \$10,000, products and services may be procured without seeking competitive bids or competitive sealed bids. Written quotes or estimates shall be provided to the District by Grantee.
- For projects and services in which purchase price exceeds \$10,000 and is less than or equal to \$50,000, awards shall be provided through the use of competitive bidding procedures.
- For projects exceeding \$50,000, products and services shall be awarded through competitive sealed bidding procedures.
- EAPDD will provide technical assistance in regard to proper procurement procedures for Grantees.

General Improvement Fund Grant Program

Grant Agreement

Grantee: _____

Grant #: 2015-xx-xx

Grant Amount: \$ _____

Purpose:

GRANTOR

**East Arkansas Planning & Development District
PO Box 1403
Jonesboro, AR 72403
Phone: 870.932.3957**

GRANTEE

Phone:

1. PURPOSE

This Agreement is entered into by East Arkansas Planning & Development District (EAPDD), herein referred to as Grantor, and City of Marianna, herein referred to as Grantee. The Grantor has received General Improvement Funds from the Arkansas General Assembly to be utilized to assist local public governmental jurisdictions and/or non-profit organizations to plan, develop, promote, and/or implement economic and community development projects/activities designed to improve the economic, community and/or social well-being of the citizens of Arkansas. Projects should complement Arkansas's Economic and Community Development Goals and Objects. The Grantee agrees to implement and complete a General Improvement Fund Program project within one year of award date and in accordance with the provisions of this Agreement. In the event that Grantee fails to fully expend such sum within such one year period as a result of unforeseen circumstances beyond the control of the Grantee, then Grantor shall have the option, in its sole discretion, to extend such expenditure period for a reasonable period of time as determined by Grantor in its sole discretion.

2. LEGAL AUTHORITY

By signing this Agreement the Grantee certifies that it possesses legal authority to accept grant funds under the General Improvement Fund program. The act of signing will also certify that the Grantee will comply with all parts of this Agreement, and the Grantee accepts full legal responsibility for properly implementing the project described in the original grant application documents and agrees to expend funds in accordance with the original grant application form.

3. FINANCIAL MANGEMENT AND ACCOUNTING

The Grantee will establish and/or maintain a financial management and accounting system, which conforms to generally accepted accounting principles and complies with requirements of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, and other applicable fiscal control laws of this State and regulations promulgated by the Department of Finance and Administration shall be observed in connection with the utilization of said grant funds.

4. FEE

At or before the time the Grantee receives the grant award under this Grant Agreement, Grantee shall remit to Grantor a fee which shall be calculated by multiplying the grant award given to Grantee times four percent (4%). Grantee acknowledges and agrees that there will be no refund of the paid fee by Grantee under any circumstances.

5. RECORD KEEPING

Grantee will maintain records of all project expenditures on file for a period of three years or until the Grantee's audit for the period in which grant funds were utilized have been conducted. The Grantor and duly authorized officials of the State will have full access and the right to examine any pertinent documents of the Grantee or persons or organizations with which the Grantee may contract, which involve transactions related to this Agreement.

6. REPORTING

The Grantee agrees to provide Grantor with all documentation regarding grant expenditures and a final close-out report within sixty (60) days of project completion on which grant funds have been utilized.

7. INDEMNIFICATION

The Grantee agrees to follow all local and state laws and regulations. Furthermore, the Grantee agrees to hold harmless and indemnify the Grantor from any and all claims, suits, and actions arising from any act, omission, noncompliance, or misuse of grant funds by the Grantee or any employee or agent in the performance of this Grant Agreement.

8. POLITICAL ACTIVITY

No portion of the funds provided hereunder will be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

9. TERMINATION FOR CAUSE

This agreement may be terminated by Grantor, in its sole discretion, in whole or in part, prior to the completion of project activities when the Grantor determines that continuation is not feasible or would not produce beneficial results commensurate with the further expenditure of funds. The Grantee will not incur new obligations for the terminated portion after the written notice from Grantor, and will cancel as many outstanding obligations as possible. The Grantor will make funds available to the Grantee to pay for allowable expenses incurred before the effective date of termination. If the Grantee fails to comply with the terms of this Agreement, or fails to use the grant for solely those purposes set forth therein, the Grantor may:

- (a) After written notice to the Grantee, suspend the grant and withhold any further payment or prohibit the Grantor from incurring additional obligations of grant funds, pending corrective action by the Grantee or a decision to terminate.
- (b) Terminate the grant, in whole or in part, at any time before the final grant payment is made. The Grantor will promptly notify the Grantee in writing of its determination to terminate, the reason for such termination, and the effective date of the termination.

Payments made to the Grantee or recoveries by the Grantor will be in accordance with the legal rights and liabilities of the parties. Grantee agrees that regardless of its designation of any third party or parties to undertake all or part of the grant project, Grantee remains primarily liable and responsible for the recovery of and reimbursement to Grantor of any grant proceeds owed to Grantor as a result of any failure by the Grantee to comply with the terms of this Agreement.

10. RECOVERY OF GRANT FUNDS

In the event of a violation of the terms of this Agreement by the Grantee, the Grantor may institute actions to recover all or part of the project funds paid to the Grantee. Grantee shall be liable for all attorney fees and other costs incurred by Grantor in pursuing such remedies.

11. ENFORCEMENT

If the Grantor determines that a Grantee's performance fails to meet the terms and conditions of this Grant Agreement, several courses of action may be pursued in order to resolve the problem. The Grantor may take any one or more of the following actions, in its sole discretion:

- (a) Request additional information from the Grantee to verify the nature of inadequate performance;
- (b) Conduct a site visit to examine pertinent records and recommend remedial courses of action;
- (c) Issue a letter of warning, advising the Grantee of the deficiency, recommendations for corrections, date by which performance must be corrected and notice that more serious sanctions may be imposed if the situation continues or is repeated;
- (d) Suspend funding for questioned activities until remedies are effected;
- (e) Require reimbursement of funds improperly spent, including a demand that Grantee institute all necessary legal proceedings, at its expense, to recover funds improperly spent by any third party performing on behalf of the Grantee;
- (f) Institute appropriate legal actions against Grantee to recover improperly spent grant funds; and/or
- (g) Condition future receipt of EAPDD GIF Program funds upon assurances of corrective action and special conditions.

12. CONFLICT OF INTEREST

The Grantee shall secure all such services in accordance with applicable State law and the provisions of this Agreement, and shall notify the Grantor, in writing, of the method utilized to secure services, the name and address of the services provider(s), the scope of work anticipated, and the terms of compensation. No officer or employee of the Grantor, no member, officer, or employee of the Grantee or its designees or agents, no member of the governing body of the jurisdiction in which the project is undertaken or located, and no other official of such locality or localities who exercises any function or responsibilities with respect to the project during this tenure, will have any personal or pecuniary gain or interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this contract agreement. The Grantee will

incorporate, or cause to incorporate, in all such contracts or subcontract a provision prohibiting such interest pursuant to the purpose of this provision. The Grantor reserves the right to waive certain provision of this clause in the event of a situation, once justified as unavoidable by the Grantee, and approved by the Grantor in writing which necessitates such a waiver.

13. METHOD OF PAYMENT

The Grantor shall make payment of authorized grant funds upon proper execution of this Grant Agreement by the Grantee. The Grantor reserves the right to determine the most appropriate distribution of payments, based upon the nature of the approved project. The method of payment may include either a one-time disbursement or a number of cost reimbursements based upon submitted invoices. In no event will the total amount of grant funds to the Grantee for allowable expenses incurred in relation to the project exceed the amount noted on Page 1 of this Agreement as the Grant Amount.

14. PROCUREMENT PROCEDURES

The Grantee agrees to comply with all procurement procedures required by applicable State and Federal laws and will maintain a record of this compliance.

15. MODIFICATIONS

The Grant Agreement may not be modified, without the prior written consent of Grantor and Grantee.

16. WAIVERS

No conditions or provisions of the Agreement may be waived unless approved by the Grantor in writing.

This Agreement is entered into as of the Grantor's signature date below, and is considered to be in effect until the Grantor notifies the Grantee in writing that the Agreement is terminated.

Approved for the Grantor

Approved for the Grantee

BY:

BY:

East Arkansas Planning & Development
District

City of XXXXXXXX

Melissa Rivers
Executive Director

Mayor XXXXXXXX

Date

Date

Name **Mark Nichols**
Agency **City of Jonesboro**
Address
City State Zip
Phone Number(s)
Email Address mnichols@jonesboro.org



1001
2/7/2017
8:47:06 AM
Bryan Jones
(817)265-3421
add your email@ctc-traffic.com

CTC Part Number	Description	Qty	Unit Price	Total Price
110610-MM	Model 764 Multimode Phase Selector	3	\$ 2,751.00	\$ 8,253.00
110603-MM	Model 768 Auxiliary Panel	3	\$ 375.00	\$ 1,125.00
110611	3100 GPS Radio Unit (Mast Mount)	3	\$ 2,695.00	\$ 8,085.00
110605A	GPS Cable 500 Ft Roll (Per Ft.)	500	\$ 0.77	\$ 385.00
201011	3/4" Narrow Hub (IR)	3	\$ 12.00	\$ 36.00
100201	Model 380 Card Rack	3	\$ 168.00	\$ 504.00
Total Before Tax				\$ 18,388.00
Sales Tax (if applicable)			0.00%	\$ -
Shipping				
Grand Total				\$ 18,388.00

Notes:

Intersection Locations

This map displays the intersection locations in Jonesboro, Georgia. The map is centered on the city, showing a grid of streets and major highways. Major roads include I-55, I-95, and US-90. Key landmarks such as Arkansas State University and Hobby Lobby are visible. The map uses green dots to mark most intersections and red dots to mark specific locations of interest. The title 'Intersection Locations' is prominently displayed at the top left.



Legislation Details (With Text)

File #:	RES-17:034	Version:	1	Name:	MOU with AAMEN for workforce development activities
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	3/21/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH WHOLE YOUTH SERVICES, INC DBA AT-RISK AMERICAN MALE EDUCATION NETWORK (AAMEN) IN ORDER TO PROVIDE ECONOMIC OPPORTUNITIES THROUGH WORKFORCE DEVELOPMENT ACTIVITIES IN CONJUNCTION WITH THE 2016 CDBG ACTION PLAN				
Sponsors:	Grants				
Indexes:	Contract				
Code sections:					
Attachments:	MOU Agreement 03152017				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH WHOLE YOUTH SERVICES, INC DBA AT-RISK AMERICAN MALE EDUCATION NETWORK (AAMEN) IN ORDER TO PROVIDE ECONOMIC OPPORTUNITIES THROUGH WORKFORCE DEVELOPMENT ACTIVITIES IN CONJUNCTION WITH THE 2016 CDBG ACTION PLAN

WHEREAS, by Res-16:045 for the submission of the 2016 CDBG Action Plan was approved on April 19, 2016 and the introduction of RES-16:105 for the agreement between HUD and the City for the approval of the 2016 CDBG Action Plan; and

WHEREAS, the City has approved the submission of the 2016 CDBG Action Plan that included the economic opportunities through workforce development activities for low to moderate income individuals in our distressed neighborhoods as prescribed in the National Objectives set forth by HUD, and

WHEREAS, AAMEN has agreed to provide these services for CDBG through training and mentoring efforts by pairing these individuals with local industries which will provide local or regional job opportunities and retention skills, while complying with all federal, state and local laws and regulations as it pertains to the CDBG program.

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

SECTION 1: The City of Jonesboro will enter into a Memorandum of Understanding with the Whole Youth Services, Inc. dba At-Risk American Male Education Network (AAMEN) for the performance of the aforementioned workforce development activities for the FY2016 CDBG Action Plan.

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



MEMORANDUM OF UNDERSTANDING

BETWEEN CITY GOVERNMENT AND PRIVATE NON-PROFIT ORGANIZATION TO PROVIDE WORKFORCE DEVELOPMENT

This Memorandum of Understanding ("MOU") is entered into jointly by the City of Jonesboro (City) and Whole Youth Services, Inc./dba At-Risk American Male Education Network (AAMEN).

I. Purpose

The purpose of this MOU is to formalize the commitment between the listed entities to work in a partnering process to coordinate and leverage funds to complete the shared project(s) that apply jointly to the entities in order to provide economic opportunities through workforce development in conjunction with the Community Development Block Grant (CDBG) funds. This partnership will facilitate a coordinated effort that ensures the provision of workforce development for at-risk participants. This MOU shall be applicable to projects outlined in the 2016 CDBG Action Plan.

II. Background

The goal of the 2016 CDBG Action Plan is to meet the CDBG program's National Objectives of (1) benefit to low- and- moderate income persons; (2) aid in the prevention or elimination of slums or blight; and (3) ensure community development needs having a particular urgency, as defined in 24 CFR§570.208. Among other things, one of the projects will include workforce development for the 2016 CDBG program year. Funding for these Projects under this MOU will be derived from several funding sources, which includes federal, state, and local funds. As a result, the City and AAMEN are required to comply with all federal, state and local regulations with use of federal funding.

The need for coordination to streamline the project for workforce development is seen as necessary by the parties to fulfill as mandated through National Objectives set forth by U.S. Department of Housing and Urban Development for the CDBG program.

III. Statutory and Regulatory Authority

WHEREAS, federal funds from the United States Government under Title I of the Housing and Community Development Act of 1974, as amended (HCD Act), Public Law 93-383; and

WHEREAS, Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin in programs and activities receiving federal financial assistance.

WHEREAS, Title II of the Americans with Disabilities Act of 1990 prohibits discrimination based on disability in programs, services, and activities provided or made available by public

entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.

WHEREAS, Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability in any program or activities receiving federal financial assistance.

WHEREAS, Executive Order 11063 prohibits discrimination in the sale, leasing, rental, or disposition of properties and facilities owned or operated by the federal government or provided with federal funds.

WHEREAS, Executive Order 13166 (Improving Access to Services for Persons with Limited English Proficiency) eliminates, to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally assisted and federally conducted programs and activities.

WHEREAS, in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act, the Copeland "Anti-Kickback" Act (40 U.S.C. 276a-276a-5; 40 USC 327 and 40 USC 276c) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of services through federally funded activities.

NOW, THEREFORE:

IV. Commitment of the Entities

To facilitate preparation of the workforce development project, the City and AAMEN hereby commit as follows:

- AAMEN must notify and submit appropriate documentation indicating the selection of qualified individuals for its workforce development project.
- AAMEN must comply with City's CDBG policy and procedures in accordance with 24 CFR §570 and 2 CFR §200, as applicable.
- The City will review the entities utilized for certain workforce development activities and will be making direct payments to said entities. The City will make payments to AAMEN for its services related to the Project specified under AAMEN below.

The City

Warehouse/Facility Rent for work training
Class/Certification Fees
Project Operation Costs including supplies,
Equipment, printing/marketing, and contract
service(s)

AAMEN

Transportation Costs
Mentors delivering the Project
Career Counselor

In addition, the City may require a more detailed budget breakdown, and AAMEN shall provide such supplementary budget information in a timely fashion in the form and content prescribed by the City. Any amendments to the budget must be approved in writing by both the City and AMMEN.

- AAMEN must comply with equipment use and purchase requirements specified in 24 CFR §570.502 and 2 CFR §200.313.
- AAMEN shall maintain all records required by the Federal regulations specified in 24 CFR §570.506 that are pertinent to the aforementioned activities.
- All records pertaining to the Project shall be made available to the City, the Federal agency and their designees, at any time during normal business hours, as deemed necessary, to audit, and make excerpts or transcripts of all relevant data.
- AAMEN shall hold harmless, defend and indemnify the City, its agents, and employees from any suits and actions: including attorney's fees, all costs of litigation, and judgment brought against the City as a result of loss, damage or injury to persons or property arising out of or resulting from AAMEN's direct use and operation of programs in connection with AAMEN's performance or nonperformance of the services or subject matter called for in this MOU only if as a result of AAMEN's negligent or intentional acts.
- AAMEN shall comply with the bonding and insurance requirements as outlined in 24 CFR §§84.31 and 84.48 and 2 CFR §§200.304, 200.310 and 200.447.
- The City may amend, at its discretion, this MOU to conform to all Federal, state or local governmental laws and regulations as deemed necessary. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of the MOU, such modifications will be incorporated only by written amendment signed by both parties.
- In accordance with 2 CFR §200.213, non-federal entities are subject to the non-procurement debarment and suspension regulations that restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in CDBG programs or activities. AAMEN and its agents under this MOU shall be registered with System for Award Management (SAM) prior to the commencement of activities.
- AAMEN agrees to comply with the non-discrimination practices regarding employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR §570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are applicable.

- Both parties shall maintain documentation that demonstrates compliance with hour and wage requirements according to all federal, state and local laws and regulations. Such documentation shall be readily available upon request.
- AAMEN shall not enter into any subcontracts with any agency or individual in the performance of this MOU without the written consent of the City prior to the execution of such agreement. AAMEN will monitor all subcontracted services on a regular basis to assure compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of actions taken in correction areas of noncompliance. AAMEN shall initiate all of the provisions of this MOU in its entirety to be included in any subcontract executed in the performance of said Project. AAMEN shall undertake to ensure that all subcontracts consent to the performance of this MOU shall be awarded upon a fair and open competitive basis. Executed copies of all subcontracts shall be directed to the City along with documentation concerning the selection process as applicable.
- AAMEN agrees to abide by the provisions of 24 CFR §570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance. No persons having such a financial interest shall be employed or retained by either party hereunder. These conflict of interest provisions include any person who is an employee, agent, consultant, officer, or elected official or appointed official of the City, or of any designated public agencies or AAMEN that are receiving funds under the CDBG Entitlement program.
- The City will monitor the performance of AAMEN against goals and performance standards. Substandard performance as determined by the City will constitute noncompliance with this MOU. If action to correct such substandard performance is not taken by AAMEN within a reasonable period of time after being notified by the City, suspension or termination procedures will be initiated. In accordance with 2 CFR §200.339, the federal award may be terminated in whole or in part.
- AAMEN shall comply with current CDBG policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the City upon termination of this MOU.
- AAMEN is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

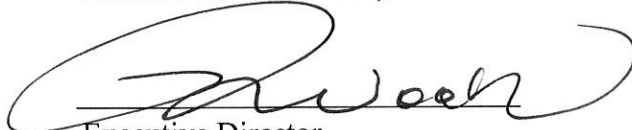
V. Conclusion

In signing this MOU, the undersigned recognize and accept the roles and responsibilities assigned to each party. Each of the parties agrees to pursue maximum cooperation and communication to ensure that the Project fully complies with all applicable federal requirements and minimizes duplication of effort.

City of Jonesboro

Whole Youth Services, Inc. /dba AAMEN

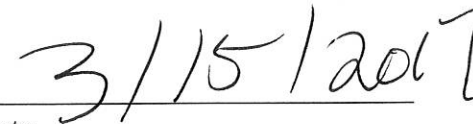
Mayor



Executive Director

City Clerk

Date



Date



Legislation Details (With Text)

File #:	RES-17:037	Version:	1	Name:	Resolution to amend the city salary & administration plan to add a full-time position of Social Media Coordinator
Type:	Resolution	Status:			To Be Introduced
File created:	3/23/2017	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A FULL-TIME POSITION OF SOCIAL MEDIA COORDINATOR IN THE COMMUNICATIONS DEPARTMENT				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Social Media Coordinator				

Date	Ver.	Action By	Action	Result
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A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A FULL-TIME POSITION OF SOCIAL MEDIA COORDINATOR IN THE COMMUNICATIONS DEPARTMENT WHEREAS, RES-16:143 adopted the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Communications Department that the position of Social Media Coordinator, Grade 109, be added to the Salary & Administration Plan.

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

SECTION 1: The City Salary & Administration Plan is amended by the addition of a Social Media Coordinator position to the Communications Department.

City of Jonesboro - Feb 2017

Social Media Coordinator

Job Description

Exempt: No
Department: Mayor's Office
Reports To: Communications Director
Location: Not indicated.
Date Prepared: March 14, 2017
Date Revised: March 23, 2017

GENERAL DESCRIPTION OF POSITION

The incumbent is responsible for communication for the City to include social media promotions, graphics, and video productions to increase awareness of City activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Research audience preferences and discover current trends.
2. Maintain a strong online presence for the City of Jonesboro.
3. Create engaging text, image and video content.
4. Work with city departments to create videos and other productions for web publication.
5. Design posts to sustain readers' curiosity and create buzz about city business.
6. Measure web traffic.
7. Stay up-to-date with changes in all social platforms ensuring maximum effectiveness.
8. Train co-workers to use social media in a cohesive and beneficial way.
9. Facilitate online conversations with residents and respond to queries.
10. Report on online reviews and feedback.
11. Develop an optimal posting schedule, considering web traffic and customer engagement metrics.
12. Suggest new ways to attract prospective followers, like promotions and competitions.
13. Other duties as assigned.
14. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc.
Equivalent of four years in high school, plus night, trade extension, or correspondence school

specialized training, equal to two years of college, plus 7 to 11 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Not indicated.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

Specific vision abilities required by this job include color vision; and peripheral vision.

ADDITIONAL INFORMATION

Not indicated.



Legislation Details (With Text)

File #:	RES-17:038	Version:	1	Name:	Resolution to amend the city salary & administration plan to add three full-time positions to the Court Services Department
Type:	Resolution	Status:			To Be Introduced
File created:	3/23/2017	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD THREE (3) FULL-TIME POSITIONS TO THE COURT SERVICES DEPARTMENT				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	Court Services Officer - 32460 Senior Court Services Officer - 32461				

Date	Ver.	Action By	Action	Result
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A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD THREE (3) FULL-TIME POSITIONS TO THE COURT SERVICES DEPARTMENT
WHEREAS, RES-16:143 adopted the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Court Services Department to add the following three (3) positions; (1) Senior Court Services Officer Grade 113, and (2) Court Services Officer, Grade 110, to the Salary & Administration Plan.

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

SECTION 1: The City Salary & Administration Plan is amended by the addition of the following three (3) positions to the Court Services Department; (1) Senior Court Services Officer Grade 113, and (2) Court Services Officer, Grade 110.

City of Jonesboro - Feb 2017

Court Services Officer

Job Description

Exempt: No
Department: Police
Reports To Senior Court Services Officer
Location:
Date Prepared: February 22, 2017
Date Revised: February 27, 2017

GENERAL DESCRIPTION OF POSITION

To design and monitor corrective action plans and programs for the District Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs initial intake of new offenders; schedules return visits; provide notices to probationers when required.
2. Manages a case load for adult misdemeanors by employing motivational interviewing skills to complete and assessment of each individuals's need and sets specific goals for court order compliance.
3. Determines the offender's need assessment; referring offenders to appropriate treatment and/or any programs that will help the probationer during the term of probation.
4. Conducts various investigations including, but not limited to, pre-sentence, pre-trial supervision.
5. Maintain documentation related to management of probationer caseload.
6. Completes necessary probation revocation paperwork for individuals who violate the terms of their probation; testifies in court as required.
7. Meets with probationers to monitor their progress and to counsel them regarding drug and alcohol; financial and other personal matters.
8. Identifies defendants with drug abuse problems, recommends and performs random drug screening test; consults with counseling and treatment center personnel to monitor the progress of assigned probationers.
9. Prepares and maintains confidential files, records, and legal documents of probationers.
10. Delivers speeches to schools and community organizations concerning the District Court System; provides information to the general public regarding court programs and services.
11. Provides case load information to the District Judges to assist in the preparation of the probationer.
12. Operates an ACIC/NCIC computer terminal to check local, state, and federal criminal records of defendants.
13. Monitor payment of financial obligations ordered by the court authority.

14. Manage and schedule probationers community service requirements.
15. Assist Senior Court Services Officer with other duties deemed necessary.
16. Operates a personal computer with database, internet, spreadsheet and work processing software.
17. Other duties as assigned.
18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 7 to 11 months related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication. Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence. Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Able to speak and understand Spanish

SOFTWARE SKILLS REQUIRED

Mastery: Alphanumeric Data Entry

Advanced: Database, Word Processing/Typing

Intermediate: Presentation/PowerPoint, Spreadsheet

Basic: Payroll Systems

INITIATIVE AND INGENUITY**SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for the organization's and/or associated organization's property where carelessness or error would result in only minor damage or minor monetary loss. Ordinary care and attention is required when handling this property in order to prevent loss.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

ACCOUNTABILITY**FREEDOM TO ACT**

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; occasionally required to stand, walk, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; and color vision.

ADDITIONAL INFORMATION

Not indicated.

