



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Tuesday, February 26, 2019

4:00 PM

Municipal Center

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### 1. Call To Order

### 2. Roll Call by City Clerk Donna Jackson

### 3. Approval of minutes

[MIN-19:014](#) Minutes for the Finance Committee meeting on February 12, 2019

**Attachments:** [Minutes](#)

[MIN-19:017](#) Minutes for the Special Called Finance Committee meeting on February 19, 2019.

**Attachments:** [Minutes 021919](#)

### 4. New Business

#### *RESOLUTIONS TO BE INTRODUCED*

[RES-19:018](#) A RESOLUTION TO ENTER INTO A CONTRACT WITH GRANICUS, INC. FOR THE PURCHASE OF A DIGITAL ENCODER AND THE ANNUAL SUBSCRIPTION FEE FOR THE ENCODING APPLIANCE SOFTWARE FOR THE CITY OF JONESBORO, ARKANSAS

**Sponsors:** City Clerk

**Attachments:** [AR Jonesboro\\_Q37378-2019JAN25.pdf](#)  
[Granicus Encoding Appliance Technical Solutions Guide \(Amax\) \(1\).pdf](#)

[RES-19:019](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE DEPARTMENT OF HOMELAND SECURITY FY 2018 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)

**Sponsors:** Grants and Fire Department

### 5. Pending Items

### 6. Other Business

**7. Public Comments**

**8. Adjournment**



## Legislation Details (With Text)

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**File #:** MIN-19:014    **Version:** 1    **Name:** Minutes for the Finance Committee meeting on February 12, 2019  
**Type:** Minutes    **Status:** To Be Introduced  
**File created:** 2/13/2019    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** Minutes for the Finance Committee meeting on February 12, 2019  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance Committee meeting on February 12, 2019



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, February 12, 2019

4:00 PM

Municipal Center

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### 1. Call To Order

### 2. Roll Call by City Clerk Donna Jackson

*Mayor Harold Perrin was in attendance.*

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

**Absent** 2 - Charles Coleman and LJ Bryant

### 3. Approval of minutes

[MIN-19:009](#)

MINUTES FOR THE FINANCE & ADMINISTRATION COMMITTEE MEETING ON  
JANUARY 29, 2019

**Attachments:** [Finance Minutes 01292019.pdf](#)

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

**Aye:** 4 - Ann Williams; John Street; David McClain and Joe Hafner

**Absent:** 2 - Charles Coleman and LJ Bryant

### 4. New Business

#### ORDINANCES TO BE INTRODUCED

[ORD-19:005](#)

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE A CONTRACT WITH AXON ENTERPRISES, INC FOR THE PURCHASE OF AXON FLEET CAMERAS AND AXON TASER PROGRAMS, AND DECLARING AN EMERGENCY

**Sponsors:** Police Department

**Attachments:** [Fleet Cameras - Q-199906-43501.197PS - 2-5-19](#)  
[Taser Package - Q-199334-43501.011PS - 2-5-19](#)  
[Axon Sole Source Letter](#)  
[Axon 2019 Quote Analysis vs. Budgeted Amounts](#)

*Councilmember David McClain said looking at the price as far as the first year and then it almost triples the next few years, is this some kind of introductory special they're giving us. Police Chief Rick Elliott said no. It is spread out. This is going to be an ongoing contract. We do this five years at a time. So, we're into this program for the first five years and there is a contract. Now five years from now to continue on, we'll be doing the contract again. To answer your question, it was spread out using the grant money and then they just set up the payments and kind of spread it out. After it's all said and done, what we had budgeted for this year, we're actually \$49.17 under budget.*

*Chairmember Joe Hafner said it looks like this year they are doing 32 cars and then next year it's 88 cars and that's part of the reason for the increase. Chief Elliott said correct. There will be an increase in vehicles next year. The current system that we have, L3, and our car cameras are dying. I'm already having to pull them out of supervisory vehicles because they have just stopped working and I don't want to get them fixed because we're trying to buy into this system. The 32 cameras for this year will kind of replace those that we have already had to pull out, and then some, and then, hopefully, it will carry us over to next year. Councilmember McClain asked 32 cameras would be enough. Chief Elliott said I think for right now it will be fine. Obviously, if we get into this and we have a major crisis in mid-year, then I will come back to Council, but with the body cameras on the officers, that takes care of quite a bit of what needs to be recorded anyway. These two cameras do integrate with each other. That's why this is a sole source package because it is tied into the Axon body cameras and tied into the Tasers. There are capabilities that when an officer draws a Taser, it automatically triggers the body camera. When you turn on your car camera, it automatically triggers the body camera. So, there are a lot of safety features built into the system for us. It cuts down on the officer having to jump out and be sure to hit the button. It's kind of a complex deal. I'll be glad to tell you whatever you need to know, such as the history of this whole project.*

*Councilmember McClain said I know we had a little hiccup at the end of last year and we were trying to get everything wrapped up. Chief Elliott said we did. We started in 2014 evaluating cameras and we went through a dozen vendors, and in four years' time, I had the same evaluation team go through multiple vendors and pick out what we thought was suitable. During this time, Axon made a national announcement over a year ago that they would give every law enforcement officer in the country a free body camera to use for one year, and we took upon that offer. We used it up until the fall of last year. It ran out at the end of September. Since we were kind of in the process of negotiating, Axon let us retain the cameras that we were loaned until today. We still have them. During this time, we had applied for a federal grant for body worn cameras and during this time, the city was subsequently awarded the grant. So, we couldn't sign the contract with Axon last year, at the end of the year, because under grant requirements we could not have already been in a contract with the body worn camera company. Since we had not signed a contract at that point to purchase these, we had to go through a few hoops to be able to receive this federal grant. All of our policies and procedures had to be reviewed by the Department of Justice. We went through that process and that ran us passed on into the first of the year, which caused an increase. Axon actually had a price increase. They told us there would be a price increase in January. So, there was a little bit of increase this year, but that price was negotiated down a little bit. Even before we even got into this body camera grant, Axon already discounted the program \$300,000 what we would have received on the grant anyway. So, the reality is that we are about \$250,000 to the good on this project. Even though we had a price increase, the fact that Axon discounted us \$300,000 and then we got the grant, and minus the cost increase, we're about \$250,000 to the good.*

Mayor Harold Perrin said time was in our favor. Chief Elliott said timing worked out for us. Mayor Perrin said we went through some bumps because they were on loan and they were wanting them back. It's hard to take the number of cameras we have, put them in a box and send them back. Councilmember John Street said and they never charged us either for the time we were using them. Mayor Perrin said they never charged us. In fact, if this is approved, I would like to have a letter written to the company to tell them "thank you" for letting us go however many months free. Chief Elliott said if we had to pay a fee, it would be roughly \$30,000 per month, but they are writing it off, once we sign this contract.

Councilmember Street said the reason you want to expedite this is because the price is only good until February 28. Is that correct? Chief Elliott said this is time sensitive, and we have been stringing this along for a long period of time. We did reach a point with the Federal Government that we had to go through a bid process. So, the city sent out bids to 22 camera companies and only three replied. Two of those vendors we subsequently disqualified because they didn't meet the specifications. So, this brought us back to Axon. Everything is time sensitive and the quote will expire on February 28. To keep from having to go into further negotiation and take a risk of being charged any additional usage fees, we would like to ask that, when this goes to full Council, we do an emergency clause. Since we are public safety, I think that would suffice. Chairmember Hafner said also, they could come back any time and say we want our cameras back now, and we would be without them. Chief Elliott said until then, theoretically, they could, but we're not worried about that.

Chairmember Hafner said obviously, this is something that is needed, without a doubt. In today's world, to have this information and to have people be able to see what is going on, you can't replace it. Obviously, it is a huge expense and I know down the road we will probably have some challenges at our current levels of revenue as far as how are we going to budget in the future so that the police still get what they need, and this isn't a your budget went up \$400,000 for this so you can't have this. We don't want to get into that situation. I don't know if there are any grants out there to help with years three through five. Chief Elliott said we're certainly going to look at that. There is an event coming up that the Federal Government wants us to attend in Arlington, Va., in April. We can further discuss the grant and what is required of the grant. I'm going to ask if there is anything possible down the road where we can be refunded. I'm sure departments across the country face the same challenges.

Mayor Perrin said you have a good question and the comment I would make on that is I think we're going to have an opportunity to get further grants. It's like the COPS program. When it was started 20 years ago, we thought it was going to be a one-time deal, but that wasn't the case at all. They kept on moving that every year. I feel like because of this equipment and liability that a city would have due to not having this equipment that the Department of Justice is going to keep that going. Chief Elliott said the Department of Justice has realized that this is a huge program for law enforcement and that's why there is a big push on them to get these grants out there and to get as many cameras in law enforcement hands that they possibly can.

Chairmember Hafner said it kind of goes back to what I mentioned at last year's budget meeting. This is a needed expense and hopefully it goes through. I feel confident it will, but, hopefully, we can find more revenue because I don't want any department to get stuff cut because of stuff like this that is needed. For example, you can't have new police cars because you have this. We don't need to get in that situation. Chief Elliott said I don't know if you are aware on the contract, but at the 2 ½-year mark, they replace the cameras and at the 5-year mark, they replace the car

cameras and the Tasers. So, if this continues on, we will always have fresh equipment. There won't be an issue with having to repurchase equipment because it's always going to be traded out and then there won't be a storage issue because it's all built in. We've been spending quite a bit of money on Tasers. A lot of our Tasers are dying out and it's \$800 plus per Taser. With this kind of package, it gives us a chance to have equipment that is fresh and updated because technology has improved greatly just in four years as we've been going through this evaluation stage. Axon itself has made some huge improvements. The next generation of camera that will be out in 2 ½ years is far superior to what they're going to give us today. This camera is not available to the public yet or we would be getting it. It will have GPS built into it. It will have gunshot recognition built into it. So, if a gun goes off in an officer's vicinity, it will automatically activate that camera. With GPS being built into it, if an officer gets out on foot, I can track that officer on the computer to see where he or she is. So, for officer safety, that's a huge factor for us. This company is the leading technology bar none. We have gone through multiple vendors. We have looked at their products and tested their products. It is costly, but on the other hand, I think we're getting a lot out of it.

Mayor Perrin said I understand what you're saying. When we did our budget, I asked Chief of Staff Bill Reznicek and Director of Finance Trever Harvey to do a spread two or three years out, and I think we went three years out. If you look at this sheet in front of you, it jumps from \$183,000 to \$545,000. I think there is enough in the budget that we can take care of that increase because of public safety and with what they spend on an annual basis. Chairmember Hafner said I know it's a juggling act. Mayor Perrin said it is a juggling act, but, again, public safety is number one. I'm also looking at piece of equipment tomorrow that is about \$385,000 that is not budgeted that I'm going to discuss with you all later. It is a vacuum truck. We could have people on this truck every day. We have manholes that Engineering and the Street Department can tell you that we can clean out tomorrow and that would be an everyday job. I was concerned with the Fairview Addition yesterday, but, at the same time, Big Bay Ditch is backing up. When the water was going down, ours was coming back to us. Until the Corps does something about that, and I think it's time we meet again with all the drainage districts and the Corps and let's talk about that.

Mayor Perrin said we know going into the 2020 budget that there is a jump on this, but if you go back and look at the history of what the Tasers and other things they have bought and upgrading these things at the end of life, you're almost about at this same thing and now, it's just steady. The key to it is that you're getting something now that is much more valuable to police officers and us and that is the activation. Councilmember John Street said if they are damaged, don't they replace them. Chief Elliott said absolutely. This is a good thing with this company. If we lose one or tear one up, we call them and they ship us one at no additional expense. During this trial period, we tore up cameras and had one stolen. Just one more point, we're talking about money and if something critical ever did happen financially, Axon has a 30-day notice built into their contract. That's all we have to give them is 30 days and we'll box up everything and ship it back to them. At any point in time during our contract, if something happens due to whatever financial reasons and we can't carry on, there is a clause that we can get out with a 30-day notice.

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

**Aye:** 4 - Ann Williams; John Street; David McClain and Joe Hafner

**Absent:** 2 - Charles Coleman and LJ Bryant

*RESOLUTIONS TO BE INTRODUCED*

[RES-19:012](#)

A RESOLUTION TO AMEND THE 2019 OPERATING BUDGET FOR THE FY2018 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM

**Sponsors:** Grants and Police Department

**Attachments:** [Budget Narrative](#)

**A motion was made by Councilperson John Street, seconded by Councilperson David McClain, that this matter be Recommended to Council. The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams; John Street; David McClain and Joe Hafner

**Absent:** 2 - Charles Coleman and LJ Bryant

[RES-19:013](#)

A RESOLUTION TO ENTER INTO A CONTRACT WITH AXON ENTERPRISES, INC FOR THE PURCHASE OF AXON BODY WORN CAMERAS AND SUPPORTING AXON SERVICES

**Sponsors:** Police Department and Grants

**Attachments:** [Axon Body Cameras and Services - Q-196540-43501-184PS - 2-5-19](#)

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

**Aye:** 4 - Ann Williams; John Street; David McClain and Joe Hafner

**Absent:** 2 - Charles Coleman and LJ Bryant

**5. Pending Items**

**6. Other Business**

**7. Public Comments**

**8. Adjournment**

**A motion was made by Councilperson David McClain, seconded by Councilperson John Street, that this meeting be Adjourned. The motion PASSED with the following vote.**

**Aye:** 4 - Ann Williams; John Street; David McClain and Joe Hafner

**Absent:** 2 - Charles Coleman and LJ Bryant





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Legislation Details (With Text)

<b>File #:</b>	MIN-19:017	<b>Version:</b>	1	<b>Name:</b>	Minutes for the Special Called Finance Committee meeting on February 19, 2019.
<b>Type:</b>	Minutes	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	2/20/2019	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	Minutes for the Special Called Finance Committee meeting on February 19, 2019.				
<b>Sponsors:</b>					
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Minutes 021919</a>				

Date	Ver.	Action By	Action	Result
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Minutes for the Special Called Finance Committee meeting on February 19, 2019.



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, February 19, 2019

4:45 PM

Municipal Center

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### SPECIAL CALLED MEETING

#### 1. Call To Order

#### 2. Roll Call by City Clerk Donna Jackson

*Mayor Harold Perrin was in attendance.*

**Present** 5 - Charles Coleman; Ann Williams; John Street; LJ Bryant and Joe Hafner

**Absent** 1 - David McClain

#### 3. New Business

### RESOLUTIONS TO BE INTRODUCED

#### [RES-19:014](#)

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A PURCHASE AGREEMENT WITH COLSON CASTER, LLC TO SELL PROPERTY LOCATED IN THE CITY LIMITS OF JONESBORO

**Sponsors:** Engineering

**Attachments:** [Purchase Agreement](#)  
[Warranty Deed](#)

*Mayor Harold Perrin said we have the settlement statement that says \$28,000, but they didn't put the appraisal cost in here. So, \$28,500 is the purchase price. The resolution is correct. The settlement statement is wrong. Chairmember Joe Hafner said the purchase price is \$28,500 as stated in the original resolution. Mayor Perrin said that is correct, but the settlement statement is wrong.*

*Councilmember John Street asked if there was any urgency on this resolution. Is it going to the City Council tonight? Chairmember Hafner said I think the plan was to walk it on to City Council tonight. Mayor Perrin said they were trying to close as soon as we could. Councilmember Street said I amend my motion to ask that RES-19:014 be walked on to full council tonight. Mayor Perrin said yes, if we can, but until the settlement statement and some other items are corrected, we're not going to sign this. Chairmember Hafner said a motion and seconded has been made to walk this onto full council tonight. All voted aye.*

**A motion was made by Councilperson John Street, seconded by Councilperson Ann Williams, that this matter be Recommended to Council. The motion**

**PASSED with the following vote.**

**Aye:** 4 - Charles Coleman; Ann Williams; John Street and LJ Bryant

**Absent:** 1 - David McClain

[RES-19:016](#)

A RESOLUTION TO AMEND THE OPERATING BUDGET FOR THE MIRACLE LEAGUE FUND TO ALLOW FOR PAYMENT OF THE GENERAL REVENUE PROMISSORY NOTE (MIRACLE LEAGUE PARK PROJECT REFUNDING) IN THE AMOUNT OF \$400,000

**Sponsors:** Finance and Mayor's Office

*Councilmember Joe Hafner said we have also been asked to walk this on to City Council tonight. Councilmember John Street motioned to forward RES-19:016 to City Council and walk it onto tonight's agenda, seconded by Councilmember Ann Williams. All voted aye.*

*Mayor Harold Perrin said there will be an interest payment in addition to the principal payment. This is correct in what it says here, but we normally just leave it at the principal. Isn't that right? Because there will be interest on top of the principal. Director of Finance Trever Harvey said the interest was budgeted. Mayor Perrin said oh, okay. The interest was budgeted then. I'm sorry. Excuse me. I just wanted to make sure we were correct. Let me just make another comment. This note came due on February 5 and Chief of Staff Bill Reznicek had a spreadsheet that he built last year on all of our contracts, maintenance contracts and everything that comes due where we pull it back 60 days prior so it will be here on a timely basis. I apologize for that, but when Mr. Harvey and I got the call from the bank, it was kind of embarrassing, and I apologize for that. We do need to walk this on tonight and get it paid off. The bank is holding the CD anyway and the only thing it has cost us during that whole time is a net of about \$12,000. So, when I try to sell the naming rights, I'll try to get \$412,000 for the whole thing.*

*Chairmember Hafner said Miracle League is worth how many millions of dollars? Mayor Perrin said it's well over \$3 million, but this will be the naming rights for the whole facility. We have had some nibbles, but nothing firm. Once I get back into my daily routine, then I'll be able to spend more time knocking on some doors and try to get the money raised.*

*Chairmember Hafner said I have one more thing before we adjourn. I'm not sure what happened, but I think RES-19:014 was put on the wrong committee agenda or it would have been on the regular Finance & Administration Council Committee meeting last week. So, that's why it is on here.*

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

**Aye:** 4 - Charles Coleman; Ann Williams; John Street and LJ Bryant

**Absent:** 1 - David McClain

**4. Adjournment**

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

following vote.

**Aye:** 4 - Charles Coleman; Ann Williams; John Street and LJ Bryant

**Absent:** 1 - David McClain



## Legislation Details (With Text)

<b>File #:</b>	RES-19:018	<b>Version:</b>	1	<b>Name:</b>	ENTER INTO A CONTRACT WITH GRANICUS, INC. FOR THE PURCHASE OF A DIGITAL ENCODER AND THE ANNUAL SUBSCRIPTION FEE FOR THE ENCODING APPLIANCE SOFTWARE
<b>Type:</b>	Resolution	<b>Status:</b>			To Be Introduced
<b>File created:</b>	2/15/2019	<b>In control:</b>			Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	A RESOLUTION TO ENTER INTO A CONTRACT WITH GRANICUS, INC. FOR THE PURCHASE OF A DIGITAL ENCODER AND THE ANNUAL SUBSCRIPTION FEE FOR THE ENCODING APPLIANCE SOFTWARE FOR THE CITY OF JONESBORO, ARKANSAS				
<b>Sponsors:</b>	City Clerk				
<b>Indexes:</b>					
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">AR Jonesboro Q37378-2019JAN25.pdf</a> <a href="#">Granicus Encoding Appliance Technical Solutions Guide (Amax) (1).pdf</a>				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO ENTER INTO A CONTRACT WITH GRANICUS, INC. FOR THE PURCHASE OF A DIGITAL ENCODER AND THE ANNUAL SUBSCRIPTION FEE FOR THE ENCODING APPLIANCE SOFTWARE FOR THE CITY OF JONESBORO, ARKANSAS

WHEREAS, Granicus, Inc. owns Legistar software which is currently being utilized by the Office of City Clerk to provide public access to agenda items, minutes, resolutions, ordinances and videos for City Council meetings as well as the Metropolitan Area Planning Commission; and

WHEREAS, the current encoder which allows access to Legistar is out-of-date and needs to be replaced; and

WHEREAS, Granicus submitted a proposal dated January 25, 2019 for the Granicus encoding appliance hardware, setup, configuration, and annual service subscription.

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

Section 1: The City of Jonesboro will enter into an agreement with Granicus for a encoding appliance software, setup, configuration in the amount of \$4,500.00 for the digital encoder hardware and an additional cost of \$1,200.00 annually for Granicus Encoding Appliance Software fee. The money is to come from the City Clerk's overall 2019 budget with no additional appropriation of funds.

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.

## Granicus Proposal for Jonesboro, AR

### Granicus Contact

**Name:** Peter Dieterich

**Phone:** 720-613-8873

**Email:** peter.dieterich@granicus.com

### Proposal Details

**Quote Number:** Q-37378

**Prepared On:** 1/25/2019

**Valid Through:** 2/28/2018

### Pricing

**Payment Terms:** Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

**Currency:** USD

### One-Time Fees

Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)	50% Up Front 50% Upon Delivery	1 Each	\$3,500.00
Granicus Encoding Appliance Hardware - Setup & Config	Upon Delivery	1 Each	\$875.00
US Shipping Charge C - Large Item	Up Front	1 Each	\$125.00
SUBTOTAL:			\$4,500.00

### Annual Fees for New Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Granicus Encoding Appliance Software (GT)	Annual	1 Each	\$1,200.00
SUBTOTAL:			\$1,200.00

*Please note, the agreement will begin on the date of signature and be good through 12/31/2019, annual fees for new subscriptions will be prorated to align to Client's then-current billing term. Exceptions include Recurring Captioning Services, SMS, and Targeted Messages.*

Product Descriptions	
Name	Description
<b>Granicus Encoding Appliance Hardware - SDI (AMAX) (GT)</b>	AMAX Encoder with Osprey SDI Card. Used to pass commands and data from LiveManager that include Start/Stop of webcast, indexing, and document display. Also serves to distribute video and captions to be distributed to the CDN or Performance Accelerator.
<b>Granicus Encoding Appliance Software (GT)</b>	Granicus Encoding Appliance Software (GT) This includes the LiveManager Software solution where webcasts are started/stopped, agendas amended and indexed, votes and attendance recorded, and minutes created.
<b>Granicus Encoding Appliance Hardware - Setup &amp; Config</b>	Remote configuration and deployment of an encoding appliance.
<b>US Shipping Charge C - Large Item</b>	US shipping of a large item

### Terms and Conditions

- Link to Terms: [https://granicus.com/pdfs/Master\\_Subscription\\_Agreement.pdf](https://granicus.com/pdfs/Master_Subscription_Agreement.pdf)
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Jonesboro, AR to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-37378 dated 1/25/2019 are incorporated into this Purchase Order by reference.
- Granicus will provide a three (3) year warranty with respect to required hardware. Within the three (3) year warranty period, Granicus shall repair or replace any required hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials.
- Jonesboro, AR is eligible to receive up to five (5) two-day passes to the 2019 Granicus National Summit, valued at \$299.00 each. The Granicus National Summit is the premiere user conference for public sector professionals across federal, state, and local government. Attendees will be provided with hands-on training led by Granicus subject matter experts, as well as opportunities to learn and network with peers and leaders in government.  
*Granicus National Summit Dates: May 14-15, 2019*

### Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

#### Billing Information

Name:

Phone:

Email:

Address:

#### Jonesboro, AR

Signature:

Name:

Title:

Date:



# Granicus Encoding Appliance Technical Solutions Guide (Amax)

## Granicus Encoding Appliance

The Granicus Encoding Appliance is designed and built to provide government organizations with a complete streaming solution. Each pre-configured Appliance is delivered ready to stream. Full Appliance control is available through a web browser or locally installed client application.

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**Please note:** Hardware specifications are subject to change and may vary according to your setup.

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## Physical Specifications

The Granicus Encoding Appliance will mount in virtually all 2- or 4-post racks. The Appliance front mounts much like a switch or router. It requires 2U (3.5") of rack space, is 17.7" deep, and weighs 35 lbs. Rail kit is standard. Tower kit is not currently available. Sound output is less than 65 db.

Ideally installation will be in a secure, climate-controlled environment.

Dimensions	• 17.7"D x 17.2"W x 3.5"H
	• 2U High
Mounting	• Front Mount
	• Rail Kit (standard)
Weight	• 35 lbs
	• Less than 65 db
Sound Output	

**Front View:**



Rear View (analog):



Rear View (digital):



Power Requirements

Power requires a single 120volt or 240volt NEMA 5-15 plug. The power under load is 120 Watts and 0.965 Amps.

- Power Requirements
- 120volt NEMA 5-15 plug
  - Power under load is 120 Watts and 0.965 Amps

	Idle	Load	Startup
Watts	40	120	96

## Granicus Encoding Appliance Technical Solutions Guide (Amax)

Amps	0.266	0.965	0.755
kVA	0.04	0.120	0.096
BTU/hr	136	408	326

Ideally, installation will be to an uninterruptable power supply (UPS) supplied by you. A UPS such as the APC Smart-UPS SC 450VA will provide approximately 40 minutes of run time. Appliance functionality requires the device be powered on at all times.

### Storage

The Granicus Encoding Appliance can be configured to store up to 1 TB of your most recent archived content. Standard encoding bitrates use approximately 1 GB of disk space for every 2 hours of content. Granicus Cloud Storage is unlimited.

#### Storage

- 2 TB
- Approximately 4000 hours at standard bitrates

### Network Bandwidth and Intelligent Routing

With the Granicus H.264 solution we use push streaming. Streaming at standard bitrates requires 650 Kbps upstream.

In addition to a single stream to Granicus for unlimited public viewing, the Appliance is capable of providing local live and on-demand Unicast streaming for up to 50 internal viewers. All initial viewing requests are made on a Granicus-hosted webpage, which examines the public IP address of the request. Viewers who are determined to be public, or outside the local network, are served the stream directly by Granicus, and internal viewers are transparently redirected to the Appliance on the local network.

Granicus is also able to provide 24/7 streaming if local bandwidth requirements are met and QOS settings are in place. Talk to your Sales Engineer for more details.

For organizations that use Granicus VoteCast or need to support more than 50 concurrent streams, Granicus offers the [Performance Accelerator](#), which moves the local distribution components onto a dedicated internal streaming device.

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Intelligent Routing	• Granicus uses client public-facing IP addresses to determine if viewer is public or internal
	• Internal viewers are redirected to the Granicus Encoding Appliance for live and on-demand streaming
	• Only available on the Encoding Appliance when not using VoteCast to capture real-time voting data.
	• Limited to 50 concurrent live and on-demand streams
Internal Viewership	• Internal viewers will view streams from either the Granicus Encoding Appliance, the Performance Accelerator, or directly from the Granicus DataCenter.
Voting System	• The Granicus Encoding Appliance can be used for real-time voting capture when combined with a purchase of <a href="#">VoteCast</a> .

## Standard Resolutions and Bitrates

Resolution	Bitrate	
Low 320x240	350kBps	
Low Widescreen 480x288	420kBps	
Medium 480x360	600kBps	
Medium Widescreen 640x360	720kBps	
High 640x480	1000kBps	
480p 720x480	1000kBps	SDI only
720p 1280x720*	1500kBps	SDI only

\*HD upgrade required for this resolution

## Operating System Requirements

The Granicus Encoding Appliance runs Microsoft Windows 7 operating system. It is designed to run as a stand-alone machine, not joined to your domain. We have found that joining the Encoder to a domain can produce unintended results (Group Policy restrictions, security restrictions, Windows Firewall blocking traffic, restricted logon hours, etc.).

## Network Location, Firewall, and Security

The Granicus Video Player and other parts of the solution require the viewer or user to connect to other domains and URLs. These connections are required for the service to operate as expected. Client computers will require unrestricted outbound access. If outbound connections over 80 and 443 are restricted, you will be responsible for making exceptions. These domains and URLs are subject to change

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at any time, including during planned upgrades, and if access is restricted and Granicus makes a change, your service could be affected.

The Appliance is generally installed on an internal network. If that will not work, it can also be installed on a DMZ, separate network, or VLAN. To support local distribution, internal viewers need to have access to the Appliance. If placing on a separate network, access can be restricted so that internal viewers have one way access to the Appliance.

The Granicus Encoding Appliance needs to be allowed to bypass all content filtering and proxy servers. The firewall needs to allow unrestricted outbound TCP connections from the Granicus Encoding Appliance to any destination ports within the Granicus IP ranges (207.7.154.0/24 & 209.237.241.0/24). If the network includes an authenticating proxy server, the Appliance must be allowed to bypass authentication.

Network Location	• Internal Network
	• DMZ
IP Filtering	• Separate Network or VLAN
	• 207.7.154.0/24
	• 209.237.241.0/24

The following table and diagram describe the network ports, connection direction, and communication protocols used by the Granicus Encoding Appliance. If the direction of the connection is outbound, the port indicates the port number of the application's remote host connection. If the direction of the connection is inbound, port indicates the port number of the application's local host listening for incoming connections.

Port/Direction/Protocol	Description	Default
80/Outbound/TCP	To Granicus, for file transfers and MediaManager access	Mandatory
80/Inbound/TCP	From the web browser on the local network; used to start and stop the Encoder through MediaManager	Mandatory
443/Outbound/TCP	To Granicus, for uploading files through MediaManager	Mandatory

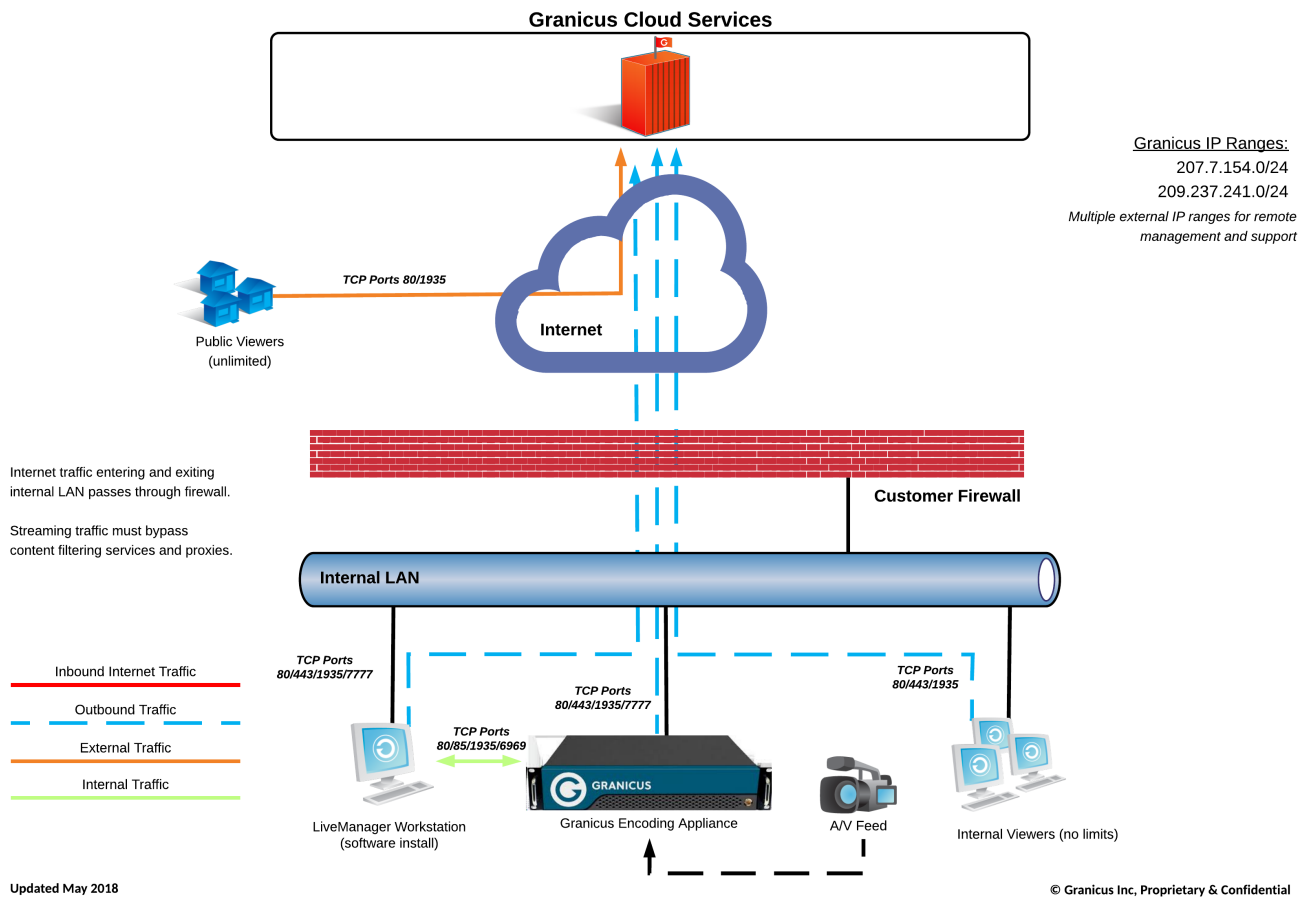
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80/443/Outbound/TCP	For remote support: remotesupport.granicusops.com	Mandatory*
1935/Outbound/TCP	To Granicus (Reserved Functionality)  To Performance Accelerator (optional component)	Mandatory
6969/Inbound/TCP	From all client machines: LiveManager, VoteCast, VoteCast Display	Mandatory
7777/Outbound/TCP	To Granicus, for application installation and updating	Mandatory
7777/Inbound/TCP	From LiveManager workstations to allow configuration of LiveManager and encoder preferences	Mandatory
80/443/1935 Inbound/TCP & 1935 Inbound UDP	From users within your internal network, to view live and archive video streams and to download video	Mandatory, Internal network only.

## Network Diagram



### Granicus Encoding Appliance with LiveManager Network Diagram



## Streaming Formats

Live streaming is in H.264 format using Flash and HTML5. Platforms supported include PC, Mac, iOS (iPhone, iPad), and Android devices with the Adobe Flash plugin. On-demand streaming is supported for most Android devices regardless of whether the Flash plugin is installed.

### Encoding Formats

- H.264 Adobe® Flash®
- H.264 HTML5

### Bandwidth

- 650 Kbps Live and On-Demand Streams

## Audio/Video Source Requirements

Granicus recommends that there be at least one method of redundancy in your AV setup. We have seen best practices of a third party DVR in the instance that there is ever an issue with the encoder.

The Granicus Encoding Appliance must be installed in a location that allows for connection to an analog or digital audio/video source, depending on encoder. The following connections are supported:

	Analog	Digital
	<p>Analog Supported Video Modes:</p> <ul style="list-style-type: none"> <li>• NTSC/PAL</li> <li>• 720x480 29.97, 30/i (NTSC)</li> <li>• 852x480, 29.97, 30/i (NTSC Wide Screen)</li> <li>• 720x576 25/i (PAL)</li> <li>• Wide Screen Signaling (WSS)</li> </ul>	<p>HD/SD - SDI Supported Video Modes:</p> <ul style="list-style-type: none"> <li>• 1080i 50, 59.94, 60</li> <li>• 1080p 23.98, 24, 25, 29.97, 30</li> <li>• 720p 23.98, 24, 25, 29.97, 50, 59.94, 60</li> <li>• 720 x 480 29.97, 30/i (NTSC)</li> <li>• 720 x 576 25/i (PAL)</li> <li>• 720 x 576 25, 50/p</li> <li>• 3G SDI: 1080p 50, 59.94, 60</li> </ul>
Video Inputs – Single Channel		
Audio Inputs	<ul style="list-style-type: none"> <li>• Balanced stereo (XLR x 2)</li> <li>• Unbalanced stereo (RCA x 2)</li> <li>• Stereo &amp; mono supported</li> </ul>	<ul style="list-style-type: none"> <li>• HD/SD - SDI-embedded audio (channel 1), via a BNC connector</li> </ul>
Maximum Resolution	<ul style="list-style-type: none"> <li>• 480i</li> </ul>	<ul style="list-style-type: none"> <li>• 1080p</li> </ul>

## Digital Encoder A/V Notes

If your video setup does not generate an embedded audio source, converters are available to combine the audio into a single embedded source.

- The device accepts SD-SDI or HD-SDI with resolutions up to 1080p

Currently Granicus supports the recording and streaming of video up to 720p. We will take the SD or HD content you provide and stream it at the highest quality settings up to 720p.



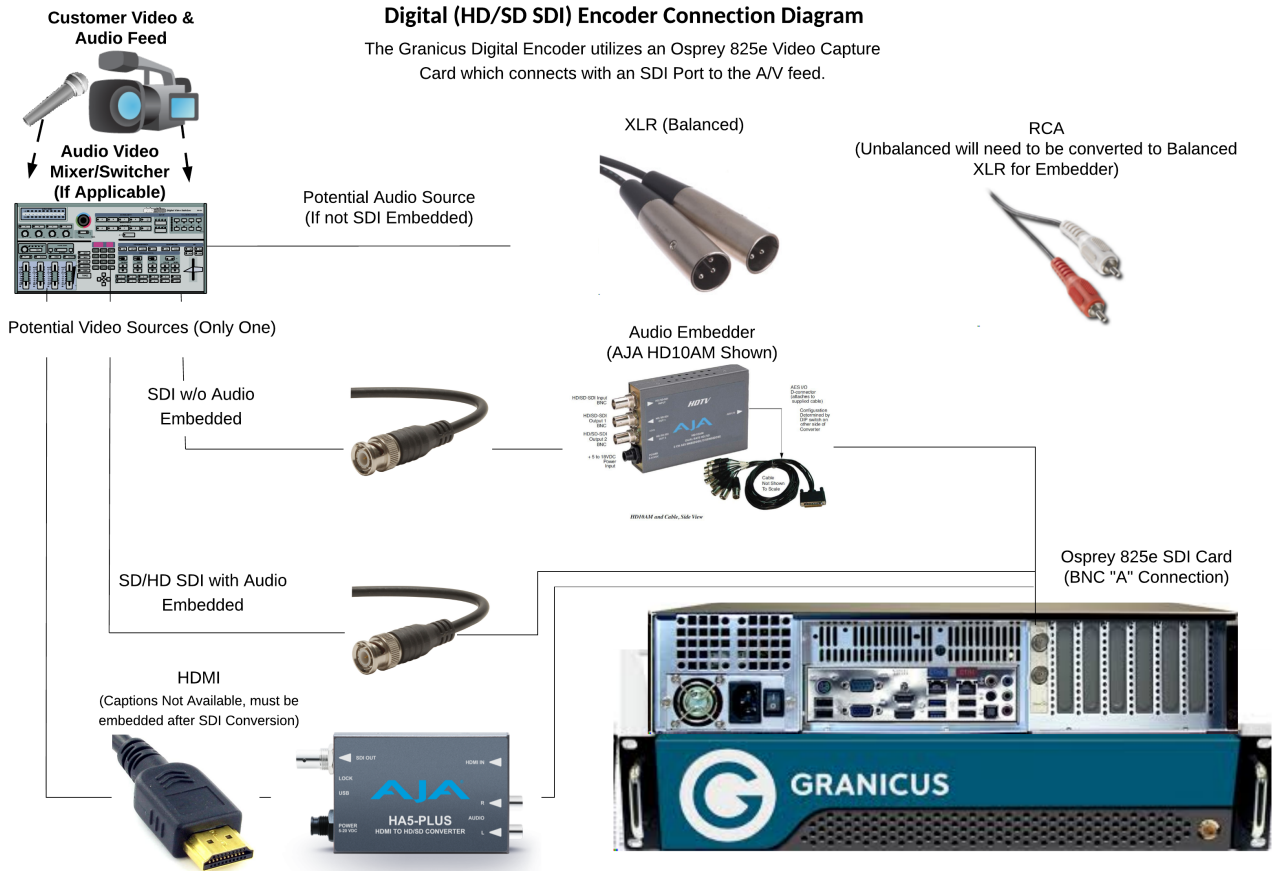
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When Granicus supports recording and streaming up to 1080p your Granicus SDI Encoding Appliance will be compatible with these streaming settings.

- The maximum recommended distance to run video cabling is 250 feet.

If you need to run video cables beyond 250 feet, an HD-SDI digital amplifier is recommended.

### Digital Connection Diagram



Updated May 2018

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## Analog Connection Diagram



### Customer Video & Audio Feed



Potential Video Sources (Only One)

Composite 480i

Component RGB  
1080i

S-Video Y/C 480i

Male RCA > Female BNC

Y/C to S-Video adapter

### Analog (Composite/Component/S-Video) Encoder Connection Diagram

The Granicus Analog Encoder utilizes an Osprey 260e Video Capture Card which connects through a break-out cable to the A/V feeds.

XLR (Balanced)

RCA (Unbalanced)



Updated May 2018

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## Baluns

The ability to run A/V cabling over long distances depends on the quality of the cable, length, connections and other electrical noise that might possibly interfere with the signal. For distances over 50 feet, Granicus recommends using a product such as a balun which will transmit the signal over standard unshielded twisted pair cabling (Cat 5, 6 or 7) with a rated distance of up to 2200 feet. This is a point-to-point solution and not IP based. It requires a standard RJ-45 at each end of the cable. If desired, Granicus can provide standard baluns as part of the solution. Other options for extending A/V are to use fiber and a media converter or a distribution amplifier. When other methods are used besides standard baluns, Granicus recommends consulting with a reliable A/V vendor for appropriate recommendations.

## Composite Baluns

### Included with Composite Video Baluns:

- 1) 1-Pair Intelix AVO-V1A2 Baluns
- 2) 1-3FT RCA Audio/Video Cable
- 3) 1-BNC Male to RCA Female Adapter



Connect the outputs to the included RCA cable and attach that to the breakout cable that attaches to the encoder. Use the BNC to RCA adapter if necessary.



RJ-45 Straight-Through Category 5, 5e, 6 or 7 Cable  
Do NOT Connect to IP Network



## S-Video Baluns

### Included with S-Video Baluns:

- 1) 1-Pair Intelix AVO-SVA2 Baluns
- 2) 1-3FT S-Video & RCA Audio Cable



Connect the outputs to the included S-Video/RCA cable and attach that to the breakout cable that attaches to the encoder.

## Closed Captioning Support

The Granicus Encoding Appliance supports video with closed captions. Captions are extracted by Granicus and displayed below the video. Post-event, captions are uploaded and become fully searchable.

	Analog	Digital
Closed Captioning	<ul style="list-style-type: none"> <li>• Separate customer-supplied closed captioning encoder required</li> <li>• Video must have captions embedded on line 21</li> <li>• Granicus Encoding Appliance extracts captions that are embedded</li> <li>• Video player displays captions below video</li> </ul>	<ul style="list-style-type: none"> <li>• Separate customer-supplied closed captioning encoder required</li> <li>• Works with VANC stored captions as part of the HD-SDI stream or with captions embedded on line 21 for SD-SDI</li> <li>• Granicus SDI Encoding Appliance extracts captions that are embedded</li> <li>• Video player displays captions below video</li> </ul>

## Remote Management

Granicus will monitor, support, and maintain our software on your Encoding Appliance. Granicus will provide updates to our software components when maintenance releases become necessary. Other server maintenance, such as performing Windows updates and maintenance of software that is not provided by Granicus will remain your responsibility. Installation of third-party software that is not specifically approved by Granicus may detrimentally impact the server's performance. In extreme cases,

the server may need to be reimaged to restore normal operations; in this case, a reimaging fee may be charged.

### Hardware/Software Maintenance

When you purchase the Granicus Encoding Appliance, Granicus offers a three-year maintenance plan that covers hardware failures. If a hardware defect is encountered, Granicus will replace the server at no cost to you. The replacement will arrive within 3 days of the return materials authorization by Granicus.



## Legislation Details (With Text)

<b>File #:</b>	RES-19:019	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Resolution	<b>Status:</b>		To Be Introduced	
<b>File created:</b>	2/20/2019	<b>In control:</b>		Finance & Administration Council Committee	
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE DEPARTMENT OF HOMELAND SECURITY FY 2018 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)				
<b>Sponsors:</b>	Grants, Fire Department				
<b>Indexes:</b>	Grant				
<b>Code sections:</b>					
<b>Attachments:</b>					

Date	Ver.	Action By	Action	Result
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RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE DEPARTMENT OF HOMELAND SECURITY FY 2018 STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANT (SAFER)  
WHEREAS, applications are now being accepted for the FY18 Staffing for Adequate Fire and Emergency Response (SAFER) grant ; and

Whereas, the SAFER grant is funded for two years at 75% by the U.S. Department of Homeland Security with 25% local match required and one year at 35% by the U.S. Department of Homeland Security with a 65% local match required;

Whereas, the City of Jonesboro is seeking funding for 36 months for three full time firefighters salaries and benefits. This assistance will provide support for new, additional firefighters in improve staffing levels.

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

SECTION 1: The City of Jonesboro supports the submission of the application to the FY 2018 SAFER grant for 36 months for three full time firefighter salaries and benefits to provide support for new additional firefighters to improve staffing levels.

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

SECTION 3: the Grants and Community Development Department is hereby authorized by the City Council for the City of Jonesboro to submit all necessary documents for this federal program.