



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, April 14, 2015

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-15:035](#) Minutes for the Finance Committee meeting on March 31, 2015

Attachments: [Minutes](#)

4. New Business

Ordinances To Be Introduced

[ORD-15:020](#) AN ORDINANCE TO AMEND THE 2014 BUDGET ORDINANCE FOR THE CITY OF JONESBORO

Sponsors: Finance

[ORD-15:021](#) AN ORDINANCE TO AUTHORIZE THE CITY OF JONESBORO TO AMEND THE 2015 GENERAL FUND BUDGET TO ADD \$2,689,691 FOR EARLY DEBT RETIREMENT

Sponsors: Finance

[ORD-15:022](#) AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2015 GENERAL FUND TO ADD \$49,500 AND TO HIRE EDGEWATER TECHNOLOGY, INC. TO PERFORM AN INFORMATION TECHNOLOGY AUDIT

Sponsors: Finance

Attachments: [Edgewater 3-30-15](#)

Resolutions To Be Introduced

[RES-15:050](#) A RESOLUTION TO CONTRACT WITH W.O. QUALLS FAMILY FARM FOR SPONSORSHIP OF A OUTFIELD SIGN AT SOUTHSIDE SOFTBALL COMPLEX

Sponsors: Parks & Recreation

Attachments: [W.O. Qualls Family Farm.pdf](#)

RES-15:063 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706 (d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

Sponsors: Finance

RES-15:061 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ADDENDUM WITH TOTAL LIFE HEALTHCARE FOR TRANSPORTATION SCHEDULING

Sponsors: JETS

Attachments: [Addendum 2 to Contract between JETS and TLH for scheduling services 3-27-2](#)

RES-15:062 RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH SAGELY SOLUTIONS, LLC FOR GRANTS CONSULTING

Sponsors: Grants

Attachments: [Jonesboro 2015 03.pdf](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-15:035 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 4/1/2015 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on March 31, 2015
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance Committee meeting on March 31, 2015



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, March 31, 2015

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Perrin was also in attendance.

Present 4 - Ann Williams; John Street; Darrel Dover and Rennell Woods

Absent 2 - Charles Coleman and Todd Burton

3. Approval of minutes

[MIN-14:158](#)

Minutes for the special called Finance Committee meeting on December 29, 2014

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

[MIN-14:160](#)

Minutes for the Finance Committee meeting on December 30, 2014

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

[MIN-15:015](#)

Minutes for the special called Finance Committee meeting on February 3, 2015

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

MIN-15:024

Minutes for the special called Finance Committee meeting on February 19, 2015

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

MIN-15:030

Minutes for the special called Finance Committee meeting on March 3, 2015

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

4. New Business

Ordinances To Be Introduced

ORD-15:011

ORDINANCE TO AMEND ORDINANCE SECTION 2-576 AND ADD GRANTS CONSULTING AS A PROFESSIONAL SERVICE; AND TO DECLARE AN EMERGENCY

Sponsors: Grants

Mayor Perrin explained they have been watching federal grants for the last two or three years and have been trying to break into private sector grants. They would like to enter into a contract with a grant consultant in order for them to find federal and private grants, but need to add grants consulting as a professional service before entering into the contract. The consultant will be working with Arkansas politicians in Washington D.C. as well as CEO's of major corporations that sponsor private grants.

Chairman Dover asked how the service will be beneficial to ensure it is beneficial for the city. Mayor Perrin further explained the consultant will be sending monthly reports as to who is being talked to, when, etc., as well as meeting with him personally to get updates. The contract can be broken in 30 days if the service does not produce anything for the city. They know the person and have worked with him in the past with distributing Vision 2030 to Washington politicians.

Councilman Street questioned whether this will affect the city's relationship with the

JEDC or the Chamber of Commerce. Mayor Perrin answered no, this will be strictly for grants consulting. It does not have anything to do with economic development or industry recruitment. He noted most cities the size of Jonesboro have a grants consultant working on their behalf in Washington.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

ORD-15:014

AN ORDINANCE DESIGNATING THE DISTRICT COURT CLERK AS THE OFFICIAL RESPONSIBLE FOR THE COLLECTION OF FINES ASSESSED IN DISTRICT COURT FOR THE CITY OF JONESBORO, ARKANSAS

Sponsors: Mayor's Office

Chief Financial Officer Ben Barylske explained they received a notice from the state asking that this ordinance be done. Mayor Perrin added the court clerk currently performs the duties and all cities already have this ordinance passed.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

ORD-15:015

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2015 STREET FUND BUDGET TO ADD \$500,000 FOR STREET OVERLAYS

Sponsors: Finance

Chairman Dover stated this is related to the inclement weather the city experienced this winter that damaged the streets. Councilman Street asked if the city has the money in reserves to cover the \$500,000 addition. Mayor Perrin answered yes.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

ORD-15:016

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2015 CAPITAL IMPROVEMENT FUND TO ADD \$875,871 FOR THE CARAWAY ROAD BRIDGE REPLACEMENT OVER HIGGENBOTTOM CREEK PROJECT

Sponsors: Finance

Mayor Perrin stated this project is on South Caraway, south of the Highway 63 bypass. There will be a four-lane bridge and will then have three lanes down to Latourette. This is the total cost of the project, not just the cost of the bridge. He explained they initially rejected bids for the project last year due to the bids being high and re-bid with a different design for the project to lower the projected cost.

Chairman Dover asked what the timeframe is for the project. Mayor Perrin stated he's

not sure, but they have asked the contractor to be ready to start working as soon as possible. Traffic control will be an issue due to the high number of cars that travel through that area every day, so they've asked the contractor to finish the project as quickly as possible.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

Resolutions To Be Introduced

RES-15:026

A RESOLUTION TO CONTRACT WITH ALLIED CORPORATE FURNITURE FOR SPONSORSHIP OF A OUTFIELD SIGN AT SOUTHSIDE SOFTBALL COMPLEX

Sponsors: Parks & Recreation

Attachments: [Allied Corporate Funiture.pdf](#)

Councilman Street questioned how many more signs are available for sponsorship. Parks Director Wixson Huffstetler stated there are no more baseball fields, but they have plenty of room for softball sponsors.

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

Aye: 3 - Ann Williams;John Street and Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

RES-15:029

A RESOLUTION TO CONTRACT WITH CARTER'S CORNER FOR SPONSORSHIP OF A OUTFIELD SIGN AT SOUTHSIDE SOFTBALL COMPLEX

Sponsors: Parks & Recreation

Attachments: [Carter's Corner 2015.pdf](#)

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

Aye: 3 - Ann Williams;John Street and Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

RES-15:035

A RESOLUTION TO CONTRACT WITH FOCUS BANK FOR SPONSORSHIP OF A BASEBALL FIELD AT JOE MACK CAMPBELL PARK

Sponsors: Parks & Recreation

Attachments: [Focus Bank.pdf](#)

A motion was made by Councilman John Street, seconded by Councilman Rennell Woods, that this matter be Recommended to Council . The motion

PASSED with the following vote.

Aye: 3 - Ann Williams; John Street and Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

Discussion concerning baseball tournament in August

Mr. Huffstetler explained the Jonesboro Baseball Boosters have put together a committee to oversee the tournament. They are working on transportation and other issues. The Advertising & Promotion Commission has given JBB money to help fund the event, but JBB is now looking for volunteers to help. They are looking at working with John 3:16. Mr. Huffstetler added they've built everything needed, but have some additional improvements they'd like to get done. Opening ceremonies is August 7th with the first set of games happening the next day and going through the following weekend. Mayor Perrin added they have requested the governor attend the tournament. Mr. Huffstetler noted there will be ten states participating in the tournament.

RES-15:038

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CRAIGHEAD COUNTY JONESBORO PUBLIC LIBRARY FOR PUBLIC SERVICES

Sponsors: Mayor's Office

Attachments: [Library Contract](#)

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

Aye: 3 - Ann Williams; John Street and Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

RES-15:042

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO SUBMIT THE FY 2015 CDBG ACTION PLAN TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Sponsors: Grants

Attachments: [2015 Action Plan 3 24 15.pdf](#)

Grants Administrator Heather Clark explained this is the city's yearly allocation through HUD. The fiscal year will start July 1st. All leftover funds from previous years have been cleaned up and all funds for the current fiscal year will be used before the fiscal year ends June 30th.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

RES-15:043

RESOLUTION AUTHORIZING CITY OF JONESBORO MAYOR TO RELEASE THE

LIEN ON PROPERTY AS DESCRIBED: LOT 1 OF THE REPLAT OF LOT 5 AND THE 2ND REPLAT OF LOTS 1 AND 2 BEACON AND BRIDGES 2ND ADDITION TO THE CITY OF JONESBORO, ARKANSAS AS SHOWN BY PLAT RECORDED IN PLAT CABINET "C" PAGE 207 AT JONESBORO, ARKANSAS AND BEING SUBJECT TO EASEMENTS AS SHOWN ON RECORDED PLAT

Sponsors: Grants

Attachments: [Partial Release Deed - Corporate.PDF](#)
[1410 Church survey.pdf](#)
[ARKANSAS DEVELOPMENT FINANCE AUTHORITY Owner of 1410 Church Beacon&Bridges2ndAddition Lot 1.pdf](#)
[Commit A.pdf](#)

Mayor Perrin explained several years ago the land was purchased by CDBG for Beacons & Bridges to build homes on. Beacons & Bridges no longer exists. This resolution will allow the Arkansas Development Finance Authority to sell the homes. Ms. Clark added this is just for Lot 1. There are three other lots that need to be sold, but Lot 1 is the only one with a qualified homeowner at this time. ADFA is working on selling the remaining homes.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

RES-15:046

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH NORTHEAST ARKANSAS INDUSTRIAL DEVELOPMENT COMMISSION FOR FUNDING OF ECONOMIC DEVELOPMENT SERVICES.

Sponsors: Finance

Attachments: [NAIDC Contract 2015](#)

Mr. Barylske explained this is done every year to help fund economic development. This year this added wording to make sure there is financial accountability for the money. He further explained part of the money comes out of the General Fund, with the larger part coming from Capital Improvements. Discussion was held concerning railroad improvements that may be done near TrinityRail.

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 Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

5. Pending Items

JETS Director Steve Ewart questioned why RES-15:047 wasn't on the Finance Committee agenda for today's meeting. City Clerk Donna Jackson explained Mr. Ewart failed to start the approval process for the resolution and all items must go through the approval process before being placed on the agenda for consideration by

the committee. Mayor Perrin stated since there is a time issue he asked that the resolution be walked on to the agenda.

Councilwoman Williams motioned, seconded by Councilman Street, to add RES-15:047 to the agenda. All voted aye.

RES-15:047

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE LOW BID AND ENTER INTO A CONTRACT WITH BAILEY CONTRACTORS, INC. FOR THE CONSTRUCTION OF THE JETS REGIONAL MULTIMODAL TRANSFER CENTER.

Sponsors: JETS

Attachments: [Contract from Cromwell for RMMCTF Project with Bailey 3-23-15](#)

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

Aye: 3 - Ann Williams; John Street and Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton

Discussion concerning the Miracle League

Chairman Dover asked for an update concerning the Miracle League. Mayor Perrin stated the lighting should be done this week and the fencing should be going up as soon as possible. Meadows Construction will be working on pouring the panels to put the donors names at the facility. They will be placing additional calls for donors.

Suddenlink franchise agreement

Councilman Street asked if the city would be getting more money now that Suddenlink's franchise agreement is going to be through the state as opposed to being through the city. Mayor Perrin answered yes. They aren't sure how much the increase will be, but there will be more revenue coming into the city.

6. Other Business

7. Public Comments

8. Adjournment

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

Aye: 3 - Ann Williams; John Street and Rennell Woods

Absent: 2 - Charles Coleman and Todd Burton



Legislation Details (With Text)

File #:	ORD-15:020	Version:	1	Name:	Amend the 2014 budget
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	4/8/2015	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	AN ORDINANCE TO AMEND THE 2014 BUDGET ORDINANCE FOR THE CITY OF JONESBORO				
Sponsors:	Finance				
Indexes:	Budget amendment				
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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AN ORDINANCE TO AMEND THE 2014 BUDGET ORDINANCE FOR THE CITY OF JONESBORO
BE IT ORDAINED by the City Council for the City of Jonesboro, Arkansas that:

SECTION 1: Budget Ordinance 13:068 adopted December 17, 2013, as amended during 2014 is further amended by the increase in budget expenditures as follows:

Street Fund (Street & Engineering) in the amount of 125,000.
Advertising & Promotion Fund in the amount of 108,000.
Cemetery Fund in the amount of 107,000.
Miracle League Fund in the amount of 260,000

SECTION 2: This ordinance being necessary for the financial continuity of the City of Jonesboro is hereby declared to be an emergency and shall take effect from and after its passage.



Legislation Details (With Text)

File #:	ORD-15:021	Version:	1	Name:	Amend 2015 budget for early debt retirement
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	4/8/2015	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	AN ORDINANCE TO AUTHORIZE THE CITY OF JONESBORO TO AMEND THE 2015 GENERAL FUND BUDGET TO ADD \$2,689,691 FOR EARLY DEBT RETIREMENT				
Sponsors:	Finance				
Indexes:	Budget amendment				
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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AN ORDINANCE TO AUTHORIZE THE CITY OF JONESBORO TO AMEND THE 2015 GENERAL FUND BUDGET TO ADD \$2,689,691 FOR EARLY DEBT RETIREMENT

WHEREAS, the City of Jonesboro passed the 2015 Budget in Ordinance 14:074, which will need to be amended in order to effectuate said increase in the General Fund budget for the early debt retirement with Integrity First Bank, the budgeted amount for the General Administration department will need to be increased a total of \$2,689,691.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro that:

1. The 2015 General Fund Budget is hereby amended to provide for an increase in the General Fund of \$2,689,691 for early debt retirement. The money for said increase will come from monies in the General Fund Reserve.
2. In order to calculate the exact payoff of the note a date certain must be set. The amount \$2,689,691 is based upon the payoff date of April 22, 2015. Therefore an emergency is declared to exist and this ordinance shall take effect from and after its passage and approval.



Legislation Details (With Text)

File #:	ORD-15:022	Version:	1	Name:	Amend 2015 budget to add funding for IT audit
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	4/8/2015	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2015 GENERAL FUND TO ADD \$49,500 AND TO HIRE EDGEWATER TECHNOLOGY, INC. TO PERFORM AN INFORMATION TECHNOLOGY AUDIT				
Sponsors:	Finance				
Indexes:	Contract				
Code sections:					
Attachments:	Edgewater 3-30-15				

Date	Ver.	Action By	Action	Result
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AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2015 GENERAL FUND TO ADD \$49,500 AND TO HIRE EDGEWATER TECHNOLOGY, INC. TO PERFORM AN INFORMATION TECHNOLOGY AUDIT

WHEREAS, the City of Jonesboro passed the 2015 Budget in Ordinance 14-074, which will need to be amended in order to effectuate said increase in the General Fund Budget to hire a company to perform an Information Technology Audit. The budgeted amount for the General Fund Budget will need to be increased a total of \$49,500;

WHEREAS, the City of Jonesboro designated Information Technology Services as a professional service in Ordinance 2-576(a); and

WHEREAS, the City of Jonesboro desires to enter into a contract with Edgewater Technology, Inc. to perform an information technology audit for the City of Jonesboro and said services will cost \$49,500. A copy of the Statement of Work with the terms of the agreement is attached hereto.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro that:

1. The 2015 General Fund Budget is hereby amended to provide for an increase in the amount of \$49,500 to hire a company to perform an Information Technology Audit. The money for said increase will come from monies in the General Fund Reserve.
2. The City of Jonesboro hereby approves the Statement of Work with Edgewater Technology, Inc. at a cost of \$49,500.
3. The Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

EDGEWATER



Statement of Work

to

The City of

Jonesboro
People. Pride. Progress.

Information Technology Audit

March, 27, 2015

Prepared by:

EDGEWATER

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Confidentiality Statement

The material contained in this Statement of Work represents proprietary, confidential information pertaining to Edgewater's methods and consulting rates. By accepting this Statement of Work, The City of Jonesboro hereby agrees that the information in this Statement of Work shall not be disclosed to any parties outside of The City of Jonesboro shall not be duplicated, used, or disclosed for any purpose other than to evaluate and procure Edgewater's services.

All changes to this document will be managed in accordance with the Change Management Process defined in this document.

1. Executive Summary

Edgewater Technology (Delaware), Inc. (hereinafter referred to as “Edgewater”) is pleased to submit this Statement of Work to The City of Jonesboro, Arkansas (hereinafter referred to as (“The City”), for an engagement to perform an Information Technology Audit.

Edgewater will provide a team of senior technology professionals with significant experience in performing infrastructure review/audits, to provide The City with an understanding of technology risks along with the technical merits of their current information technology landscape. As a result of this project, The City will gain a better understanding of the strengths and weaknesses of their current systems and how they can remediate and strengthen those systems to support their growth.

The Edgewater team will provide The City with a definition of the potential business and security impacts of any technology risks that are identified and also pinpoint any areas that may require additional IT investment.

This Statement of Work outlines how Edgewater would assess potential risks within The City’s IT organization and enterprise architecture.

Our infrastructure review will include the following key areas:

- Review technology landscape for potential issues (e.g., Telephony, infrastructure, and general infrastructure security).
- Assess The City’s infrastructure against best practices as they pertain to the architecture and overall security.
- Assess people, policies, and procedures within the IT department.

We believe that Edgewater is uniquely qualified to assist The City with this type of review based on the breadth of our experience. This experience includes:

- Successful completion of rapid product and IT review/audit engagements for many clients across multiple industry’s
- Established record of success in continuing to manage either large integration programs or multiple optimization projects for our clients
- Our unified and agile approach to integrating and optimizing people, processes, technology and data under a single initiative
- Edgewater proven approach that consists of understanding our customer’s unique and specific requirements, as well as their culture and values, and tailoring an appropriate improvement strategy or technology solution.
- We have over 22 years of experience in providing guidance and a *best practices* approach to managing and maintaining information technology solutions which continues to result in 96% repeat business.

	<ul style="list-style-type: none"> ○ Key Meeting / interviews with Executives and key Stakeholders to confirm business goals and support (total 12 Interviews) ● Follow-up calls to close open issues ● Consolidate findings, create recommendations, and prepare presentation
Week 5	<ul style="list-style-type: none"> ● Delivery of final findings (this will include one preliminary review)

This project will take place over approximately five (5) weeks. Consultants will be onsite to conduct interviews and review findings as needed. Conference calls maybe used for follow-up questions as needed.

4. Staffing

This assessment will be carried out by three (3) Edgewater consultants, with specific expertise in particular components of the IT infrastructure architecture. The Edgewater roles will include:

- Infrastructure Services Director
- Director of Technology
- Senior Systems Engineer

5. Deliverables

Edgewater will present the findings from the IT Technology Audit in a concise Power Point presentation of 27-30 pages. The findings presentation will cover the following major areas:

- Summary of the work performed by Edgewater
- High level documentation of business needs/goals and what technology and tools are used to support these areas
- Review of enterprise infrastructure
 - Including the telephony and any associated issue (vender, design, or user)
 - Review of the major risks and issues uncovered during the review
 - Options for mitigating major risks and issues
- Review of the IT skill sets needed to support the enterprise infrastructure and any gaps

Edgewater will alert The City to any important concerns as soon as we uncover them.

6. Assumptions and Provisions

The following assumptions are considered to be guidelines for managing the project and related costs:

1. The City will assign a primary point of contact to coordinate access to The City’s business and technical personnel, information sources, and other resources as well as to resolve issues during this engagement. The performance of this project is tied to timely access to The City personnel.

2. The City will have five 5 business days to review and comment on the deliverable. The parties will review the edits and mutually agree on what updates are needed. Once the updates are made the deliverable is assumed accepted.
3. The City will provide access to 3rd Party software vendors as needed in order to understand functionality and security capabilities of the software.
4. The City will provide subject matter expertise on laws pertaining to system security access.
5. An IT review and assessment is designed to highlight risks. Edgewater makes no warrantee that all vulnerabilities and risks will be identified or that if recommendations are implemented that The City's security will not be breached.
6. During the term of this agreement and for a period of one year thereafter, neither party will solicit or hire an employee of the other party directly involved in the performance of this SOW.
7. Neither party's liability hereunder for damages, regardless of the form of action, shall exceed the total amount paid to Edgewater for its services pursuant to the SOW the liability occurred under. This shall be a party's sole and exclusive remedy. Neither party shall be liable to any lost profits, loss of data, or for any special, indirect or consequential damages, nor for any claim or demand against the Client by any other party.

7. Scope Change Process

During the project either party may request in writing additions, deletions, or modifications to the services described in this SOW ("change order"). We shall have no obligation to commence work in connection with any change until the fee and schedule impact of the change is agreed upon in a written Scope Change Request Form signed by the designated Project Managers from both parties.

Upon a request for a change, we shall submit the change on our standard change Request Form describing the change, including the impact of the change on the project schedule, fees and expenses. The Scope Change Management Process that will be employed is defined below. Both parties agree to follow this process and to use the Scope Change Request Form.

- Identify and document
- Assess impact and prioritize
- Estimate required effort
- Approve / disapprove
- Assign responsibility
- Monitor and report progress
- Communicate change resolution

Within two (2) consecutive business days of receipt of the proposed Change Request Form, you shall either indicate acceptance of the proposed change by signing the Change Request Form or advise us not to perform the change. If you advise us not to perform the change, then we shall proceed only with the original services. In the absence of your acceptance or rejection, we will not perform the proposed change.

8. Project Fees, Billing Policy and Travel Policy

Edgewater will perform the work for this engagement on a fix bid basis for a fee of \$45,000 plus reasonable and customary travel related expenses to be billed at cost and estimated at less than \$4,500 assuming a start date of May 4th, 2015. This project will be completed within five (5) calendar weeks, dependent upon The City's resources and requirements described in this Statement of Work's Assumptions.

Edgewater will invoice monthly for expenses. Milestones will be invoiced per the payment schedule below with all amounts due and owed at time of invoice, with payment due net 30 days from receipt of invoice.

Payment Schedule:

Milestone	Payment
30 Days After Contract Signing	\$10,000
Delivery of IT Technology Audit Findings Presentation	\$35,000

On any unanticipated work that is outside the scope of this agreement, Edgewater will provide services on a time and materials basis. The services will not be performed without prior written consent of The City.

9. Statement of Work Authorization

By signing this agreement, The City authorizes Edgewater to proceed with the start of this engagement as identified in this Statement of Work.

Please sign two (2) copies and return to Laurie Johnson via email at Ljohnson@edgewater.com. Edgewater will return one counter-signed original to The City of Jonesboro. This Statement of Work is valid for thirty (30) days from issuance.

IN WITNESS WHEREOF, this Agreement is approved and executed by each party on its behalf by an officer or other person thereunto duly authorized.

The City of Jonesboro

Name: _____

Title: _____

Date: _____

Edgewater Technology, Inc.

Name: John Insleman

Title: Vice President

Date: _____

The City of Jonesboro

Name: Donna Jackson

Title: City Clerk

Date: _____



Legislation Details (With Text)

File #:	RES-15:050	Version:	1	Name:	Contract with W.O. Qualls Family Farm for sign sponsorship at Southside
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	3/27/2015	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	A RESOLUTION TO CONTRACT WITH W.O. QUALLS FAMILY FARM FOR SPONSORSHIP OF A OUTFIELD SIGN AT SOUTHSIDE SOFTBALL COMPLEX				
Sponsors:	Parks & Recreation				
Indexes:	Contract				
Code sections:					
Attachments:	W.O. Qualls Family Farm.pdf				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO CONTRACT WITH W.O. QUALLS FAMILY FARM FOR SPONSORSHIP OF A OUTFIELD SIGN AT SOUTHSIDE SOFTBALL COMPLEX
WHEREAS, the City of Jonesboro owns and maintains Southside Softball Complex located at 5301 Stadium Blvd;

WHEREAS, W.O. Qualls Family Farm is seeking sponsorship recognition on one outfield sign at Southside Softball Complex; and

WHEREAS, W.O. Qualls Family Farm is sponsoring the outfield sign for the sum of \$300.00 per year for a period of 3 years;

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

SECTION 1: That the City of Jonesboro, Arkansas shall contract with W.O. Qualls Family Farm for the sponsorship of a outfield sign at Southside Softball Complex. A copy of said contract is attached as Exhibit A.

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

EXHIBIT A

ADVERTISING AGREEMENT
FOR FIELD SIGN LOCATED AT
SOUTHSIDE SOFTBALL COMPLEX

This agreement is made by and between W.O. Qualls Family Farms (SPONSOR) and the CITY OF JONESBORO PARKS AND RECREATION DEPARTMENT (CITY), on this 21st Day of April 2015 (the "Effective Date").

WHEREAS, the CITY is the owner of certain public park amenities known as "Southside Softball Complex". And hereafter referred to as the "Facilities", and

WHEREAS, SPONSOR and the CITY desire to enter this agreement for the purpose of Evidencing the agreement of the parties with regard to advertising on the outfield fences at the Facilities by SPONSOR and the respective obligations of the parties regarding said Advertisements at the Facilities;

NOW, THEREFORE in consideration of the promises and the reciprocated covenants and obligations contained herein, the parties agree as follows:

I. Term

- (1) The term of this agreement is for a period of **(3) three years** commencing on the effective Date and ending at midnight on the **(3rd)** third anniversary thereof.

II. Advertisement at Facilities

- (1) It is agreed between the parties hereto, in return for the covenants and conditions set forth herein that the SPONSOR's logo shall be put on a sign to be displayed on chosen field at FACILITY for a period of **(3) three years**.
- (2) It is agreed between the parties that the SPONSOR shall pay over a period of **3 years** for the sign and sponsorship the total sum of **\$900.00**.
A sum of **\$300.00** shall be paid on **May 1st, 2015**.
A sum of **\$300.00** shall be paid on **May 1st, 2016**.
A sum of **\$300.00** shall be paid on **May 1st, 2017**.

- (3) It is agreed between the CITY and the SPONSOR that the SPONSOR shall have the right to renew this contract for an additional period of **(3) three years** at the sponsorship rate to be negotiated at the time of the renewal.
- (4) It is agreed between the CITY and the SPONSOR that this sponsorship is non-assignable without prior written approval of the CITY. It is also agreed that the CITY reserves the right to remove SPONSOR'S sign and obtain a new sponsor for designated field in the event of failure of payment on the part of the SPONSOR.
- (5) It is agreed between the parties that the CITY will furnish a 4' x 6' sign to be placed for SPONSOR'S designated field. However, it shall be the responsibility of SPONSOR to bear any expense made to said sign should changes be requested during the term of this agreement.
- (6) It is agreed by CITY and the SPONSOR that the SPONSOR shall not be responsible for the maintenance or upkeep of sign and SPONSOR shall not be responsible with regards to any liability actions which may be brought against the CITY resulting from accidents which might involve the sign.

III. Assignability and Exclusivity

This agreement is a privilege for the benefit of SPONSOR only and may not be assigned in whole or in part by SPONSOR to any other person or entity.

IV. Miscellaneous Provisions.

- (1) No Modification of this Agreement shall be effective unless it is made in writing and signed by the authorized representative's of the parties hereto.
- (2) This agreement shall be construed under and in accordance with the laws of the State of Arkansas and venue for any litigation concerning this Agreement shall be in Craighead County, Jonesboro, Arkansas.
- (3) Nothing in this Agreement shall be construed to make the CITY or its respective agents or representatives liable in situations it is otherwise immune from liability.

(4) In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

(5) Each party represents to the other the individual signing this Agreement below has been duly authorized to do so by its respective governing body and that this Agreement is binding and enforceable as to each party.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth below.

BY: **W.O. Qualls Family Farms**

Name: Ted Qualls
Signature: Ted Qualls
Title: V- Pres.
Date: 3-25-15

CITY OF JONESBORO

By: _____

Name: Harold Perrin

Title: Mayor

Date: _____

ATTEST

Donna Jackson, City Clerk, CMC



Legislation Details (With Text)

File #: RES-15:063 **Version:** 1 **Name:** Tax Back Program for Frito-Lay
Type: Resolution **Status:** To Be Introduced
File created: 4/8/2015 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706 (d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).
Sponsors: Finance
Indexes: Tax Back Program
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF BUSINESS TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15-4-2706 (d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).

WHEREAS, in order to be considered for participation in the Tax Back Program, the local government must endorse a business to participate in the Tax Back Program; and

WHEREAS, the local government must authorize the refund of local sales and use tax as provided in the Consolidated Incentive Act of 2003; and

WHEREAS, said endorsement must be made on specific form available from the Arkansas Economic Development Commission; and

WHEREAS, Frito-Lay, Inc. and its affiliates, located at 2810 Quality Way, Jonesboro, Arkansas, have sought to participate in the program and more specifically has requested benefits accruing from a building expansion and adding equipment to the specific facility; and

WHEREAS, Frito-Lay, Inc. and its affiliates have agreed to furnish the local government all necessary information for compliance.

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

1. Frito-Lay, Inc. and its affiliates be endorsed by the City Council of Jonesboro, Arkansas for benefits from the sales & use tax refunds as provided by Section 15-4-2706 (d) of the Consolidated Incentive Act of 2003.
2. The Department of Finance and Administration is authorized to refund local sales and use taxes to Frito-Lay, Inc. and its affiliates.

3. This resolution shall take effect immediately.



Legislation Details (With Text)

File #:	RES-15:061	Version:	1	Name:	Contract addendum with Total Life Healthcare
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	4/8/2015	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ADDENDUM WITH TOTAL LIFE HEALTHCARE FOR TRANSPORTATION SCHEDULING				
Sponsors:	JETS				
Indexes:	Contract				
Code sections:					
Attachments:	Addendum 2 to Contract between JETS and TLH for scheduling services 3-27-2015				

Date	Ver.	Action By	Action	Result
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RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT ADDENDUM WITH TOTAL LIFE HEALTHCARE FOR TRANSPORTATION SCHEDULING

WHEREAS, the City of Jonesboro, Arkansas has an existing contract with Total Life Healthcare to provide transportation scheduling and TLH desires to amend the existing contract; and

WHEREAS, said contract addendum shall provide for one additional Route Match Demand User License for a total cost of \$3,750.00 to be paid by TLH. In addition TLH shall pay the total expense of the RouteMatch Maintenance Fee in the amount of \$3,062.00 which is an increase of \$750.00 from the previous contract; and

WHEREAS, the additional Route Match Demand User License will allow Total Life Healthcare to directly schedule their patients on their vehicles, greatly enhancing the efficiency of scheduling transportation for their clients and significantly reducing the amount of administrative oversight required of JETS in this scheduling process.

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

1. The City of Jonesboro hereby approves the Contract Addendum for scheduling services with Total Life Healthcare.
2. The Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

ADDENDUM TO EXISTING CONTRACT FOR SCHEDULING SERVICES

This document is in reference to a contract agreement dated August 1, 2014 between the Jonesboro Economical Transportation System (JETS) and Total Life Healthcare (TLH).

May it be known that the undersigned parties do hereby agree to make the following changes and / or additions that are outlined below. These additions shall be made valid as if they are included in the original stated contract.

2f

An additional Route Match Demand User Licenses - Total Cost-\$3,750.00, to be paid by Total Life Healthcare.

3a.

Total Life Health Care shall pay the entire costs of the RouteMatch-Maintenance fee of Three thousand and sixty-two dollars (\$3,062.00) in the month that JETS receives its invoice from RouteMatch, in no event less than ninety days (90) after the invoice is received by JETS and submitted by JETS to Total Life Healthcare.

ENTERED INTO on this ___ day of _____, 2015.

CITY OF JONESBORO

TOTAL LIFE HEALTHCARE

BY: _____

BY: _____

MAYOR HAROLD PERRIN

ATTEST CITY CLERK DONNA JACKSON



Legislation Details (With Text)

File #:	RES-15:062	Version:	1	Name:	Contract with Sagely Solutions, LLC for grants consulting
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	4/8/2015	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH SAGELY SOLUTIONS, LLC FOR GRANTS CONSULTING				
Sponsors:	Grants				
Indexes:	Contract				
Code sections:					
Attachments:	Jonesboro 2015_03.pdf				

Date	Ver.	Action By	Action	Result
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RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH SAGELY SOLUTIONS, LLC FOR GRANTS CONSULTING

Whereas, ORD 15:011 passed and approved by the City Council of Jonesboro on April 7, 2015 amended Ordinance Section 2-576 and added "grants consulting" as a professional service; and

Whereas, four grants consulting firms based in D.C. were identified and evaluated, Sagely Solutions scoring the highest by reviewers. The City of Jonesboro wishes to enter into agreement with with Sagely Solutions, LLC for grant consulting services, who will be represented by Matt Sagely and will report to the Administrator of the Grants and Community Development Department by reporting outcomes monthly to the Administrator who will forward to Mayor and Council at such time for continued monitoring and oversight; and

Whereas, the terms of said agreement are attached hereto. The agreement amount will be for \$3,000 monthly from April 2015 to December 2015 with a 30 day out clause included for both parties and funds for this line item are already budgeted in the FY 2015 Grants and Community Development budget.

NOW THEREFORE BE IT RESOLVED THAT:

SECTION 1: The City of Jonesboro is authorized to enter into contract with Sagely Solutions, LLC for grants consulting; and

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



SAGELY

SOLUTIONS LLC

March 25, 2015

Harold Perrin
Mayor
City of Jonesboro
300 S Church Street
Jonesboro, AR 72401

Dear Mayor Perrin:

Thank you for giving me the opportunity to present you with a more detailed strategy for assisting you and your team as you begin to plan for 2015. There are a number of wonderful things going on in the City of Jonesboro, and I want to congratulate you on all of your recent success.

Sagely Solution's Services:

I believe I could be an immediate asset to you and your department by working with you and your team to develop short-term and long-term objectives. I would consider this position, as a team member, of the grant department and would work to make my position, in DC, as transparent as possible.

Furthermore, I understand you are managing many projects in both Jonesboro and Washington, DC. By assisting you, as your DC liaison, I believe this will give you much more flexibility in focusing on strategic planning and accomplishing larger managerial goals.

As we have discussed, the following presents a sample of the services to be provided (Note: this list is not exhaustive and many additional services will be provided, as warranted):



SAGELY

SOLUTIONS LLC

- Work with you to develop a federal agenda, including potential projects and programs eligible for federal funding, as well as a corresponding strategic plan to achieve success relating to agenda items;
 - Coordinate and schedule congressional and executive branch meetings
 - Introduce the City of Jonesboro to new congressional leaders and government agencies
 - Coordinate congressional member and staff visits to the City of Jonesboro (this could be a day spent with Senate and Congressional leaders highlighting priorities and then attending an event at ASU)
 - Develop all pre-meeting briefing books and the follow-up action items and next steps
 - Liaison between the City of Jonesboro and other congressional offices with prudent jurisdiction (committee leadership and congressional leadership offices; as many of these projects are being evaluated Jonesboro will be in a position to work within your delegation but also with congressional leadership)
- Focus on the development of a strategic private industry/foundation fundraising campaign;
 - Jonesboro and the region are home to many private industries (health care, manufacturing, agriculture). I believe the best plan for a private industry fundraising plan is to divide each of these into industries of practice. For example, target local and national manufactures for a “Jonesboro Manufacturing Day”. Highlighting the cities priorities and how they can be a part of the City of Jonesboro’s strategic plan, will allow the city a greater opportunity for exposing potential fundraising opportunities.
- Work with you in the development and participation of all events regarding the above fundraising campaign. My goal is to have at least five major fundraising events that would include marketing and fundraising opportunities both in Arkansas and Washington, DC;
- Complement existing grant services and determine new grant opportunities that may be of interest;



SAGELY

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- Attend regular meetings of associations, organizations, and other groups of interest to the City of Jonesboro;
 - There are several national organizations that could be leveraged to highlight the City of Jonesboro
- Produce communications strategies to build public support and create the right environment on Capitol Hill, in federal agencies, and within the private sector to achieve success, including preparing letters of support, talking points, and press releases;
- Provide verbal and written status reports, including identifying any potential challenges and reporting major developments in a timely manner;

Agreement and Fees:

Sagely Solutions, LLC will perform this work for a monthly retainer fee of \$3,000 per month commencing on April 1, 2015 through December 31, 2015. After December 31, 2015, we will re-evaluate the engagement. In addition to the monthly retainer, we will bill the City of Jonesboro for routine expenses. *I will check with you in advance and seek your approval for any expenses.* Upon approval, these amounts will be included on the statement for the month in which the expense is entered into our billing system. This will typically lag somewhat behind when the expenses are actually incurred on your behalf.

We bill our clients monthly and request payment within 30 days of when the client receives this invoice. *Finally, both parties reserve the right to terminate the contract without cause upon 30 days written notice any time after May 1, 2015.*



SAGELY

SOLUTIONS LLC

In signing this letter you will be indicating your agreement to the fee schedule described herein and will be authorizing us to perform services for you on the terms set forth herein. Again, I appreciate your consideration and look forward to a long, successful relationship with the City of Jonesboro.

AGREED AND ACCEPTED:

By: Christopher M. Sagely

Title: Principle

Company: Sagely Solutions, LLC

Dated: March 25, 2015

Signature: C. Matthew Sagely

Harold Perrin, Mayor
City of Jonesboro

Donna Jackson, City Clerk
City of Jonesboro



SAGELY
SOLUTIONS LLC

EMAIL: MSAGELY@SAGELYSOLUTIONS.COM

PHONE: 202 812 3256