



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Wednesday, February 26, 2014

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-14:009](#) Minutes for the Finance Committee meeting on January 28, 2014

Attachments: [Minutes](#)

4. New Business

Resolutions To Be Introduced

[RES-14:008](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CIVICPLUS FOR DESIGN, DEVELOPMENT, AND HOSTING OF A NEW CITY OF JONESBORO WEBSITE

Sponsors: Information Systems

Attachments: [TIPS Contract.pdf](#)

[RES-14:013](#) A RESOLUTION TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CDBG SUPERVISOR IN THE CDBG DEPARTMENT

Sponsors: Grants and Human Resources

Attachments: [CDBG Supervisor](#)

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-14:009 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 1/29/2014 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on January 28, 2014
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance Committee meeting on January 28, 2014



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes - Draft Finance & Administration Council Committee

Tuesday, January 28, 2014

4:00 PM

Municipal Center

Election of a chair

Councilman Street motioned, seconded by Councilwoman Williams, that Councilman Dover be elected chair of the Finance Committee. All voted aye.

1. Call To Order

Mayor Perrin was unable to attend.

2. Roll Call by City Clerk Donna Jackson

Present 3 - Ann Williams; John Street and Darrel Dover

Absent 1 - Charles Coleman

3. Approval of minutes

MIN-13:116 Minutes for the Finance Committee meeting on December 17, 2013

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 Darrel Dover

Absent: 1 - Charles Coleman

4. New Business

Ordinances To Be Introduced

ORD-14:002 AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE CITY OF JONESBORO TO PURCHASE (3) MACK AUTO DUMP TRUCKS FROM TRISTATE TRUCK CENTER FOR STREET DEPARTMENT

Sponsors: Finance

Chairman Dover asked if this is an outright purchase. Chief Financial Officer Ben Barylske answered it is the same thing the City did last year.

Chairman Dover asked if this is a trade in. Mr. Barylske answered yes.

Chairman Dover inquired what the amount is. It was noted later the amount after the trade in amount is \$162,097.00

Councilman Street asked why competitive bidding was waived. Mr. Barylske answered it was because of the trade in.

Chairman Dover asked who would work on the trucks. Mr. Barylske answered Tri-State will work on them.

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 Darrel Dover

Absent: 1 - Charles Coleman

5. Pending Items

6. Other Business

COM-14:006

Jonesboro Airport Commission Financial Statements For the Twelve Months Ended December 31, 2013 and 2012

Sponsors: Finance

Attachments: [Airport Financial Report](#)

Mr. Barylske explained he receives these reports every month and if the committee would like he will forward them to the committee every month. He added he thinks the committee should at least see the reports annually.

Chairman Dover asked if the Airport Commission has issued the bid for service . Mr. Barylske answered they did the RFP.

Discussion was held concerning RFPs. Mr. Barylske noted the bids are due in February. He added he has a check for the Airport Commission , but it is pending until the City receives the RFP.

This item was Read.

7. Public Comments

8. Adjournment

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

Aye: 3 - Ann Williams;John Street and Darrel Dover

Absent: 1 - Charles Coleman



Legislation Details (With Text)

File #:	RES-14:008	Version:	1	Name:	Contract with CivicPlus for city website services
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	2/6/2014	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CIVICPLUS FOR DESIGN, DEVELOPMENT, AND HOSTING OF A NEW CITY OF JONESBORO WEBSITE				
Sponsors:	Information Systems				
Indexes:	Contract				
Code sections:					
Attachments:	TIPS Contract.pdf				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH CIVICPLUS FOR DESIGN, DEVELOPMENT, AND HOSTING OF A NEW CITY OF JONESBORO WEBSITE

WHEREAS, the City of Jonesboro has desires to enter into a contract (attached) with CivicPlus for the design, development, and hosting of a new City of Jonesboro website;

WHEREAS, the contract terms comply with the TAPS cooperative purchasing program offered by the Dawson Education Cooperative approved by RES-13:014;

WHEREAS, the funding for this contract shall come from the Information Systems Software budget.

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

Section 1: That the City of Jonesboro shall enter into a contract with CivicPlus for the design, development, and hosting of a new City of Jonesboro website.

Section 2: The funding for this contract shall come from the Information Systems Software budget.

Section 3: 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 agreement.



TIPS Contract

Organization	City of Jonesboro	URL	www.jonesboro.org		
Street Address	300 S Church Street				
Address 2	P.O. Box 1845				
City	Jonesboro	State	AR	Postal Code	72403
CivicPlus provides telephone support for all trained clients from 7am –7pm Central Time, Monday-Friday (excluding holidays). Emergency Support is provided on a 24/7/365 basis for representatives named by the Client. Client is responsible for ensuring CivicPlus has current updates.					
Emergency Contact & Mobile Phone	Erick Woodruff, 870-336-7249				
Emergency Contact & Mobile Phone	Erick Woodruff, 870-243-5353				
Emergency Contact & Mobile Phone	Lorenzo Balderas, 870-336-4611				
Billing Contact	Erick Woodruff	E-Mail	ewoodruff@jonesboro.org		
Phone	870-336-7249	Ext.	na	Fax	na
Billing Address	P.O. Box 1845				
Address 2					
City	Jonesboro	ST	AR	Postal Code	72403
Tax ID #	71-6013749	Sales Tax Exempt #	na		
Billing Terms	Annual	Account Rep	Robert Disberger		
Info Required on Invoice (PO or Job #)					
Contract Contact	Erick Woodruff	Email	ewoodruff@jonesboro.org		
Phone	870-336-7249	Ext.	na	Fax	na
Project Contact	Lorenzo Balderas	Email	lbalderas@jonesboro.org		
Phone	870-336-4611	Ext.	na	Fax	na

Terms & Conditions

Client Deliverable

1. Icon Enterprises, Inc., d/b/a CivicPlus (“CivicPlus”) will create a unique website for the City of Jonesboro (“Client”) that includes all functionality as defined in Exhibit A – CivicPlus Project Deliverables, attached hereto.
2. After 48 consecutive months under these terms and associated pricing, Client becomes fully eligible for a CP Basic Redesign at no additional cost. See Exhibit B for complete details.

Additional Services

3. Client may contract with CivicPlus for additional Consulting, Website Design, Setup, Programming, and Training services (Project Development Services) that exceed those defined in Exhibit A. CivicPlus will invoice Client for the additional services immediately prior to project Go-Live.
4. Client may contract with CivicPlus for additional Annual Services that exceed those defined in Exhibit A. CivicPlus will invoice Client for Annual services immediately prior to project Go-Live.



5. Services that involve billable time beyond the contracted amount will be documented and invoiced. Written approval by the Client is necessary before billable time is incurred.
6. Modules that incur additional usage fees may be purchased and activated at any time.
7. Acceptance of this Agreement signifies Client's approval of any billable time specifically related to training services as detailed in Exhibit A, wherein a stated number of attendees is specified. Coverage for additional attendees not covered under this agreement is billed at a per diem rate specified in Exhibit A.

Billing & Payment Terms

8. One-third of the total First Year Fee will be billed upon completion of Phase 1: Consulting; one-third of the total First Year Fee will be billed upon completion of Phase 3: Website Reveal Presentation. The remainder of the total First Year Fee and any additional Project Development services will be invoiced after Phase 4: Customized Website Training has been completed.
9. The Client shall sign a project completion and acceptance form prior to project go-live. The date may be extended if material system or operational failures are encountered. Immediately after completing training the final bill for the project development services will be billable and payable, and the first year's Annual Services fees will be billable and payable. All Parties agree that the website will not go-live until the project is accepted in writing by the Client.
10. First Year Fee and Project Development invoices are due by the first of the following month, but no sooner than 30 days from invoice date.
11. Invoicing for 2nd year and beyond Annual Services begins one (1) year from contract signing.
12. Annual Services invoices, beyond the first year, may be prorated in order to correlate with the Client's budget year.
13. Fees for CivicPlus Annual Services are invoiced prior to the year of service. They are due by the first of the following month, but no sooner than 30 days from invoice date.
14. Project development will be discontinued if payment is not made within 30 days after the invoice due date.
15. After project go-live, if the Client's account exceeds 60 days past due, Support will be discontinued until the Client's account is made current. If the Client's account exceeds 90 days past due, Annual Services will be discontinued until the Client's account is made current. Client will be given 30 days notice prior to discontinuation of services for non-payment.
16. The Client will be invoiced electronically through email. Upon request CivicPlus will mail invoices and the Client will be charged a \$5.00 convenience fee.
17. Unless otherwise limited by law, a finance charge of 2.9 percent (%) per month or \$5.00, whichever is greater, will be added to past due accounts. Payments received will be applied first to finance charges, then to the oldest outstanding invoice(s).
18. Provided the Client's account is current, at any time the Client may request an electronic copy of the website graphic designs, the page content, all module content, all importable/exportable data, and all archived information ("Customer Content"). Client agrees to pay \$250 per completed request. Provided the Client's account is current, upon termination of services Client may request a complimentary electronic copy of website Customer Content and CivicPlus Government Content Management System ("GCMS®") software.

Agreement Renewal

19. This contract shall remain in effect for a period of one year (12 months) from signing. In the event that neither party gives 60 days' notice prior to the end of the initial or any subsequent term, this Agreement will automatically renew for an additional contract term. After 48 consecutive months under the terms of this contract and associated pricing, Client will be fully eligible for a CP Basic Redesign at no additional cost.
20. Either party may terminate the agreement at the end of the contract term by providing the other party with 60 days written notice prior to the contract renewal date.
21. In the event of early termination of this Agreement by the Client, Client forfeits eligibility for the CP Basic Redesign and all funds applied to such eligibility and full payment of the remainder of the contract is due within 15 days of termination.
22. Each year this Agreement is in effect, a technology investment and benefit fee of 5 percent (%) of the total Annual Services costs will be applied.

Support

23. CivicPlus will provide unlimited telephone support Monday-Friday, 7:00 am – 7:00 pm (Central Time) excluding holidays, for all trained Client staff. Emergency Support is provided on a 24/7/365 basis for emergency contacts named by the Client. Client is responsible for providing CivicPlus with contact updates.



24. Support includes providing technical support of the GCMS® software, application support (pages and modules), and technical maintenance of Client's website. Following initial setup, additional page design, graphic design, user training, site modification, and custom programming may be contracted separately for an additional fee.
25. During the period of this agreement and subsequent annual renewals, CivicPlus warrants that it will, without additional charge to the Client, take action to correct any problems or defects discovered in the GCMS® software and reported to CivicPlus by the Client, such warranty to include ongoing maintenance upgrades and technical error correction.
26. CivicPlus provides online website statistics software at no extra charge. If Client desires to use other website statistic software, CivicPlus will provide the necessary log file access.

Marketing

27. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to gather information and meet deadlines associated with website award contest entries throughout the term of this Agreement.
28. Client permits CivicPlus to include an example of the Client's home page and a link to the Client's website on the CivicPlus corporate website.
29. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a news item to be released in conjunction with their project Go-Live date. Client will provide CivicPlus with contact information for local and regional media outlets. CivicPlus may use the press release in any marketing materials as desired throughout the term of this Agreement.
30. Client will make a reasonable attempt to work with the CivicPlus Marketing Department to create a case study related to their website.
31. Client allows CivicPlus to display a "Government Websites by CivicPlus" insignia, and web link at the bottom of their web pages. Client understands that the pricing and any related discount structure provided under this agreement assumes such perpetual permission.

Intellectual Property, Ownership & Content Responsibility

32. Upon full and complete payment of submitted invoices for the Project Development and launch of the website, Client will own the Customer Content, as well as the GCMS® software.
33. Upon completion of the development of the site, Client will assume full responsibility for website content maintenance and content administration. Client, not CivicPlus, shall have sole responsibility for the accuracy, quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use of all Customer Content.
34. Client shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the GCMS® software in any way; (ii) modify or make derivative works based upon the GCMS® software; (iii) create Internet "links" to the GCMS® software or "frame" or "mirror" any GCMS® administrative access on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the GCMS® software in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the GCMS® software, or (c) copy any ideas, features, functions or graphics of the GCMS® software.
35. The CivicPlus name, the CivicPlus logo, and the product and module names associated with the GCMS® software are trademarks of CivicPlus, and no right or license is granted to use them.

Indemnification

36. Client shall defend, indemnify and hold harmless CivicPlus, its partners, employees, and agents from and against any and all lawsuits, claims, demands, penalties, losses, fines, liabilities, damages, and expenses including attorney's fees of any kind, without limitation, in connection with the operations of and installation of software contemplated by this Agreement, or otherwise arising out of or in any way connected with the CivicPlus provision of service and performance under this Agreement. This section shall not apply to the extent that any loss or damage is caused by the negligence or willful misconduct on the part of CivicPlus. If Client and CivicPlus are both negligent, damages shall be apportioned in accordance with the percentage of negligence of each party. This paragraph is not intended to benefit entities not a party to this contract.

Liabilities

37. CivicPlus will not be liable for any act, omission of act, negligence or defect in the quality of service of any underlying carrier or other service provider whose facilities or services are used in furnishing any portion of the service received by the Client. CivicPlus will not be liable for any failure of performance that is caused by or the result of any act or omission by Client or any



entity other than CivicPlus that furnishes services, facilities or equipment used in connection with CivicPlus services or facilities.

38. Except as expressly provided in this Agreement, CivicPlus makes no expressed or implied representations or warranties, including any warranties regarding merchantability or fitness for a particular cause.

Taxes

39. This agreement will be taxed based on the Client's state tax laws. If the Client is tax-exempt, the Client must provide CivicPlus proof of their tax-exempt status, within fifteen (15) days of contract signing, and this agreement will not be taxed. If the Client's state taxation laws change, CivicPlus has the right to collect payment from the Client for past due taxes.

Venue

40. 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, AR.

--Remainder of this page left intentionally blank--



Acceptance

We, the undersigned, agreeing to the conditions specified in this document, understand and authorize the provision of services outlined in this Agreement.

City of Jonesboro

Harold Perrin, Mayor

Date

ATTEST:

Donna Jackson, City Clerk

Date

CivicPlus

Date

Sign and E-mail or Fax this Copy

Attn: Contract Manager

E-mail: SalesCoordinators@CivicPlus.com

Fax: 785-587-8951

And – Mail Two (2) Signed Originals

CivicPlus Contract Manager

317 Houston St., Suite E

Manhattan, KS 66502

We will e-mail or fax a counter-signed copy of the contract back to you so we can begin your project. Upon receipt of two signed originals, we will counter-sign and return one copy for your files.

--Remainder of this page left intentionally blank--



Exhibit A - CivicPlus Project Deliverables

All Quotes are in US Dollars and Valid for 30 Days from January 6, 2014.

Labor Category	GSA Hourly Rate with IFF	Hours	Total Cost
Website Consultant	\$149.01	32.00	\$4,768.32
Project Manager	\$135.86	85.00	\$11,548.10
Network Consultant	\$135.86	0.00	-
Wireless Network Technician	\$135.86	0.00	-
Programmer	\$131.48	45.50	\$5,982.34
Graphic Designer	\$109.57	31.50	\$3,451.46
Writer	\$109.57	0.00	-
Server and Network Technician	\$109.57	14.50	\$1,588.77
Trainer	\$109.57	80.25	\$8,792.99
PC Technician	\$89.41	0.00	-
Content Developer	\$80.64	71.75	\$5,785.92
Total First Year Fee (includes first year annual services)			\$41,917.90

Project Development Includes the Following:

Modules	Functionality
<ul style="list-style-type: none"> • Agenda Center • Alerts Center & Emergency Alert Notification • Archive Center • Bid Postings • Blog • Business/Resource Directory • Calendar • Carbon Calculator • Citizen Request Tracker™ (5 users) • Community Voice™ • Community Connection • Document Center • ePayment Center • Facilities & Reservations • Frequently Asked Questions • Forms Center • Healthy City • Intranet • Job Postings • Media Center with Live Streaming Video • My Dashboard • News Flash • Notify Me® Email & 500 SMS Text Subscription • Online Job Application with 1 Generic Application • Opinion Poll • Photo Gallery • Postcard • Quick Links • Real Estate Locator • Spotlight • Staff Directory 	<ul style="list-style-type: none"> • Action Items Queue • Audit Trail / History Log • Automated PDF Converter • Automatic Content Archiving • Content Library • Dynamic Breadcrumbs • Dynamic Sitemap • Expiring Items Library • Generic Mobile App (iOS & Android) • Graphic Link Administration • Links Redirect and Broken Links Finder • Menu Management • Mouse-over Menu Structure • MuniMobile™ • Online Editor for Editing and Page Creation (WYSIWYG) • Online Web Statistics (Only With CivicPlus Hosting) • Printer Friendly/Email Page • Rotating Content • RSS • Search Engine Registration • Site Layout Options • Site Search & Entry Log • Slideshow • Social Media Integration (Facebook & Twitter) • User & Group Administration Rights • Web Page Upload Utility • Website Administrative Log



Project Development

Kick-Off Meeting <u>Deliverable:</u> Project Timeline, training jump start and worksheets	Included
Phase 1: Consulting <u>Deliverable:</u> Needs assessment, best practices and worksheets	Included
Phase 2: Website Preview Presentation <u>Deliverable:</u> Website layout and mood board will be presented for your approval	Included
Phase 3: Website Reveal Presentation <u>Deliverable:</u> Completed website design and navigation structure will be presented. You will be able to propose changes at this time.	Included
Phase 4: 4 Days of Customized On-Site Implementation Training for up to 12 employees <i>Quote includes travel expenses (\$80 per person per day for the 13th attendee and beyond)</i> <u>Deliverable:</u> Train System Administrator(s) on GCMS® Administration, permissions, setting up groups and users, module administration. Basic User training on pages, module entries, applying modules to pages. Applied use and usability consulting to result in effective communication through your website.	Included
Phase 5: Go Live <u>Deliverable:</u> Content migrated from the current primary site to new site based on best practice recommendations. Custom website. Registration of site with all major search engines. <i>Note: Content from sites other than the primary site can be migrated to the new primary site for an additional fee.</i>	Included
Additional Functionality	
Google Translation Tool	Included
Options Included in One-Time Fee	
Phase 1: Content Consultation Two days on-site, up to six departments per day. <i>Quote includes travel expenses.</i> A consultation package concentrating on evaluating current website content and making recommendations for improved content development, presentation and maintenance. <u>Deliverable:</u> A comprehensive report on evaluation of current content (placement, length, style and effectiveness), recommendations for improvement or creation of new content, a follow-up report reviewing the results of implemented suggestions.	Included
Total Project Development Fee	\$41,917.90
First Year's Annual Services Server storage not to exceed 25 GB; Media Center storage not to exceed 10 GB	Included
Total Fees Year 1	
\$41,917.90	



Second Year Annual Services – 12 months from contract signing		\$6,270
Server Storage not to exceed 25 GB Media Center Storage not to exceed 10 GB Subject to annual 5% increase year 3 and beyond		
Annual Services Include the Following:		
Support	Maintenance of CivicPlus Application & Modules	Hosting
7 a.m. – 7 p.m. (CST) Monday - Friday (excluding holidays) 24/7 Emergency Support Dedicated Support Personnel 2-hour Response during Normal Hours Usability Improvements Integration New & Upgraded Services Proactive Support for Updates & Fixes Online Training Manuals Monthly Newsletters Phone Consulting CivicPlus Connection	Install Service Patches for OS Upgrades Fixes Improvements Integration Testing Development Usage License	Shared Web/SQL Server DNS Consulting & Maintenance Monitor Bandwidth-Router Traffic Redundant ISP Redundant Cooling Diesel Powered Generator Daily Tape Backup Intrusion Detection & Prevention Antivirus Protection Upgrade Hardware

Company Details

Icon Enterprises, Inc., d/b/a CivicPlus
 Federal Tax ID 48-1202104
 GSA Contract # GS-35F-0124U
 Toll Free 888-228-2233

Mailing Address for Purchase Orders and Payments
 Icon Enterprises, Inc., d/b/a CivicPlus
 Attn: Accounting
 317 Houston St., Suite E
 Manhattan, KS 66502



Exhibit B – Redesign Details

CivicPlus Project Development Services & Scope of Services for CP Basic Redesign

- New design
- Redevelop banner
- Redevelop navigation method (may choose top drop-down or other options)
- Design setup - wireframe
- Redevelop graphic elements of website (Newsflash, FAQs, Calendar, etc.)
- Project Management
- Testing
- Review
- Content Migration – Includes retouching of all existing published pages to ensure proper formatting, menu structure, and application of new site styles. Note: Content will **not** be rewritten, reformatted or pages broken up (shortened or re-sectioned)
- Site styles and page layouts will be touched so all pages match the new design and migrate cleanly
- Spelling and broken links will be checked and reported if unable to correct



Legislation Details (With Text)

File #:	RES-14:013	Version:	1	Name:	Addition of a CDBG Supervisor to salary plan
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	2/14/2014	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	A RESOLUTION TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CDBG SUPERVISOR IN THE CDBG DEPARTMENT				
Sponsors:	Grants, Human Resources				
Indexes:	Policy - creation/amendment				
Code sections:					
Attachments:	CDBG Supervisor				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A CDBG SUPERVISOR IN THE CDBG DEPARTMENT

WHEREAS, Resolution Number 09:201 adopted the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the CDBG Department, that the position of CDBG Supervisor be added at a grade 118 with a salary range of \$40,708 - 61,060;

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

SECTION 1: The City Salary & Administration Plan is amended by the addition of a CDBG Supervisor in the CDBG Department.

**City of Jonesboro
CDBG Supervisor
Job Description**

Exempt: Yes
Department: CDBG
Reports To: Grants Administrator
Location: Municipal Complex, 300 S Church
Date Prepared: February 14, 2014
Date Revised:

GENERAL DESCRIPTION OF POSITION

This position oversees, manages, and directs all CDBG- funded programs, including financial responsibility and project implementation of all projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Directs and supervises the implementation of all CDBG funded activities. This duty is performed daily.
2. Oversees the CDBG funded Home Rehab program, including supervising the Rehab Coordinator on CDBG funded Rehab projects. This duty is performed daily.
3. Coordinates with the North Jonesboro Neighborhood Initiative (NJNI) Community Services Coordinator for successful implementation and accurate reporting of the North Jonesboro Neighborhood Initiative. This duty is performed daily.
4. Coordinates with appropriate departments on CDBG funded projects to ensure proper implementation and to ensure that all federal policies and procedures are followed according to the HUD guidelines. This duty is performed daily.
5. Coordinates with the Grants Project Coordinator (Financial) to ensure accurate financial reporting and management. This duty is performed daily.
6. Serves as the Liaison for the City of Jonesboro to the Department of Housing and Urban Development in Little Rock for CDBG funded projects. This duty is performed daily.
7. Serves as the Liaison for the City of Jonesboro to the Public for all CDBG funded programs, including but not limited to the Home Rehab Program, the Homeownership Assistance Program, and the Demolition Program. This duty is performed daily.
8. Completes and submits to HUD all monthly and quarterly performance reporting for all CDBG funded programs and projects. This duty is performed monthly.
9. Ensures that all mandatory reports and documents, as required by HUD, are on display in the Grants Department of the City of Jonesboro, including but not limited to the Fair Housing Plan, and the CAPER (Consolidated Annual Performance Evaluation Report). This duty is performed annually.
10. Assists the Grants Administrator with budgetary planning and management of

funds for all CDBG funded programs and projects, and the writing of the CDBG Action Plan. This duty is performed annually.

11. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 4 years related experience and/or training, and 1 to 6 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write speeches and articles for publication that conform to prescribed style and format; Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane, algebra, solid geometry and trigonometry.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced: Spreadsheet, Word Processing/Typing

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Presentation/PowerPoint

Basic: Contact Management, Database, Human Resources Systems, Payroll Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

The level of direct supervisory responsibility for the assignment of job duties, training, leadership, guidance, needs of employees, hiring, terminating and/or direction of the effort of others. Scoring will depend upon the number and classification of people normally supervised or directed, and the scope of complexity of the operations involved in the supervisory responsibility. (Job classification which involves no supervision will not be assigned a point value for this factor.)

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: CDBG

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is continuously required to talk or hear; and regularly required to stand, walk, sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; and color vision.

ADDITIONAL INFORMATION

Not indicated.