



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, August 9, 2022

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

3. Approval of minutes

[MIN-22:066](#) Minutes for the Finance Committee meeting on July 26, 2022

Attachments: [Minutes](#)

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-22:133](#) A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE APPROPRIATION OF FUNDING FOR ASSESSMENT SERVICES FOR THE POLICE DEPARTMENT PROMOTIONAL PROGRAM

Sponsors: Mayor's Office, Police Department, Human Resources and Finance

[RES-22:134](#) A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF LAW ENFORCEMENT BULLET PROOF VEST SYSTEMS FOR THE POLICE DEPARTMENT

Sponsors: Police Department and Finance

Attachments: [Estimate 2957 Jonesboro PD 7.5.2022](#)
[Sole Source Letter 2957 Jonesboro PD 7.5.2022](#)

[RES-22:135](#) RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS TO SUBMIT THE 2023 OUTDOOR RECREATION MATCHING GRANT APPLICATION FROM THE ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM

Sponsors: Community Development, Grants and Parks & Recreation

[RES-22:137](#) A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO AMEND THE SALARY AND ADMINISTRATION PLAN

Sponsors: City Clerk, Building Maintenance, Human Resources and Mayor's Office

Attachments: [Sr. Deputy Clerk - City Clerk's Office](#)
[Jr. Deputy Clerk - City Clerk's Office](#)
[Electrical Technician Job description](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: MIN-22:066

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Minutes

Minutes for the Finance Committee meeting on July 26, 2022



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, July 26, 2022

4:00 PM

Municipal Center, 300 S. Church

1. Call To Order

2. Roll Call by City Clerk April Leggett

Present 6 - Charles Coleman; Ann Williams; John Street; David McClain; Joe Hafner and Brian Emison

Absent 1 - LJ Bryant

3. Approval of minutes

[MIN-22:059](#) Minutes for the Finance Committee meeting on June 28, 2022

Attachments: [Minutes](#)

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

Aye: 5 - Charles Coleman; Ann Williams; John Street; David McClain and Brian Emison

Absent: 1 - LJ Bryant

4. New Business

RESOLUTIONS TO BE INTRODUCED

[RES-22:119](#) A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO CONVEY A PERMANENT EASEMENT TO THE ARKANSAS STATE HIGHWAY COMMISSION, AN AGENCY OF THE STATE OF ARKANSAS FOR HIGHWAY PURPOSES

Sponsors: Engineering

Attachments: [Job 100657 Tract 85S Compensation Estimate](#)
[100657 Tract 85S Contract to Sell](#)

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

[RES-22:120](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2022 BUDGET TO ADD TWO NEW PATROL OFFICER POSITIONS IN ORDER TO FILL NEW SCHOOL RESOURCE OFFICER POSITIONS FOR THE JONESBORO AND NETTLETON SCHOOL DISTRICTS

Sponsors: Police Department, Mayor's Office and Human Resources

Councilmember David McClain said, "Are we adding two new officers or are we taking two officers off the streets?" Chief Administrative Officer Brian Richardson approached the podium, "This will be hiring two additional officers that we will be reimbursed by the school district. This is not taking two officers off the streets. I believe it is one retired personnel and one new personnel." Councilmember Dr. Charles Coleman said, "They are only going to get \$30,000 a piece?" Chairman Joe Hafner said, "That is for half a year. That's only for the first semester."

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

[RES-22:121](#)

A RESOLUTION BY THE CITY OF JONESBORO, ARKANSAS TO ALLOCATE \$500,000.00 OF AMERICAN RESCUE PLAN FUNDING AND ACCEPT THE LOW BID AND ISSUE A PURCHASE ORDER TO KINDER BROTHERS EXCAVATING, INC. FOR MISCELLANEOUS DITCH MAINTENANCE AND IMPROVEMENTS

Sponsors: Streets, Engineering and Finance

Attachments: [Bid 2022-25 Ditch Maintenance Tabulation](#)

Councilmember John Street said, "We have done this in the past and we actually spent more money and took it out of general funds. I'm glad these funds are available. It does make a big difference and allows the city crews to catch up, because we've got so many miles of ditches that it's almost impossible, even with adding personnel and equipment, to stay ahead of some of the ditches we got." Councilmember David McClain said, "What all is included in this?" Chief Administrative Officer Brian Richardson approached the podium, "Just to provide a little back ground information, what we placed out to bid was for doing some maintenance, service work as it comes about on sections of Christian Creek, Lost Creek and Higginbottom Creek. The actual bid that we got back to mow and do some service work on that was actually \$399,000. We're just asking that we also allocate an additional \$100,000 for any drainage type work that may pop up. If something comes across that they may need to do a little more extensive clean out, this just sets this money aside, the \$100,000, so we don't have to come back and ask for it again. If we don't use it then we will just roll it over into a fund for drainage improvements." Chairman Joe Hafner said, "Some of the ditches along Redwolf by Buffalo Wild Wings, is the state responsible for mowing out there?" Brian said, "Some of them are ARDOT and some are the city and we try to work closely on keeping those mowed. Sometimes we mow some that are not our responsibility but we have to work together to try and keep those cleaned up as

much as possible.” Chairman Joe Hafner said, “Someone may just want to drive through that area and check them out.” Brian said, “Of course with the personnel issues that everyone is struggling with, we’ve been trying to play catchup and authorized some overtime work to help try and keep some of that up. They got their fourth excavator up and running today and it will be in some of these ditches mowing. A mowed ditch is a ditch that moves water faster and we have had some people ask about spraying them, but then you have longer term issues with erosion. We are trying to think long term and do some maintenance the right way.”

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

Aye: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

[RES-22:122](#)

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE: THE 2022-2026 CONSOLIDATED PLAN AND THE 2022 ACTION PLAN THAT INCLUDES THE 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECTS AND BUDGET.

Sponsors: Community Development and Grants

Attachments: [FY22 CDBG Five Year Consolidated Plan and FY22 Action Plan](#)

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

[RES-22:123](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AN AGREEMENT WITH THE UNITED STATE DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS (OJP) AND ACCEPT THE FY21 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) LOCAL SOLICITATION

Sponsors: Grants, Police Department and Finance

Attachments: [Copy of Copy of 2022 JAG Budget](#)

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

[RES-22:124](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, FOR THE CITY OF JONESBORO TO ENTER INTO AN AGREEMENT WITH THE NORTHEAST ARKANSAS INDUSTRIAL DEVELOPMENT COMMISSION (NEAIDC) FOR FUNDING OF ECONOMIC DEVELOPMENT SERVICES

Sponsors: Mayor's Office and Finance

Attachments: [NAIDC Report 1st QTR 2022](#)
 [NAIDC Annual Report 2021](#)
 [Contract City-NAIDC 2022](#)

Councilmember David McClain said, "Is this basically saying we will give the remainder of what we give every year?" Chairman Joe Hafner said, "I think it has changed by going down a little from prior years, and I'm sure it will go down some more next year." Chief Operating Officer Tony Thomas approached the podium, "The total amount that we budgeted based upon the historical data was \$394,000. There is a reduction this year based upon the final payment to our current obligations of land purchases. It has been reduced with the anticipation that we will recommit to land purchases out in the industrial park or that cost would go away." Councilmember Dr. Charles Coleman said, "It was \$400,000 and now it's reduced?" Tony said, "Yes, it was \$394,000 now it is reduced to \$338,000 for this year."

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

[RES-22:125](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO A LEASE AGREEMENT FOR A LAW ENFORCEMENT FACILITY AND APPROPRIATE RESTRICTED FUNDS FOR THE POLICE DEPARTMENT

Sponsors: Police Department, Mayor's Office and Finance

Attachments: [Police Lease Contract](#)

Councilmember David McClain said, "Is there a reason we are not looking into building a facility? I know we have talked about building an entire police facility. Is there a reason we're not looking at a smaller structure here?" Chief Administrative Officer Brian Richardson approached the podium, "We have actually researched and, I believe had bid it out, construction cost for a potential building for the police department, of course right now everything is expensive to buy and build, but I believe it came back somewhere around \$1.8 million. That's not official on the record but it was a lot. This building came available and it's much larger and a little bit more isolated in where it's at. It definitely fits the temporary needs for our police department. As you can see, the way the contract is set up, if we're satisfied with the building and after year two or year three, that money can be applied to the purchase price \$825,000. Even if we purchased the building it would still be less than our construction cost estimates for a totally new facility. These funds were set aside in insurance special funds from when the other facility was damaged in the storm." Councilmember Dr. Charles Coleman said, "The old metropolitan building, are they still repairing that building?" Brian said, "They are still using that building. It does have some challenges. It's an older building and at some point we may have to take a major look about what long term plans for that building." Councilmember Dr. Charles Coleman said, "Are the repairs going up or going down since we moved?" Brian said, "I can't answer that question at this moment but are we putting more money into repairs this year?" Councilmember Dr. Charles Coleman said, "I guess what I'm asking, do we need to be looking for something different?" Brian said, "I think long term we need to be looking at a different facility."

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: 5 - Charles Coleman;Ann Williams;John Street;David McClain and Brian Emison

Absent: 1 - LJ Bryant

5. Pending Items

6. Other Business

Councilmember Brian Emison said, "We were talking a lot about law enforcement today and I was wondering if we have any updates on the different pay grades and increases coming up anytime soon?" Chief Administrative Officer Brian Richardson approached the podium, "We are starting to enter into the budget talks for the 2023 budget, and those conversations are currently being held on any additional adjustments to what were made this year."

7. Public Comments

Dana Moore, 1237 S. Madison, approached the podium, "In the last couple of months, I and Kim Chase have met with each of you, most for an hour or more, one on one. We told you our plans for a family supportive living facility here in Jonesboro, and the need that we have for that. Each one of you were very supportive and I thank you for that support. Last week Patti Lack asked the Mayor at the City Council meeting if that was still one of his priorities and he said it was. I'm asking you to allocate some additional funds in the 2023 budget for operations of the homeless shelter. We are not asking for support for the life of the shelter, we're asking for maybe five years and hopefully in five years we will be self-sufficient or maybe even sooner. This type of facility has not existed in Jonesboro and, we will have case managers and with lots of different things to help people get back on their feet. We need operations money, we need your help." Councilmember Dr. Charles Coleman said, "I have talked with you and I'm not embarrassed to say it. Is it a new building or old building?" Dana said, "The task force was created in 2019 and I think Regina and I held one meeting before Covid set us back. During that time we broke the committee up into sub-committees so everyone could work on something. Every sub-committee has finished their work. We have a policy manual, we have a programs manual, we have all things other things that we adopted from other shelters that were like this but not even in Arkansas, mostly in St. Louis. As far as the building goes, the location committee is still working on that. We've had a couple of different places in mind and they didn't work out. I do know that they have one place in mind right now that would need renovations. It's my understanding from Regina, we have \$400,000 in grant money that would renovate and purchase but will not build new." Grants Department Director, Regina Burkett approached the podium, "I think you all approved, in 2020-2021, the Covid 3 funding. Some of the Covid 1 and Covid 3 funding are received to go toward homeless prevention and then we have \$50,000 out of last year's CDBG funding, so that is \$400,000 for homeless prevention."

8. Adjournment

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

following vote.

Aye: 5 - Charles Coleman; Ann Williams; John Street; David McClain and Brian Emison

Absent: 1 - LJ Bryant



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:133

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE
APPROPRIATION OF FUNDING FOR ASSESSMENT SERVICES FOR THE POLICE
DEPARTMENT PROMOTIONAL PROGRAM

WHEREAS, the City Council adopted the 2021 Policy Manual for the Jonesboro Police Department via RES-21:284; and

WHEREAS, the Policy Manual (Section 315.04) outlines the current Promotional Process including an assessment exercise to complement written promotional testing; and

WHEREAS, in August 2021 PAS Consulting Group was the successful bidder for providing the services of development of written examinations for the Promotional Process; and

WHEREAS, PAS Consulting Group also provides the scope of services consistent for the development and administration of assessment centers which when developed properly provide better predictive validity and legal defensibility of the Promotional Process; and

WHEREAS, the program of written examinations and assessment center are jointly contracted by PAS Consulting Group; and

WHEREAS, the Police Department deems it economic and necessary to contract with PAS Consulting Group for this service to provide consistency and efficiency.

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

SECTION 1. The City Council, in accord with the terms of A.C.A. Section 14-58-303, states that bidding in this matter is not practical since it is a uniquely designed service that corresponds with the Police Department's existing related service for promotional testing and hereby waives the requirement of competitive bidding.

SECTION 2. The amount of \$21,000 is authorized and appropriated through the Police Department budget for design, development and administration of the Promotional Process.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:134

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF LAW ENFORCEMENT BULLET PROOF VEST SYSTEMS FOR THE POLICE DEPARTMENT

WHEREAS, That the Police Department of the City of Jonesboro, Arkansas needs to update and purchase thirty tactical bullet proof vest systems for the SWAT team.

WHEREAS, said equipment in the desired configuration is currently only available for purchase from Spiritus Systems, the only current source provider, for the sum of \$110,507.99, with freight and sales tax included.

WHEREAS, the City Council in accordance with the terms of A.C.A. Section 14-58-303 hereby waives the requirement of competitive bidding since the purchase is an only source.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Jonesboro, Arkansas that;

Section 1: That the City Council in accord with the terms of A.C.A. Section 14-58-303 hereby waives the requirement of competitive bidding since the purchase is an only source.

Section 2: The City Council directs the Purchasing Agent to purchase the above described for the price of \$110,507.99.

Section 3: Mayor Harold Copenhaver and City Clerk April Leggett are hereby authorized to execute all documents necessary to effectuate this agreement.



Spiritus Systems
 112 Bud Place
 Aberdeen, NC 28315
 9106370196
 www.spiritussystems.com

Estimate

ADDRESS

Jonesboro Police Department
 1107 Oak Meadow Blvd
 Jonesboro, Arkansas 72401

SHIP TO

Jonesboro Police Department
 1107 Oak Meadow Blvd
 Jonesboro, Arkansas 72401

ESTIMATE # 2957

DATE 07/05/2022

SKU	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
	Jonesboro PD SWAT Kit Mk 1	Kit for Jonesboro PD Arkansa's SWAT - Large	30	1,004.4533333	30,133.60
PC-FO-MC-XL	LV-119 Front Overt Plate Bag (X-Large) - Multicam		30	95.96	
PC-RO-MC-XL	LV-119 Rear Overt Plate Bag (X-Large) - Multicam		30	95.96	
PC-MT-MC-S2	MOLLE TUBES Cummerbund (Size 2) - Multicam		30	80.76	
PC-TS-MC	Shoulder Cover - Trifold - Multicam		30	15.96	
CR-MF-MC-04	Micro Fight Chassis Mk 4 - Multicam		30	60.76	
CR-HF-MC	Micro Fight Half Flap - Multicam		30	17.56	
MI-PIS-DB	Pistol Magazine Insert - Double		30	15.96	
MI-556-TR	Rifle Magazine Insert - Triple 5.56 x .45		30	19.96	
PC-XA-CB	Back Panel XL Adapter - Coyote Brown		30	18.36	
PC-AP-MC	Assault Back Panel Core - Multicam		30	151.96	

SKU	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
PC-FF-MC		Back Panel Flashbang Flap - Multicam	30	68.76	
PI-DV		Divider Pouch Insert	60	11.96	
PC-GF-MC		Back Panel GP Flap - Multicam	30	70.36	
PO-JS-MC		JSTA Pouch - Multicam	30	51.96	
MI-556-SN	x .45	Rifle Magazine Insert - Single 5.56	30	15.96	
MI-PIS-SN		Pistol Magazine Insert - Single	30	11.96	
PO-SP-MC-03		SACK Pouch Mk3 - Multicam	20	51.96	
PO-LB-MC-02		Lunchbox Pouch Mk2 - Multicam	10	79.96	
CR-EW-MC-02		Expander Wing Mk 2 - Multicam	60	26.36	
PC-AB-MC		Side Armor Bags - Multicam	30	47.96	
PC-AC-MC-LG		Side Armor Bag Caps (Large) - Multicam	30	26.36	
		Jonesboro PD Street Crimes Unit Kit Mk 1	9	995.12	8,956.08
		Kit for Jonesboro PD Arkansa's Street Crimes Unit - Large			
PC-FO-BK-XL		LV-119 Front Overt Plate Bag (X-Large) - Black	9	95.96	
PC-RO-BK-XL		LV-119 Rear Overt Plate Bag (X-Large) - Black	9	95.96	
PC-MT-BK-S2		MOLLE TUBES Cummerbund (Size 2) - Black	9	80.76	
PC-TS-BK		Shoulder Cover - Trifold - Black	9	15.96	
CR-MF-BK-04		Micro Fight Chassis Mk 4 - Black	9	60.76	
CR-HF-BK		Micro Fight Half Flap - Black	9	17.56	
MI-PIS-DB		Pistol Magazine Insert - Double	9	15.96	
MI-556-		Rifle Magazine Insert - Triple 5.56 x .45	9	19.96	

SKU	ITEM	DESCRIPTION	QTY	RATE	AMOUNT
TR					
PC-XA-BK	Back Panel XL Adapter - Black		9	18.36	
PC-AP-BK	Assault Back Panel Core - Black		9	151.96	
PC-FF-BK	Back Panel Flashbang Flap - Black		9	68.76	
PI-DV	Divider Pouch Insert		18	11.96	
PC-GF-BK	Back Panel GP Flap - Black		9	70.36	
PO-JS-BK	JSTA Pouch - Black		9	51.96	
MI-556-SN	Rifle Magazine Insert - Single 5.56 x .45		9	15.96	
MI-PIS-SN	Pistol Magazine Insert - Single		9	11.96	
PO-SP-BK-03	SACK Pouch Mk3 - Black		9	51.96	
CR-EW-BK-02	Expander Wing Mk 2 - Black		18	26.36	
PC-AB-BK	Side Armor Bags - Black		9	47.96	
PC-AC-BK-LG	Side Armor Bag Caps (Large) - Black		9	26.36	
3810-SA-MC-XL	Hesco 3810, III+ Plate, ESAPI X-Large	800 Series 3810, NIJ 0101.06 Certified Level III+ Stand Alone Plate, Special Threat Tested, Multi-Curve, Extra Large SAPI Cut, 0.98" thickness, 11.0" x 14.0", 5.4 lbs	62	825.00	51,150.00T
	Survival Armor Cummerbund 11x5 Set, Panels Only, ULW-IIIA		39	234.00	9,126.00T

This estimate has been provided for your review and is not an invoice. Review for accuracy. Please pay special attention to sizing requirements for the intended recipients of this equipment. Spiritus is available to advise on best practices for sizing and function, but the

SUBTOTAL	99,365.68
TAX (0)	8,657.31
SHIPPING	2,485.00

recipient organization is ultimately liable for items and sizes selected upon quote approval. To process this order YOU MUST forward this estimate to sales@spiritussystems.com for processing and confirmation. Once approved and placed, product changes CANNOT be made. Shipping address changes may result in added charges. To place an order over the phone, please call 910-637-0196. Estimate valid for 90 days.

TOTAL

\$110,507.99

Accepted By

Accepted Date

SPIRITUS

S Y S T E M S

7-5-2022

To Whom It Concerns,

Jonesboro SWAT
1001 S. Caraway
Jonesboro, Arkansas 72401

This letter is to confirm that the products listed in [Exhibit A] are sole-source products, manufactured, sold and distributed by Spiritus Systems. No other company makes a similar or competing product. Additionally, we do not authorize any other companies to manufacture these products under a different name.

[Exhibit A] - List of product names/SKUs

- Front Overt Plate Bag PC-FO
- Rear Overt Plate Bag PC-RO
- MOLLE Tubes Cumberbund PC-MT
- Shoulder Cover Tri-fold PC-TS
- Micro Fight Chassis Mk4 CR-MF-04
- Micro Fight Half Flap CR-HF
- Pistol Magazine Insert – Double MI-PIS-DB
- Rifle Magazine Insert – Triple MI-556-TR
- Back Panel XL Adapter PC-XA
- Assault Back Panel Core PC-AP
- Back Panel Flashbang Flap PC-FF
- Divider Pouch Insert PI-DV
- Back Panel GP Flap PC-GF
- JSTA Pouch PO-JS
- Rifle Magazine Insert – Single MI-556-SN
- Pistol Magazine Insert – Single MI-PIS-SN
- SACK Pouch Mk3 PO-SP-03
- Lunchbox Pouchk Mk2 PO-LB-02
- Expander Wings Mk2 CR-EW-02
- Side Armor Bags PC-AB
- Side Armor Bag Caps PC-AC

There are no other like items or products available for purchase that would serve the same purpose or function and there is only one price for the above products.

Sincerely,

A handwritten signature in cursive script that reads "Nikki Goynes".

112 Bud Place.
Aberdeen, NC 28315

Nikki Goynes,
Sales Associate, Spiritus Systems, Inc.

910-637-0196
ngoynes@spiritussystems.com



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:135

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

RESOLUTION AUTHORIZING CITY OF JONESBORO, ARKANSAS TO SUBMIT THE 2023 OUTDOOR RECREATION MATCHING GRANT APPLICATION FROM THE ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM

WHEREAS, the City of Jonesboro, Arkansas seeks to develop and/or improve Joe Mack Campbell Park by adding a splash pad and wishes to seek grant funding assistance; and

WHEREAS, in order to obtain the funds necessary to develop and improve Joe Mack Campbell Park by adding the splash pad, it is necessary to obtain an Outdoor Recreation Matching Grant from the Arkansas Department of Parks, Heritage and Tourism; and

WHEREAS, the plans for the recreation area has been prepared and the price therefore has been established; and,

WHEREAS, the local match would be \$175,000 and the grant would be for \$175,000 for a total of \$350,000 to complete the project; and,

WHEREAS, this governing body understands the grantee and grantor will enter into a binding agreement which obligates both parties to policies and procedures contained within the Outdoor Recreation Matching Grant Application Guide, including, but not limited to, the following; the park area defined by the project boundary map, submitted with the application, must remain in outdoor recreation use in perpetuity, regardless if the property is bought or developed with matching grant funds and; all future overhead utility lines within the project boundary must be placed underground and; the project area must remain open and available for use by the public at all reasonable times of the day and year; facilities can be reserved for special events, league play, etc. but cannot be reserved, leased or assigned for exclusive use, and; the project area must be kept clean, maintained, and operated in a safe and healthful manner.

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

SECTION 1: The Jonesboro City Council supports the submission of the 2023 Outdoor Recreation Matching Grant Application for the new splash pad at Joe Mack Campbell Park Jonesboro, Arkansas; and

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

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 grant; and

SECTION 4: The Jonesboro City Council pledges its full support and hereby authorizes the Arkansas Department of Recreation to initiate action to implement this project.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-22:137

Agenda Date:

Version: 2

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO AMEND THE SALARY AND ADMINISTRATION PLAN

WHEREAS, RES-22:081 amended the City Salary and Administration Plan and list of approved job titles; and

WHEREAS, a need has been identified to amend the City of Jonesboro's current Salary Administration Plan to include a change in job titles and grades in the Office of City Clerk; and

WHEREAS, the increased facilities under City management necessitate increased maintenance staff and the creation of an Electrical Technician position; and

WHEREAS, the following positions are to be regraded or added in the City Salary and Administration Plan:

General Fund

City Clerk

Senior Deputy Clerk (title change from Deputy Clerk) Regrade JG 116 to JG 115

Junior Deputy Clerk (title change from Office Manager) Regrade JG 113 to JG 114

Building Maintenance

Electrical Technician New Position JG 112

WHEREAS, funding exists in the 2022 budget to facilitate the above positions and regrades; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing to maintain facilities and service levels for the City, to revise the Salary and Administration Plan.

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

SECTION 1: The City Salary and Administration Plan is amended to revise or add the positions as indicated above.

Sr. Deputy City Clerk

Job Description

Job Code: SS - Yes
Exempt: No
Department: City Clerk Office
Reports To: City Clerk
Location: City Hall
Date Prepared: July 21, 2022
Date Revised: July 21, 2022

GENERAL DESCRIPTION OF POSITION

This safety sensitive (SS) position supports the office of City Clerk, fulfilling the duties as prescribed by law. This position contributes to the smooth operation of the department and affects the public image of the city.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrator for Legistar software and Granicus hardware which includes training city employees on Legistar software and troubleshooting problems related to Legistar.
2. Provide strong customer service. Answer the phone and serve as an informational assistant for phone and walk-in customers.
3. Assist with the maintenance of the City Clerk web site and social media accounts.
4. Agenda preparation including entering of legislative items into Legistar for City Council and City Council Committee meetings, notification and distribution.
5. Preparation of minutes, resolutions, ordinances, and contracts for execution by City Officials.
6. Maintenance of city records which include property deeds, cemetery plots, plats, videos and contracts.
7. Assist citizens on the proper process for zoning changes, abandonments, technical codes, etc.
8. Assist with the codification of the Jonesboro Code of Ordinances.
9. Become a Notary Public and witness for city business and city employees.
10. Handle legal publications.
11. Handle multiple projects simultaneously and use good judgement in prioritizing work assignments.
12. Assist with legislative research of city documentation.
13. Assist as backup in case City Clerk is unable to attend meetings.
14. Attend meetings related to city government which include the Arkansas City Clerks, Records and Treasurer's Association and the Arkansas Municipal League.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Must be able to communicate with the public at any time.

MATHEMATICAL SKILLS

Must be able to calculate costs for publications.

CRITICAL THINKING SKILLS

Must be able to utilize critical thinking skills on a daily basis.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Proficient in Word, Excel, Access.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibilities may include but not limited to interviewing, hiring and training employees.

Checks work; assists and instructs as required, but performs same work as other staff, or closely related work, most of the time. Content of the work is of a non-technical nature and does not vary in complexity to any great degree.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require 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

Freedom to complete duties as defined by wide-ranging policies and precedents.

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, and savings from new techniques or reduction in manpower.

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

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

ADDITIONAL INFORMATION

Not indicated.

Jr. Deputy Clerk - City Clerk's Office

Job Description

Job Code: SS - Yes
Exempt: No
Department: City Clerk's Office
Reports to: City Clerk
Location: City Hall, Jonesboro AR
Date Prepared: July 21, 2022
Date Revised: July 21, 2022

GENERAL DESCRIPTION OF POSITION

This safety sensitive position (SS) is to manage daily office operations for the department. This position contributes to the smooth operation of the department and affects the public image of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provide strong customer service. Answer the phone and serve as an informational assistant for phone and walk-in customers.
2. Become a Notary Public and witness for city business and city employees.
3. Agenda preparation for City Council and City Council Committee meetings.
4. Prepare minutes of City Council and City Council committee minutes.
5. File and maintain City ordinances and resolutions.
6. Publication of city ordinances and public hearings.
7. File and maintain adopted contracts, rights of way, abandonments and property deeds.
8. Maintenance of city records which include updating Boards, Commissions, and Committee members in Legistar when changes are needed; Record cemetery deeds in an Access database; File affidavits of publication; Update the City Property Binder and record information in an Access database; Record contracts into an Access database.
9. Media Notification of Special Called Meetings and Meeting Cancellations.
10. Verify communications, minutes, resolutions and ordinances are all included in Legistar.
11. Read local newspaper, cut out articles about the city, attach articles in a City history book.
12. Respond to Legistar questions.
13. Perform limited city legislative research to assist patrons.
14. Assist as backup in case City Clerk or Sr. Deputy Clerk are unable to attend meetings.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 3 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

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

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work.

DECISION MAKING

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

MENTAL DEMAND

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

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

RESPONSIBILITY FOR WORK OF OTHERS

Carries out responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees.

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.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

No responsibility for this factor.

ACCURACY

Probable errors would not likely be detected until they reached another department, office or patron, and would then require 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

Freedom to complete duties as defined by wide-ranging policies and precedents.

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, and savings from new techniques or reduction in manpower.

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

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, driver's license etc.)

WORKING CONDITIONS

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually 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.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

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

ADDITIONAL INFORMATION

Not indicated.

Electrical Technician

Job Description

Job Code: SS - Yes
Exempt: No
Department: Building Maintenance
Reports To Facilities Maint Director
Location: Maintenance Bldg., Jonesboro
Date Prepared: August 3, 2022

GENERAL DESCRIPTION OF POSITION

This safety sensitive position (SS) purpose is to maintain service electrical needs in city buildings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Inspects and troubleshoots refrigerant equipment for proper operation and recharges equipment as required. This duty is performed daily.
2. Tests and troubleshoots electrical system malfunctions, repairs, and tests equipment prior to placing back into service. This duty is performed weekly.
3. Repairs and services electrical infrastructure and electric boilers. This duty is performed annually.
4. Makes electrical repairs to all city buildings and facilities. This duty is performed weekly.
5. Rebuilds electric motors. This duty is performed monthly.
6. Services and rebuilds high and low pressure pumps for splash pads and pools. This duty is performed as needed.
7. Services and repairs appliances. This duty is performed monthly.
8. Operating a city vehicle is required for the essential functions.
9. Perform any other related duties as required or assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

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

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Driver's License

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Master Electrician License

Class A HVAC License

SOFTWARE SKILLS REQUIRED

Basic: 10-Key

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for 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 \$5,000 to \$150,000.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

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

IMPACT ON END RESULTS

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

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

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.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/cdl, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

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 regularly exposed to work near moving mechanical parts, fumes or airborne particles, outdoor weather conditions, extreme heat, risk of electrical shock; frequently exposed to work in high, precarious places, extreme cold; and occasionally

exposed to toxic or caustic chemicals, wet or humid conditions, vibration. The noise level in the work environment is usually loud.

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 regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk or hear, taste or smell; and occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds; regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.