



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Tuesday, September 28, 2021

4:00 PM

Municipal Center, 300 S. Church

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### 1. Call To Order

### 2. Roll Call by City Clerk April Leggett

### 3. Approval of minutes

[MIN-21:078](#) Minutes for the Finance Committee meeting on September 14, 2021

Attachments: [Minutes](#)

### 4. New Business

#### *ORDINANCES TO BE INTRODUCED*

[ORD-21:044](#) AN ORDINANCE TO CONTRACT FOR PAYROLL AND HR SOFTWARE, WAIVE COMPETITIVE BIDDING AND APPROPRIATE FUNDS

Sponsors: Human Resources

Attachments: [SyncHR by PrimePay Proposal for City of Jonesboro](#)  
[Vendor Selection SyncHR](#)

[ORD-21:046](#) AN ORDINANCE LEVYING A TAX UPON THE GROSS RECEIPTS OF PREPARED FOODS BY ESTABLISHMENTS IN THE CITY OF JONESBORO; PRESCRIBING THE PROCEDURE FOR THE COLLECTION AND ENFORCEMENT OF THE TAX; PRESCRIBING THE PURPOSES FOR WHICH REVENUES DERIVED FROM COLLECTION OF THE TAX MAY BE USED; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO

#### *RESOLUTIONS TO BE INTRODUCED*

[RES-21:204](#) RESOLUTION TO AMEND THE 2021 BUDGET TO INCLUDE GRANT FUNDING FROM THE ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM AND THE CITY MATCH TO DEVELOP UNION STREET PARK IN DOWNTOWN JONESBORO

Sponsors: Grants, Engineering and Parks & Recreation

[RES-21:208](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO APPLY FOR THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION, ACCESS TO HISTORICAL RECORDS, ARCHIVAL PROJECTS GRANT

**Sponsors:** Grants and Parks & Recreation

**RES-21:209** A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE POLICE AND ACCEPT THE 2022 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) SUBGRANT AWARD

**Sponsors:** Grants, Police Department and Finance

**RES-21:210** A RESOLUTION TO RETAIN EFS GEOTECHNOLOGIES FOR PROFESSIONAL SERVICES TO REVIEW CITY OF JONESBORO WARD BOUNDARIES AND OFFER GUIDANCE ON ANY NEEDED WARD ADJUSTMENTS TO ENSURE FAIR AND EQUAL ELECTORATE REPRESENTATION

**Sponsors:** Mayor's Office

**Attachments:** [Jonesboro Mayor Redistricting Proposal 09222021](#)

**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-21:078

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**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Minutes

Minutes for the Finance Committee meeting on September 14, 2021



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, September 14, 2021

4:00 PM

Municipal Center, 300 S. Church

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### 1. Call To Order

### 2. Roll Call by City Clerk April Leggett

**Present** 5 - Charles Coleman; Ann Williams; David McClain; Joe Hafner and Brian Emison

**Absent** 2 - John Street and LJ Bryant

### 3. Approval of minutes

[MIN-21:074](#)

Minutes for the Finance Committee meeting on August 31, 2021

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

**A motion was made by Councilperson David McClain, seconded by Councilperson Brian Emison, that this matter be Passed . The motion PASSED with the following vote.**

**Aye:** 4 - Charles Coleman; Ann Williams; David McClain and Brian Emison

### 4. New Business

#### *RESOLUTIONS TO BE INTRODUCED*

[RES-21:175](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH ADVANCE SIGN FOR SPONSORSHIP OF TWO OUTFIELD SIGNS AT SOUTHSIDE SOFTBALL COMPLEX

**Sponsors:** Parks & Recreation and Finance

**Attachments:** [Advance Contract](#)

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

**Aye:** 4 - Charles Coleman; Ann Williams; David McClain and Brian Emison

[RES-21:176](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH ST BERNARDS FOR SPONSORSHIP OF ONE ATHLETIC FIELD AT THE JOE MACK CAMPBELL SPORTS COMPLEX

**Sponsors:** Parks & Recreation and Finance

**Attachments:** [StBernards Contract](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:178](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 4708 SAMANTHA, JONESBORO, AR 72404, PARCEL 01-144233-08000, OWNED BY SALLY BOWERS

**Sponsors:** Code Enforcement and Finance

**Attachments:** [4708 Samantha09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:179](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 4304 RACE STREET, JONESBORO, AR 72401, PARCEL 01-144271-19900, OWNED BY CHARLES CRAIG CONYERS

**Sponsors:** Code Enforcement and Finance

**Attachments:** [4304 Race09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:180](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT GABRIEL CT, JONESBORO, AR 72401, PARCEL 01-144151-19400, OWNED BY DIANE GASTON

**Sponsors:** Code Enforcement and Finance

**Attachments:** [Gabriel CT09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:181](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1020 HOPE, JONESBORO, AR 72401, PARCEL 01-144173-04400, OWNED BY GARY TOOMBS

**Sponsors:** Code Enforcement and Finance

**Attachments:** [1020 Hope09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:182](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1328 W. HUNTINGTON, JONESBORO, AR 72401, PARCEL 01-143133-18100, OWNED BY DKI LLC

**Sponsors:** Code Enforcement and Finance

**Attachments:** [1328 Huntington09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:183](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 1313 PARDEW, JONESBORO, AR 72401, PARCEL 01-144212-20200, OWNED BY MICHELLE NUTT

**Sponsors:** Code Enforcement and Finance

**Attachments:** [1313 Pardew09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:184](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 5407 PROSPECT ROAD, JONESBORO, AR 72401, PARCEL 01-144141-03800, OWNED BY JAMES CODY RUSSELL

**Sponsors:** Code Enforcement and Finance

**Attachments:** [5407 Prospect09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:185](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 409 N. FISHER, JONESBORO, AR 72401, PARCEL 01-144181-10500, OWNED BY PAUL D

GAMBILL

**Sponsors:** Code Enforcement and Finance

**Attachments:** [409 Fisher09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:186](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 405 STATE STREET, JONESBORO, AR 72401, PARCEL 01-144171-03500, OWNED BY CHARLES E NOELL JR.

**Sponsors:** Code Enforcement and Finance

**Attachments:** [405 State09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:187](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 204 WOODROW, JONESBORO, AR 72401, PARCEL 01-144073-23400, OWNED BY NEWELL COOTS

**Sponsors:** Code Enforcement and Finance

**Attachments:** [204 Woodrow09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:188](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 200 MULBERRY, JONESBORO, AR 72401, PARCEL 01-144074-09600, OWNED BY LEON JONES

**Sponsors:** Code Enforcement and Finance

**Attachments:** [200 Mulberry09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:189](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 816 HOOVER,

JONESBORO, AR 72401, PARCEL 01-144181-14800, OWNED BY ROBERT WHITAKER

**Sponsors:** Code Enforcement and Finance

**Attachments:** [816 Hoover09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:190](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 500 ALLEN, JONESBORO, AR 72401, PARCEL 01-144181-30100, OWNED BY KENNY COLEMAN

**Sponsors:** Code Enforcement and Finance

**Attachments:** [500 Allen09072021](#)

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:195](#)

A RESOLUTION TO AMEND THE 2021 ANNUAL BUDGET OF THE CITY OF JONESBORO, ARKANSAS BY ADDING THREE POLICE OFFICER POSITIONS AT A U1, STEP 2 PAY GRADE

**Sponsors:** Police Department

*Assistant Police Chief Lynn Waterworth approached the podium, "I was wanting to make sure I was reading that correctly. A U2 pay grade is actually for a Sargent. That should be a U1 step 2, so I think we just combined the words there." Chairman Joe Hafner said, "Ok, would someone like to make an amendment to change that to a U1 step 2?" Councilmember Dr. Charles Coleman motioned, seconded by Councilmember Ann Williams, to amend RES-21:195 to make the change of U2 pay grade to a pay grade of U1, Step 2 Pay Grade. All voted aye.*

*Judge Tommy Fowler, on behalf of the District Court approached the podium, "Judge David Boling sends his hellos and sorry he wasn't able to be here today. He and his wife welcomed in a new baby girl, healthily, just a couple of weeks ago so he is pulling daddy duty this afternoon. I really do appreciate the consideration of this motion. What Judge Boling and I have been looking at and have faced in less than 2 years, we've had 3 different security incidents, breaches, at the District Court, and it is something we feel is important, not for us but for every single person who walks into that building to conduct their business with that court and with our city and our clerks as well. Just to let you know that we are doing our part as well, Judge Boling and I agreed to take on, well before this came up to be a motion, approximately 800 not yet filed felony cases that were about to be lost in Circuit Court under the Drug Task Force group. These were class D, which are the lowest felony matters, normally a paraphernalia offence. Most of these people are first time offenders. Due to Covid and many other reasons that are not pertinent to today's discussion, these cases are*



going to be lost because there was not enough time to get them in front of the Circuit Judge and get the cases filed. Judge Boling and I agreed to take these cases on, being filed not as a D felony but as an A misdemeanor and this was to do several different things. One, it was actually going to help the Circuit Court out, it was going to help the prosecutor out, it was going to help the public defender out, by getting these cases disposed of rather than just lost to speedy trial, which is the rule of law where a case must come to court, must come to trial within 1 year of being arrested and these cases were going to be lost due to that, not being able to come before them. We created special days on our calendar to take on these cases, which are not our responsibility, but something we felt we wanted to do to help everyone out. It's also going to help out the defendants in these matters. It's going to allow them to come to our court, enter a plea then to a A misdemeanor rather than a D felony which will absolutely will affect their hiring ability and moving on with their life. It also allows them, after they take care of their business, which will be no jail time, it will be fines and cost and 1 year of probation. It will allow them to move to have their records sealed if they complete everything they are supposed to do. So we take care of the cases, we help the Circuit Court out, we help, again, the public defender and the prosecutor out and we also help the people out. We started doing this back in June. We have had 5 of those days, I feel all 5 of those have been successful. We have another day coming up at the end of September, in October, and it has been so successful that we've agreed to take on additional cases next year that fall into this criteria. As I understand, the prosecutor may bring other cases down from D felony to A misdemeanors where he finds them to be appropriate. In speaking with Brian Miles, the chief public defender, Mr. Miles has let me know that he believes that we have saved almost 2 full complete weeks of Circuit Court by taking care of these cases so far, allowing them additional time to take care of and deal with more pressing more concerning and more serious matters before their court. Finally, a class A misdemeanor on paraphernalia case is \$595, fines and cost. If those had been felonies the city of Jonesboro would not have seen a dime of that. It would have all gone to the county because it would have been a felony. By running them through to our court, now as a misdemeanor, the arresting agency, and the majority of those I would dare say 90% of those 800 cases, the arresting agency is the City of Jonesboro. Chief, if I'm wrong jump in here and let me know but I believe the city handled the majority of those cases. Now that money will actually come back into the coffers for the City of Jonesboro. These people also, again, instead of doing jail time will be on probation for 1 year. So if you look at the math, 800 times \$595, is around \$476,000 new dollars that was not going to come into the city coffers that will be coming in now. 800 people on 1 year probation at \$35 a month in their probation fees another \$336,000. That's a little over \$800,000 that Judge Boling and I feel like we will have contributed to this to justify our request for something we didn't have to do, something we took on before the Mayor stepped up and said "I see a need and I want to help you address that need" and I cannot thank Mayor Copenhagen, I cannot thank Mr. Richardson enough. Chief Elliot, Captain Waterworth and all of their support. They have been behind us 100%. They have never pushed back on this, they understand the need. It will also allow Captain Waterworth to use her 2 warrant officers rather than sending them in to stand in each day of court as bailiffs. They will now be able to spend their time doing what they are hired to do and that is be warrant officers. So I feel it is a win for everyone all around. We're proud to do our part. We're proud of the way our District Court is run and the way we treat people. I'll be glad to take any questions from the committee if anyone has any." Councilmember David McClain said, "I guess the only question I have Mr. Chairman is you said that other cases would be lost. How many cases did you say would have been lost?" Judge Fowler said, "800." Councilmember David McClain said, "800, ok, would have been lost because of time? You mean thrown out." Judge Fowler said, "Dismissed, as a rule of law, and

actually David, we live in a real world. Not all 800 of those cases are going to pay like they are supposed to. Not all 800 of them are going to take this offer and when they come before us we advise them, "if you still want a trial you're absolutely entitled to one and you can have it, but it will be back to a D felony in Circuit Court." There have been some people who have decided that "I am innocent, I have a defense to this" and they have taken that route. That is absolutely their constitutional right and have no problem with that, but we are offering those an avenue, who want to get this done. They've been coming to court, probably every month, since their arrest, signing scheduling orders just being pushed back. This again, is going to save a lot of time and a lot of wasted time for a lot of people. These cases would have been lost due to the 1 year speedy trial rule if we had not agreed, and actually offered to take these on." Mayor Harold Copenhaver said, "Mr. Chairman may I make a comment as well? Judge Folwer, if you would, if you want to elaborate a little on the ability that through our conversations that we were able to work out an agreement for our officers and when they would be in the court room and how that would save as well for them and overtime for the city." Judge Fowler said, "Starting next Monday, Judge Boling and I have restructured how we are going to hold court. Right now trial cases have been appearing at 9 in the morning. First appearance, so if Brian got a speeding ticket this weekend and he was given a first appearance date, it would be at 1pm. Starting next Monday, all trial offenses, all ticket offenses are appearing at 9am. What will happen then is I will take the bench, I'll call the trial docket to see who all's there, see who still wants a trial, I will then let the prosecutor step aside to speak to the public defender, to the private defense attorneys, and to the people that are representing themselves, about do they in fact want a trial, is there a plea negotiation they can reach. Those that are still for trial will be held at 1 that afternoon, so here's what happens, rather than the officers being subpoenaed to come and sit in court starting at 9am and possibly wait until 11am before their case is called, or if it is for trial, have to come back for the first appearance docket, they may not even get on the stand until 3 that afternoon, but have been there, being paid overtime from 9am until 3pm and if it is a 2nd shift or a 3rd shift officer, they may have just came off duty, now had to come to court, sit and wait, finish their trial and now go right back on duty. So what we've agreed to do is have everyone appear at 9am, those cases that are going to be for trial will still be tried at 1pm and officers won't be subpoenaed until 1pm. That also gives the prosecutor the opportunity to call up and say "Hey Officer Hafner, don't need you today, your case settled or the defendant had Covid so the case has been continued" rather than costing the city over and over in over time. We're trying our best to eliminate that while also taking into considerations officers' healthcare. Again, if they're coming off 3rd shift and having to work all day and go right back on, they're tired and fatigued. We realize that and we are trying to accommodate that as well. Thank you Mayor, I had forgotten about that benefit." Chairman Joe Hafner said, "Especially if it's their regular day off and they're having to spend it in court." Mayor Harold Copenhaver said, "I appreciate you both for hearing our concerns and hearing to that and changing your schedules." Judge Fowler said, "Not a problem. We consider this to be a fluid situation and we'll see how it works and if it needs to be tweaked then we can tweak it and we're certainly willing to do so." Councilmember David McClain said, "So will these primarily act as bailiffs or will they be able to move around? If we need them in the streets on weekends or nights, is that the plan or are they primarily be for the court?" Judge Fowler said, "As I understood they would be 2 full time, in the court building, which would be they're there for, not only when court is going on and for screening people coming in going through the metal detector, but to assist. We have a lot of money that comes through our court and escorting a clerk to the bank. Those types of things, being there, being able to help when necessary. I believe that is their primary focus. I also understood that they were going to be full time officers, so it's not just a bailiff."

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

[RES-21:196](#)

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE APPORTIONMENT AND TO ENTER INTO AN AGREEMENT WITH THE U.S DEPARTMENT OF TREASURY FOR THE EXECUTION OF THE 2021 AMERICAN RESCUE PLAN FUNDS FOR CITIES AND TOWNS

**Sponsors:** Grants and Community Development

*Councilmember Ann Williams said, "I have a question. Is there anything in particular that we need to know about this as far as the finale actualizing this?" Chief Administrative Officer Brian Richardson approached the podium, "This resolution is more just officially accepting the money. This isn't putting it in any kind of fund or anything like that. This is just saying that we understand that we have to follow the Covid 19, American Rescue Plan funding guidelines and this was just a formality that the Grants Department in their understanding that we must official accept the money while we are waiting on the final guidelines on what all can be covered with it."*

*Councilmember Ann Williams said, "I had a question as far as the guidelines. How strict are they or how much of a problem as far as us complying with that?" Chief Administrative Officer Brian Richardson said, "Well we really haven't had any items that we have attempted reimbursement from this on. What we have right now are the preliminary guidelines and we are still awaiting the finale guidelines. You have to apply some reasoning to anything we want to purchase right now because they have to be covered under the temporary guidelines which are essential related to Covid 19 procedures, but moving forward we will have to make a defensible case for each purchase to ourselves because you can spend the money but we also want 3-4 years later if someone comes back and points out maybe that's wasn't what the money was for and then we have to pay the money back. That's why we have been very cautious with these money up to this point and much like every other city in this nation, we're still awaiting definite guidelines for it before we start spending this money."*

*Councilmember Ann Williams said, "I assume there's some lead way with this because this is something a little different." Chief Administrative Officer Brian Richardson said, "That's part of the danger. We don't want to play the lead way game and then the tax payers have to pay it back. We are fortunate in a lot of ways in Jonesboro, we didn't have the unemployment needs that some of the other communities had, but we are also in the same position as a lot of other cities. We have projects that desperately need attention but we are awaiting some more guidelines. Some of the initial things that have been offered are immediate payment for Covid related absences or sicknesses and revenue loses that you can prove. Other than that we have been advised to sit back and wait for final guidelines before making any major decisions along as you don't have any budding emergencies that you have to address. A lot of cities have already started to address the infrastructure to see which problems. That's not so much of an issue here. That's what most cities right now are doing with this money." Mayor Harold Copenhaver said, "Councilmember Williams, this is also half of the funds that we are supposed to receive. This is just the initial, of course, we can't hold our breath to receive the second but that's what's due us next year." Chairman Joe Hafner said, "Hey Brian, I didn't get a chance to look back at earlier agendas but wasn't there a resolution or an ordinance that was kind of along these same wording that we did a couple of months ago?" Chief Administrative Officer Brian Richardson said, "We did a resolution to initially accept the money under the current guidelines because we had to actually create a checking account and we have to sign some*

*paperwork, which anytime we sign something binding like that it needs to go in front of council. Off the best of my memory that's what that was." Chairman Joe Hafner said, "I know the wording was real similar. I was just wondering what the difference was between that one and this one." Chief Administrative Officer Brian Richardson said, "This is just out of an abundance of caution to make sure that we're following every step properly."*

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison

**5. Pending Items**

**6. Other Business**

**7. Public Comments**

**8. Adjournment**

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

**Aye:** 4 - Charles Coleman;Ann Williams;David McClain and Brian Emison



## Text File

File Number: ORD-21:044

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Ordinance

### **AN ORDINANCE TO CONTRACT FOR PAYROLL AND HR SOFTWARE, WAIVE COMPETITIVE BIDDING AND APPROPRIATE FUNDS**

WHEREAS, it has been determined that the City of Jonesboro's existing payroll and human resources (HR) software programs do not provide for efficiency of self-service use by employees, lack planning/forecasting ability for Managers, lack the ability of interface between programs and replacement software is desired; and

WHEREAS, Seven vendors were compared for adequacy of services necessary to best meet the needs for payroll and HR services of the City; and

WHEREAS, provisions of A.C.A. 14-58-303 allow for the waiver of competitive bidding by the City's governing body in exceptional situations where bidding is deemed not feasible nor practical; and

WHEREAS, SyncHR by PrimePay software has been identified as the software which best meets the City's Payroll and HR software goals and requirements of use; and

WHEREAS, the contract for services provides a Human Capital Management (HCM) Suite of services including Payroll Processing, HR Management, Time & Attendance, Advanced Scheduling, Learning Management System, SyncHR-Performance, FMLA Tracker and recruiting tool ATS Recruit;

WHEREAS, the annual subscription fee is based on a per unit price of \$16.90 per employee per month for a total estimated subscription cost of \$121,680, annually for the three year initial contract period; and

WHEREAS, the 2021 adopted City budget will need to be amended \$15,000 for implementation services and \$20,280 in service fees for the remainder of 2021;

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

SECTION 1: The City of Jonesboro shall enter into a contract for and implementation of SyncHR by PrimePay software for a three-year contract period.

SECTION 2: The sum of \$35,280 is appropriated from the General Fund unappropriated fund balance for the contract with SyncHR by PrimePay software.

SECTION 3: Replacement software is deemed necessary for effective management of the City; therefore, competitive bidding is waived in accordance with provisions of A.C.A. 14-58-303.



1601 Wewatta Street, Suite 750  
Denver, CO 80202

QUOTE #00002338

**SyncHR Contact:** Lars Knudsen  
**Order Date:** 07/22/2021  
**Expiration Date:** 08/21/2021

Customer	Contact
Jonesboro Arkansas 300 S Church St Jonesboro AR, 72401	Name: Harold Copenhaver Email: hcopenhaver@jonesboro.org Phone: 870-932-1052

**Human Capital Management (HCM) Suite Services Purchased**

Service Anniversary Date: August 1st    Subscription Term Date: 07/31/2024			
Recurring Annual Subscription Fees	Number of Employees	Per Unit Price (Per Employee Per Month)	Total Annual Fees
SyncHR Core HCM Suite Includes: <ul style="list-style-type: none"> <li>• Time &amp; Attendance</li> <li>• Advanced Scheduling</li> <li>• Learning Management System (LMS)</li> <li>• SyncHR-Performance</li> <li>• FMLA Tracker</li> <li>• ATS Recruit</li> </ul>	600	\$16.90	\$ 121,680.00
ANNUAL FEES SUB-TOTAL			\$ 121,680.00
Professional Services			Total Non-Recurring Fees
Implementation Fees			\$ 15,000.00
NON-RECURRING SUB-TOTAL			\$ 15,000.00
<b>TOTAL</b>			<b>\$ 136,680.00</b>

\* A minimum of \$50,000 annual subscription fee is required regardless of Customer company size.

Periodic Fees	Units	Per Unit Price		
<b>Electronic I-9</b>	Per new hire - standard	\$ 2.75		
<b>W-2's</b>	Per Printed Form	\$ 6.00		

### **Standard Terms and Conditions**

1. By signing this Order Form, Customer is offering to purchase the products and services listed above. Customer's offer to purchase becomes a binding commitment upon acceptance by SyncHR, and is not subject to the issuance of any further purchase orders, confirmations or other events.
2. The Master Subscription Agreement and this Order Form represent the entire agreement between SyncHR and Customer and cannot be overridden by terms contained in any later received document, unless the additional terms are accepted in writing by SyncHR.
3. This Order will be processed upon receipt acceptance by SyncHR. The products will then be made available for Customer's immediate use.
4. SyncHR reserves the right to terminate Customer's right to use the Software pursuant to the terms contained in the Master Subscription Agreement between SyncHR and Customer.
5. Prices shown above do not include any taxes that may apply. Any such taxes are the responsibility of the Customer. This is not an invoice.
6. All Implementation Fees and the First-Year Subscription Fees are payable upon execution of this Order Form.
7. A minimum of \$50,000 annual subscription fee is required regardless of number of employees. Subscription fees will be re-calculated and adjusted based on actual employee counts no less frequently than once per year, subject to limits in the Master Subscription Agreement.
8. Pricing for Core HCM Fees includes:
  - HR Management
  - Benefit Administration
  - Payroll & Tax Filing
  - ACH/Direct Deposit
  - Org Charts - Domestic & International
  - Time & Attendance
  - ATS Recruiting - Unlimited Concurrent Jobs, 1 Career Portal
  - Online Document Storage
  - Paperless Employee Onboarding
  - Employee & Manager Self Service
  - PTO Request/Approvals & PTO Calendar
  - Standard Alerts & Notifications
  - Standard Reports& Ad-Hoc Report Writer
9. Pricing for Core HCM Implementation Fees includes:
  - Benefit Carrier Feeds - up to 0 Carrier Feeds as part of the initial Implementation (timing of Go Live of Benefit Carrier Feeds is dependent on SLA of Carriers and may not be available as of the go live date).
  - Change management strategy, including standard tools, templates and training materials available to be leveraged in the communications and training of end users.
10. A scope of work will be required and additional charges may apply if any additional services are required, including but not limited to:
  - Custom integrations
  - Custom Reports
  - Additional Benefit Carrier Feeds
11. Electronic I-9 includes eVerify, whether required by statute or opted in by customer.

### **Additional Terms and Conditions**

Benefit Administration is NOT included in the HCM Core



*Payment Terms for Subscriptions and Services:*

The payment terms for this Order Form are contained in the Master Subscription Agreement between Customer and SyncHR.

*Miscellaneous:*

The Customer understands that service may be terminated upon payment default pursuant to the terms set forth in the Master Subscription Agreement between Customer and SyncHR. This Agreement is not valid until signed by an authorized representative of SyncHR and Customer. By signing below, you represent that you are authorized to sign this Agreement on behalf of Customer. Changes or modifications to this Order Form must be made in writing and such writing must be signed by both parties.

Jonesboro Arkansas

SyncHR Inc.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT



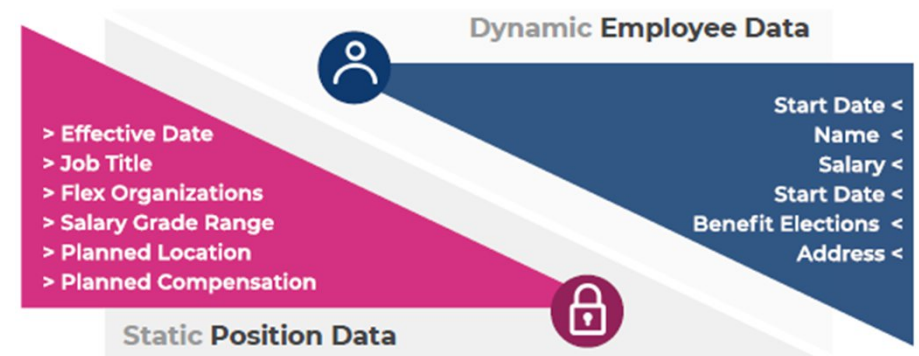
# Human Resources



# Goals:

- ▶ Provide a multi-departmental tool (ie: HR, Finance, Payroll, Operations) that streamlines and automates manual disjointed processes
- ▶ Provide real-time key insight and visibility across our Workforce (ie: DEI, Turnover, Tenure, etc)
- ▶ Ensure budgeted headcounts and labor spend are accurately operationalized and tracked real-time (position vs person system)

\*Position = Budget  
Placeholder\*



# Objectives:

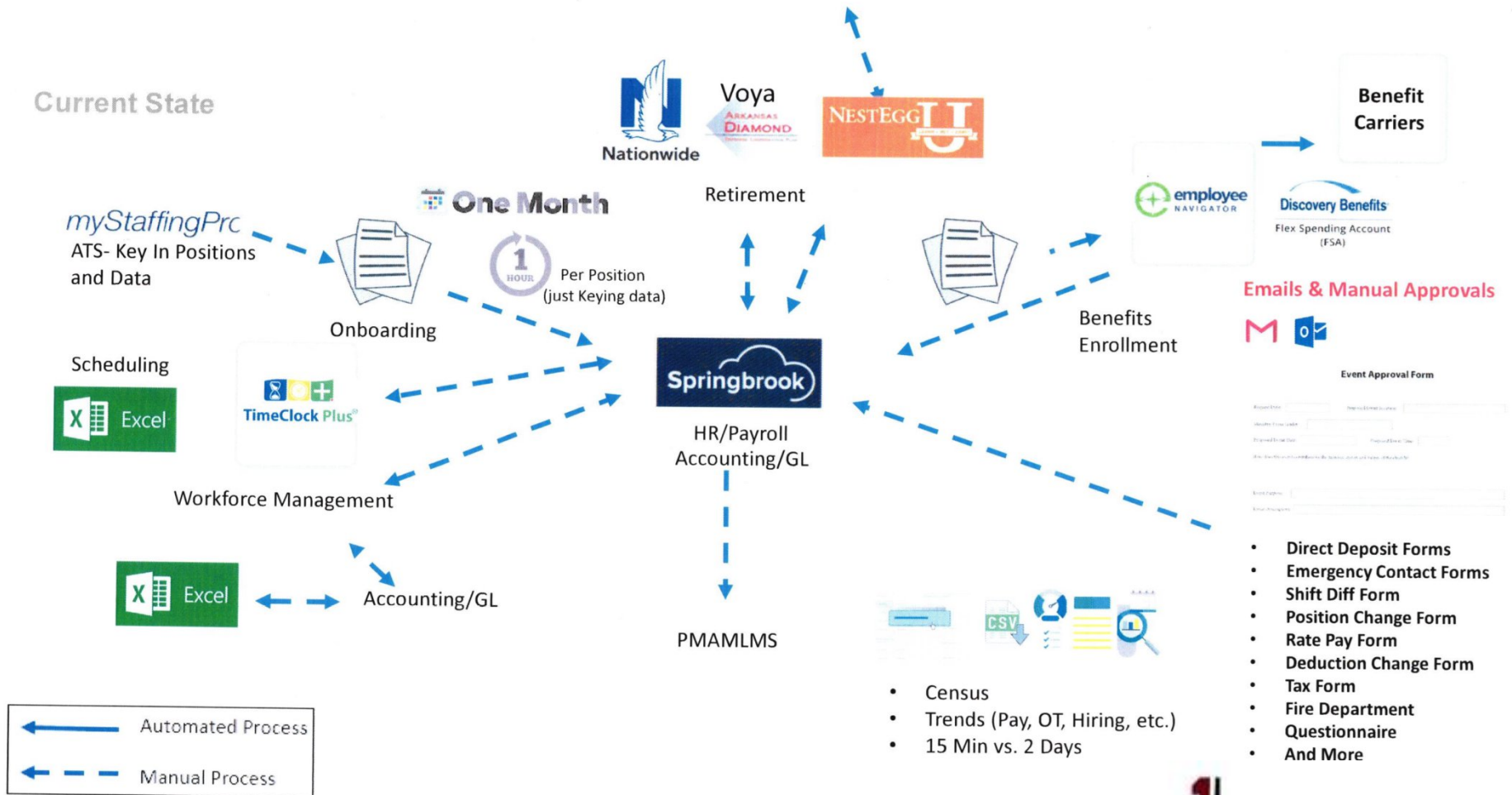


- ▶ Consolidate multiple outdated systems to one unified platform; improving processes for HR and Payroll
- ▶ Add an auto scheduler for departments to minimize unnecessary OT, ensure proper coverage, and eliminate tedious scheduling requirements
- ▶ Eliminate manual processes to minimize mistakes, ensure accuracy, and improve visibility across departments and systems
- ▶ Provide employees with Single Sign On access to manage and view their data, pay history, vacation, benefits, etc

# Where we are today:

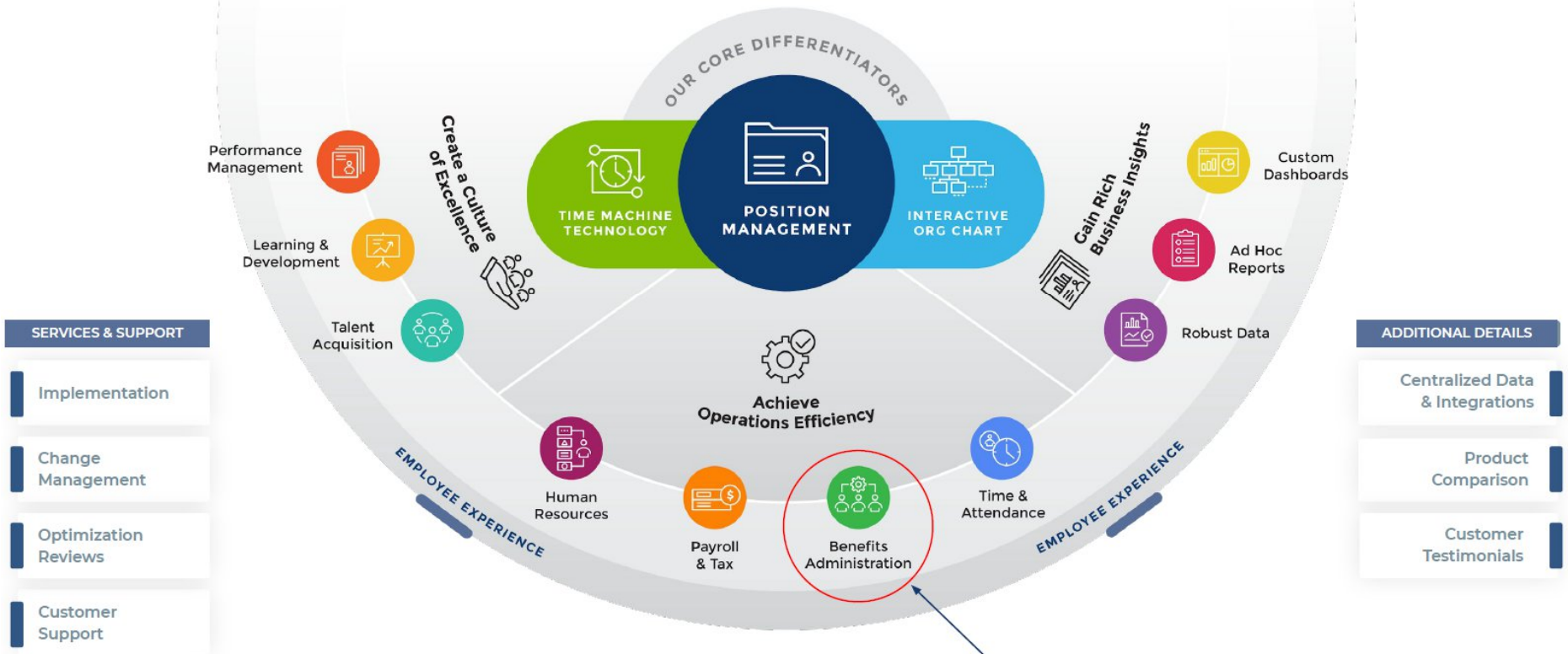
- ▶ Multiple Systems and Vendor Partners
  - Springbrook – Payroll
  - TimeClocksPlus – Time Tracking
  - Employee Navigator – Benefits Platform
  - Paychex – Applicant Tracking & Onboarding
  - PMAM – Training Software
  - JJ Keller – FMLA Tracking
  - Manual processes:
    - Do not utilize – Performance Management tool
    - Fire uses a paper schedule and time sheet
    - Do not have technology to forecast schedule and control payroll, OT, and personnel expenses

# Present : Today we have several pieces of software



# Future: One software for all processes

**\*\*One unified system of record for everything HR Related\*\***



**Employee Navigator will remain in place for Jonesboro Benefits Administration**

# Recommendation:





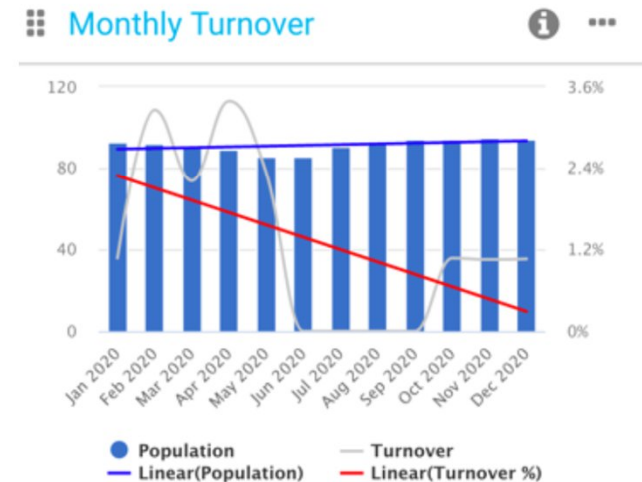
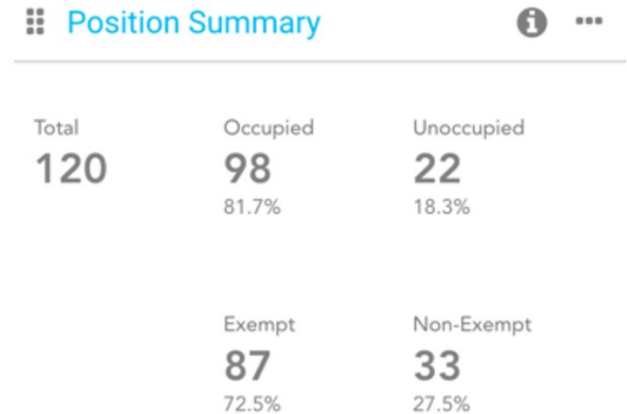
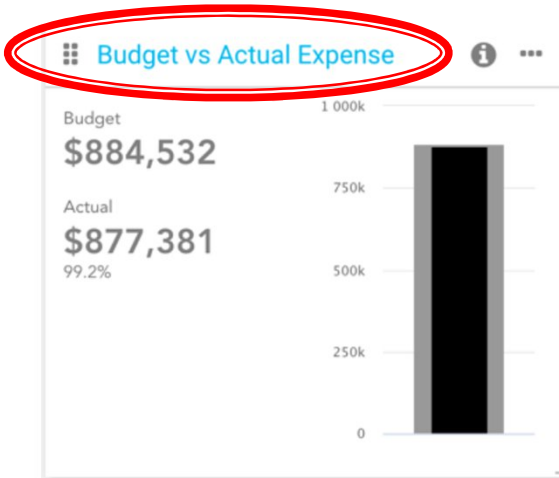
# Recommendation:



## ▶ PrimePay's SyncHR Technology

- Consolidated system of record
- Position-based system (Budget vs Actual)
- Single Sign On for HR and Employees
- Advanced Scheduler for the complex Fire Department and PD scheduling needs
- Ability to automate the step pay plan of the city
- FMLA is tracked within time and attendance
- Automate PCN, position request forms, and many other paper forms used now
- Real time reporting to allow for strategic action
- Labor cost forecasting instead of reacting

# PrimePay Dashboard Examples



# Implementation Timeline

## High Level Timeline

### PROJECT MANAGEMENT

- Facilitate team updates
- Track progress against plan
- Manage issues and risks

### PLAN

- Project Kickoff
- Project Setup
- Approach Definition

### BUILD

- Domain Config.
- Learn Do Test
- Conversion

### VALIDATE

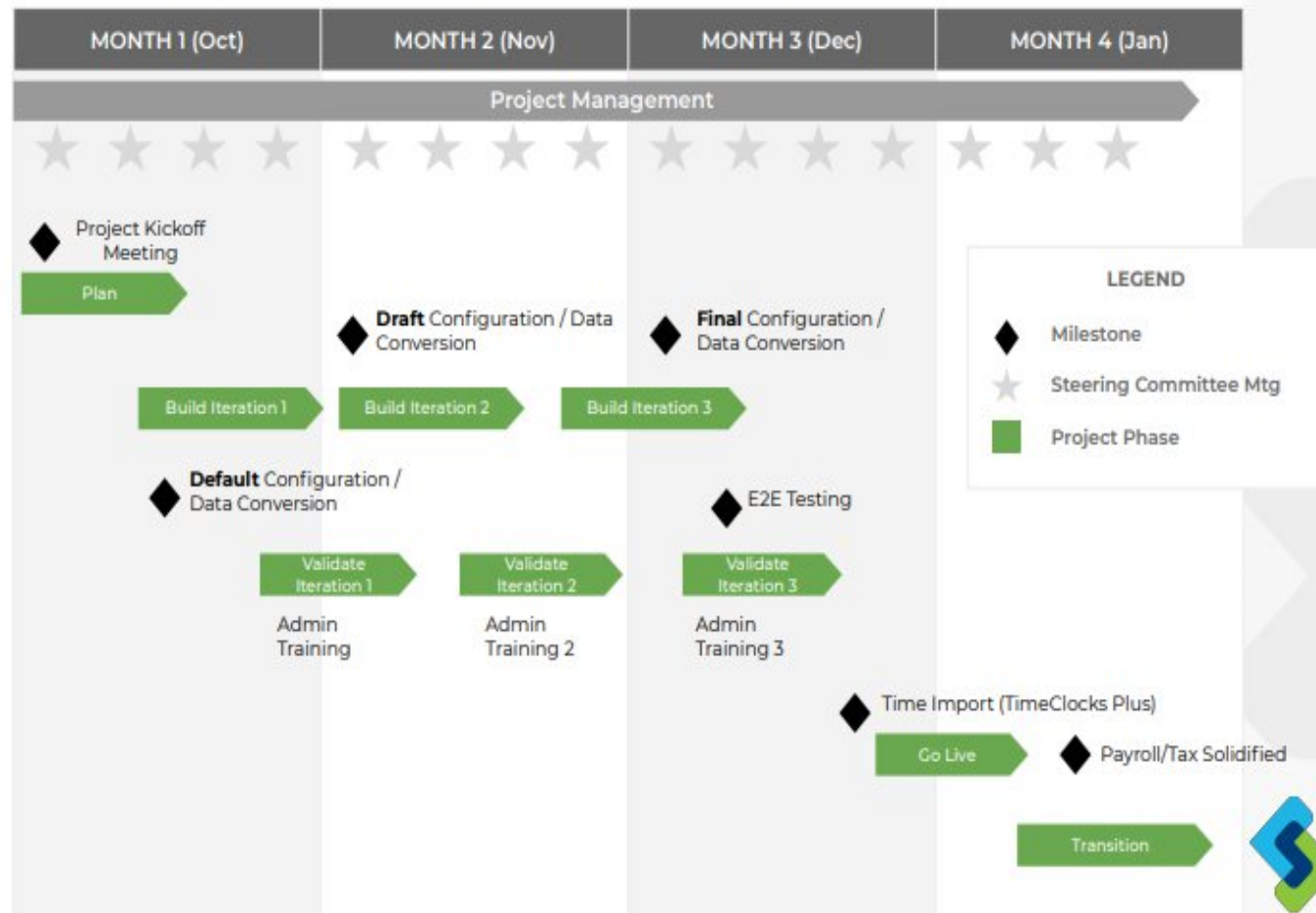
- Req. Validation
- Conversion and Config Val.
- Sign Off

### GO LIVE

- Bank/Tax Sign Off
- Customer Feedback

### TRANSITION

- Transition Session/Comm.
- Customer Journey Update



# ROI Examples

- ▶ Soft Costs:
  - Time – minimizing time spent on mundane administrative tasks (ie: setting up a new employee in multiple systems (1hr+), addressing paper forms, compiling information from multiple systems for reporting purposes, etc)
  - Manual Processes – eliminating manual intervention substantially reduces errors and labor expense leakage (ie: manual payroll adjustments, manual scheduling, manual retro calculations, etc)
  - Employee Engagement – employees will have access to all their information in one intuitive, easy to use application

# ROI Examples

## ▶ Hard Costs:

- OT Management – with Advanced Scheduling and Timekeeping Jonesboro will be able to proactively manage unnecessary Overtime expense
- Example – Employee A (\$15.00/hr) is mistakenly scheduled for 5 hours of OT OR is mistakenly assigned a shift for a call out and consequently goes into an OT situation

Employee A					
Rate of Pay	OT Rate	OT Hours	OT Wages	ER Tax	Total Cost
\$15.00/hr	\$22.50/hr	5 hrs	\$112.50	\$8.61	\$121.11
Employee B					
Rate of Pay	OT Rate	OT Hours	Reg Wages	ER Tax	Total Cost
\$15.00/hr	\$22.50/hr	0 hrs	\$75.00	\$5.74	\$80.74
<p>Cost difference (w/o Workers Comp or Retirement impact) = \$40.37</p> <p>1% of workforce works 5 hours of unplanned OT per pay period = 6 X \$40.37 X 26 = \$6,297.72/year</p>					

# Those Considered

	Primepay	Paylocity	TPC	ADP	Paycom	Proliant	Paycor
Single Sign-on	✓	✓	✓	✓	✓	✓	✓
Fire Schedule	✓	X	✓	✓	✓	X	X
Fire Shift Swap	✓	X	✓	✓	X	X	X
Auto-pay plan steps	✓	✓	✓	X	X	X	X
FMLA Tracking	✓	✓	X	✓	✓	X	X
Positive Referrals	✓	✓	✓	X	NA	NA	NA
Price Competitive	✓	✓	X	✓	✓	✓	✓
Annual Fee	\$121,680	\$136,000	\$129,600	\$123,991	NA	NA	NA
Implementation Fee	\$15,000	\$10,000	\$9,700	\$15,125			
Yes	✓						
No	X						

# Pricing for Primepay

- ▶ Cost Illustration
- ▶ Monthly subscription per employee = \$16.90
- ▶ Average number of Active Employees = 600
- ▶ Total Annual Subscription = \$121,680
  - One-Time Implementation Fee = \$15,000
  
- ▶ 2021 Fees = \$15,000 + \$20,280 (Nov & Dec)
- ▶ 2022 Fees = \$121,680
- ▶ 2023 Fees = \$121,680
- ▶ 2024 Fees = \$121,680

# Questions?





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: ORD-21:046

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Ordinance

AN ORDINANCE LEVYING A TAX UPON THE GROSS RECEIPTS OF PREPARED FOODS BY ESTABLISHMENTS IN THE CITY OF JONESBORO; PRESCRIBING THE PROCEDURE FOR THE COLLECTION AND ENFORCEMENT OF THE TAX; PRESCRIBING THE PURPOSES FOR WHICH REVENUES DERIVED FROM COLLECTION OF THE TAX MAY BE USED; AND PRESCRIBING OTHER MATTERS PERTAINING THERETO

WHEREAS, the City of Jonesboro, Arkansas has many benefits to offer visitors to the city, and is presently not taking full advantage of its resources for the attraction of visitors and residents, particularly in the area of public parks; and

WHEREAS, the development of such resources would result in many economic and other benefits to the city and its inhabitants and visitors; and

WHEREAS, the Advertising and Promotions Commission has unanimously requested that the City Council adopt a two percent (2%) tax on the gross receipts from the sale of prepared foods in the City of Jonesboro to further these goals.

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

SECTION 1: The following language is added to the Jonesboro Code of Ordinances as Section \_\_\_\_\_ GROSS RECEIPT TAX:

1. DEFINITIONS

- (a) Gross Receipt Tax: A tax of two percent (2%) upon the gross revenues derived from the sale of prepared food at any establishment or place of business who shall offer for sale prepared foods within the City of Jonesboro.
- (b) Establishment: All restaurants, cafes, cafeterias, delicatessens, drive-in restaurants, carry-out restaurants, food trucks, catering, markets, convenience stores, and other similar establishments who offer for sale to the general public food or beverages prepared at the establishment.
- (c) Gross Revenues: Gross Revenues are those revenues derived solely from the sale of prepared foods or drinks to the public.
- (d) Prepared foods or drinks: Food sold in a heated state or heated by the seller; two or more food ingredients mixed or combined by the seller for sale as a single item; or food

sold with an eating utensil provided by the seller, including a plate, knife, fork, spoon, glass, cup, napkin, or straw.

2. GROSS RECEIPTS TAX

- (a) The tax shall be collected from the purchaser or user of the food or beverage by the establishment selling such food or beverage. The taxpayer shall remit to the City the collections, in sufficient time to be received by the 20th day of each month, all collections of the tax for the preceding month, accompanied by reports on forms to be provided by the City of Jonesboro and the Arkansas Excise Tax Return Form (ET-1 Form) required by the State of Arkansas. Collection of said tax shall begin January 1, 2022.
- (b) All taxes, interest, penalties, and costs collected pursuant to this tax as levied by the City of Jonesboro shall be credited to the City of Jonesboro Advertising and Promotion Fund.
- (c) The City of Jonesboro, or its authorized agent, shall have the right during normal business hours to inspect the books, records, and accounts of all establishments governed by the provisions of this Chapter.
- (d) Upon failure to deliver the tax levied under the provisions of this Chapter to the City of Jonesboro by the twentieth (20th) day of each month for the preceding calendar month, a penalty of ten percent (10%) of the tax due shall be added.
- (e) Any establishment who shall remit a sum less than the actual tax due shall be liable to the City of Jonesboro for interest at the rate of one percent (1%) per month on the difference between what was actually paid and what was actually due as the tax for that calendar month.
- (f) The proceeds of the tax collected under this subchapter shall be used, spent, or pledged by the City of Jonesboro Advertising and Promotion Commission for the purchase, establishment, construction, reconstruction, repair, maintenance, improvement, equipping, and operation of public recreation facilities in the city or county where the city is located if the city owns an interest in the center or facility, including, but not limited to, facilities constituting city parks, and also for the payment of the principal of, interest on, and fees and expenses in connection with bonds as provided in this subchapter in the manner as shall be determined by the Commission for the purpose of such payment.

SECTION 2: The provisions of this Ordinance are hereby declared to be severable. If any provision shall be held to be invalid or to be inapplicable to any person or entity or under any circumstances, such invalidity or inapplicability shall not affect the remaining provisions of this Ordinance.

SECTION 3: All Ordinances and Resolutions, or parts thereof, in conflict, in whole or in part, with any of the provisions of this Ordinance are hereby repealed to the extent of such conflict.



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-21:204

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Resolution

RESOLUTION TO AMEND THE 2021 BUDGET TO INCLUDE GRANT FUNDING FROM THE ARKANSAS DEPARTMENT OF PARKS, HERITAGE AND TOURISM AND THE CITY MATCH TO DEVELOP UNION STREET PARK IN DOWNTOWN JONESBORO

WHEREAS, Resolution 20:247 authorized the Mayor and City Clerk to accept the award and enter into an agreement with the Arkansas Department of Parks, Heritage and Tourism;

WHEREAS, the City of Jonesboro was awarded a grant from the Arkansas Department of Parks, Heritage and Tourism in the amount of \$100,000.00 to develop Union Street Park in Downtown Jonesboro for outdoor recreational facilities;

WHEREAS, the City of Jonesboro, Arkansas local match will be \$100,000.00 to complete the project: and

WHEREAS, the City of Jonesboro, Arkansas passed the 2021 budget in RES-20:244, which will need to be amended to reflect the award and match amount.

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

Section 1: The 2021 budget is hereby amended to include the \$100,000.00 grant from the Arkansas Department of Parks, Heritage and Tourism to develop Union Street Park in Downtown Jonesboro for outdoor recreational facilities and \$100,000.00 City match to complete the project.



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-21:208

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Resolution

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO APPLY FOR THE NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION, ACCESS TO HISTORICAL RECORDS, ARCHIVAL PROJECTS GRANT

WHEREAS, applications are now being accepted for the FY21 Access to Historical Records: Archival Projects grant by the National Historic Publications and Records Commission; and

WHEREAS, these grants will fund municipal projects that seek to significantly improve online public discovery and use of historical records collections; and

WHEREAS, the grant will cover 75% of project cost and the City of Jonesboro will be responsible for the other 25% of project cost, which can be cash or in-kind contributions; and

WHEREAS, the City of Jonesboro is seeking funding to record and preserve burial data of the historical Knight of Pythias Cemetery which will make online discovery more accessible and eventually consist of creating online mapping aids for all records, digitizing historical records and making them freely available online, and preserve historic data in perpetuity; and

WHEREAS, the City of Jonesboro will apply for a \$39,640 grant, wherein 75% (\$29,735) will be covered by the grant for software, equipment, licensing and support and the remaining 25% (\$9,915) will consist of in-kind project support through internships for students to assist with deeds and burial research.

Now, therefore be it resolved by the City Council of the City of Jonesboro, Arkansas that:

SECTION 1: The City of Jonesboro supports the submission of the application to the FY20 Access to Historical Records: Archival Projects grant for software, equipment, licensing, and support to record and preserve burial data of the Historical Knight of Pythias Cemetery.

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



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-21:209

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Resolution

A RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO AGREEMENT WITH THE ARKANSAS STATE POLICE AND ACCEPT THE 2022 SELECTIVE TRAFFIC ENFORCEMENT PROGRAM (STEP) SUBGRANT AWARD

WHEREAS, the City of Jonesboro, Arkansas was awarded the FY2022 STEP Grant in the amount of \$67,300 federal funds and \$8,000 state funds, for a total grant award of \$75,300; and

WHEREAS, the City of Jonesboro will match through in-kind services of \$45,000 in officers' salaries and fringe benefits, vehicle maintenance, and child passenger clinics appropriated in the 2021 budget and future appropriations in the 2022 budget.

WHEREAS, the City of Jonesboro will accept all accounting and reporting responsibilities for said grant; and

WHEREAS, the City of Jonesboro will use said funds for overtime pay of officers for seat belt enforcement, DWI/DUI enforcement, and speed enforcement. In addition, the City will purchase child safety seats; and

WHEREAS, the grant performance period begins from October 1, 2021 through September 30, 2022; and

WHEREAS, the City of Jonesboro, Arkansas passed the 2021 budget in RES-20-244, which will need to be amended to reflect the award and match amount.

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

SECTION 1: The City of Jonesboro, Arkansas will enter into agreement with the Arkansas State Police to accept the 2022 STEP Sub-grant in the amount of \$75,300 federal/state grant funded and \$45,000 locally matched for a total of \$120,300.

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

SECTION 3: The 2021 budget is hereby amended to include the aforementioned grant from the Arkansas State Police for the STEP Sub-grant and the city's local match to complete the project.



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-21:210

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

**In Control:** Finance & Administration Council Committee

**File Type:** Resolution

A RESOLUTION TO RETAIN EFS GEOTECHNOLOGIES FOR PROFESSIONAL SERVICES TO REVIEW CITY OF JONESBORO WARD BOUNDARIES AND OFFER GUIDANCE ON ANY NEEDED WARD ADJUSTMENTS TO ENSURE FAIR AND EQUAL ELECTORATE REPRESENTATION

WHEREAS, the City of Jonesboro has experienced significant growth since ward lines were last reviewed; and

WHEREAS, it is the responsibility of the City of Jonesboro to provide the electorate with equitable representation on the City Council in accordance to Ark. Code Ann. § 14-43-311; and

WHEREAS, EFS GeoTechnologies is presently conducting a review of Justice of the Peace boundaries for the Craighead County Quorum Court, including reviewing population shifts within the city limits of Jonesboro; and

WHEREAS, the City of Jonesboro has worked with EFS GeoTechnologies in the past with satisfactory results on data and mapping projects that require resources outside the normal scope of city staff.

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

Section 1: The City of Jonesboro enter into a contract with EFS GeoTechnologies to review current ward boundaries and make potential recommendations to adjust ward lines to account for growth, population and demographic shifts for an amount not to exceed \$6,000 to be paid for out of the General Admin Professional Services budget.

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

September 22, 2021

Brian Richardson  
City of Jonesboro  
300 S Church St.  
Jonesboro, AR 72401

Dear Mr. Richardson,

By Arkansas Law political subdivisions of the state are required to review the boundary lines of various election districts, (City Wards, Justice of the Peace Districts and School District Zones) after each decennial census. This ensures that the citizens of the county are equally represented by their elected officials. This process is widely known as redistricting.

EFS GeoTechnologies (EFS), located in Monticello, Arkansas is working with cities, counties and school systems across the state to evaluate local voting districts. There are two basic phases to the redistricting process occurring across the state right now which EFS supports.

- I. Initially entities must determine if local voting districts are in compliance with the Voting Rights Act of 1965 and the “one person-one vote” principle of the Equal Protection Clause of the U.S. Constitution. If the district is in compliance, boundary data in a digital format suitable for use in a Geographic Information System (GIS) must be submitted to the Secretary of State’s office.
- II. If it is determined those local voting districts are not in compliance with the law, then steps must be taken to bring the districts into compliance. Additionally, the results of the redistricting process must be reported to the Secretary of State’s office in a digital format suitable for use in a Geographic Information System (GIS).

### **Phase One**

- A. The first step is to secure from you copies of data depicting the current voting zones. If the data is available in a digital GIS format, the digital data will be used in the analysis. If the data is not available in a digital GIS format, paper maps will be converted by EFS to a digital GIS format and then analyzed against the newly published 2020 US Census Bureau census block boundary data.
- B. Statistics will be calculated from the 2020 census block data for each voting zone. Statistics for each existing zone include: population, percent deviation, percent White, percent Black or African American, percent American Indian, percent Asian, percent Native Hawaiian and other Pacific Islander, percent Other Race, percent two or more Races. These statistics will be calculated for total population and voting age population.



- C. EFS will generate a report outlining its findings from the 2020 Census data. EFS will analyze the data and report its findings to the voting district. The voting district will decide, with the advice of their legal counsel, if they need to redistrict.
- D. If no changes need to be made to voting district boundaries EFS will deliver to the local entity digital GIS data in a topologically correct format which can be submitted to the Secretary of State. Digital data will be delivered via E-mail. Data will be formatted in accordance to the specifications set forth by the Arkansas Geographic Information Office. A series of maps in digital format will be delivered in Adobe PDF format representing the voting district boundaries as well as a map of each of the individual voting zones. Hard copy maps will be available on request.

## **Phase Two**

- E. If changes need to be made to voting district boundaries, to bring the voting district(s) into compliance, EFS will provide options for redistricting. The entity will evaluate the options provided by EFS using local knowledge to determine appropriateness.

**Note:** EFS will not have local knowledge regarding the political environment required to make recommendations as to how the voting districts should be divided. Options based on a consulting relationship will be provided by EFS. These options will be created strictly from empirical data, and supplied to the local entity in order to support the decision-making process. In every case the local entity should seek advice from their legal counsel.

- F. Once a redistricting option has been chosen EFS will provide the documentation as stated in “D” above.

## **Phase One Pricing**

EFS GeoTechnologies will perform the action steps listed under Phase One for City Wards for a price of \$2,000.00.

## **Phase Two Pricing**

EFS GeoTechnologies will perform the action steps listed under Phase Two for City Wards for the price of \$3,000.00.

### Optional Pricing (if requested)

- Photographic Hard Copy Prints
  - Large Format (36" X 36") - \$200.00
  - Letter (8.5" X 11") - \$7.50
  - Tabloid (11" X 17") - \$15.00
- In person consultation from an EFS professional – \$0.575 per mile plus expenses and \$85.00 per contact hour.

If the above specifications are suitable, please sign and return the agreement. Let us know if you have any questions, and thank you for the opportunity to bid on this project.

Best Regards,



Justin Rollans  
EFS GeoTechnologies

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Harold Copenhaver, Mayor  
City of Jonesboro