



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Tuesday, June 30, 2026

4:00 PM

Municipal Center, 300 S. Church

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### 1. CALL TO ORDER

### 2. ROLL CALL (ELECTRONIC ATTENDANCE) CONFIRMED BY CITY CLERK APRIL LEGGETT

### 3. APPROVAL OF MINUTES

[MIN-26:053](#) Minutes for the Finance Committee meeting on Tuesday, June 09, 2026.

Attachments: [Minutes](#)

### 4. NEW BUSINESS

#### *RESOLUTIONS TO BE INTRODUCED*

[RES-26:063](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE UNITED STATES DEPARTMENT OF TRANSPORTATION FY26 BRIDGE INVESTMENT PROGRAM PLANNING GRANT

Sponsors: Grants

[RES-26:068](#) A RESOLUTION BY THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE ATTACHED FEE PROPOSAL FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE S CARAWAY ROAD WIDENING PROJECT

Sponsors: Engineering

Attachments: [Fee S Caraway Rd CE and I\\_revised 09222025.pdf](#)

[RES-26:069](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 2410 W MATTHEWS, PARCEL 01-143143-01900, OWNED BY GEORGE HANNAH SR IN THE AMOUNT OF \$5566

Sponsors: Code Enforcement and Finance

Attachments: [BILLING REQ\\_255464](#)

[COUNCIL NOTICE\\_255464](#)

[INVOICE 2\\_255464](#)

[INVOICE\\_255464](#)

[ORIGINAL VIOL\\_255464](#)

**RES-26:070** A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO APPROVE THE ATTACHED PROPOSAL FOR ADDITIONAL SERVICES FOR THE PARK LOCATED ALONG DISCIPLE DRIVE

**Sponsors:** Parks & Recreation and Finance

**Attachments:** [Disciple Drive Park Scope CDs - 06-2026](#)

**RES-26:071** A RESOLUTION TO APPROVE JONESBORO POLICE DEPARTMENT TERMS AND CONDITIONS FOR NEW HIRE INCENTIVES

**Sponsors:** Police Department, Human Resources and Finance

**Attachments:** [INCENTIVE PROGRAM JPD FINAL](#)

[Incentive Repayment Agreement FINAL](#)

**5. PENDING ITEMS**

**RES-26:061** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 300 E PINE STREET, PARCEL 01-144183-21000, OWNED BY UNICORN, LLC IN THE AMOUNT OF \$865

**Sponsors:** Code Enforcement and Finance

**Attachments:** [260535\\_300 E PINE ST. INVOICE.pdf](#)

[260535\\_300 PINE VIOLATION NOTICE.pdf](#)

[Billing Request 300 E PINE.pdf](#)

[image18061.pdf](#)

**Legislative History**

|        |   |                       |
|--------|---|-----------------------|
| 6/9/26 | Finance & Administration<br>Council Committee | Postponed Temporarily |
|--------|---|-----------------------|

**6. OTHER BUSINESS**

**7. PUBLIC COMMENTS**

**8. ADJOURNMENT**



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: MIN-26:053

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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 Tuesday, June 09, 2026.



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, June 9, 2026

4:00 PM

Municipal Center, 300 S. Church

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### 1. CALL TO ORDER

### 2. ROLL CALL (ELECTRONIC ATTENDANCE) CONFIRMED BY CITY CLERK APRIL LEGGETT

**Present** 5 - Joe Hafner; John Street; David McClain; Charles Coleman and Brian Emison

**Absent** 2 - Anthony Coleman and Ann Williams

### 3. APPROVAL OF MINUTES

[MIN-26:049](#)

Minutes for the Finance Committee meeting on Tuesday, May 26, 2026.

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

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

**Aye:** 4 - John Street; David McClain; Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams

### 4. NEW BUSINESS

#### RESOLUTIONS TO BE INTRODUCED

[RES-26:060](#)

A RESOLUTION REQUESTING FREE UTILITY SERVICES FROM CITY WATER AND LIGHT FOR CITY-OWNED PROPERTY

**Sponsors:** Engineering

*Councilmember John Street said, Mr. Chairman, I'm going to recuse myself because of my spot on City Water and Light Board of Directors.*

*Councilmember David McClain said, what is that? What is that 301 West? Just curious. \*someone talking off mic/camera\* Councilmember David McClain said, got it. Chairman Joe Hafner said, the answer is it's where the Real Time Crime Center is going to be.*

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

**Aye:** 3 - David McClain; Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams

**Abstain:** 1 - John Street

[RES-26:061](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 300 E PINE STREET, PARCEL 01-144183-21000, OWNED BY UNICORN, LLC IN THE AMOUNT OF \$865

**Sponsors:** Code Enforcement and Finance

**Attachments:** [260535\\_300 E PINE ST. INVOICE.pdf](#)  
[260535\\_300 PINE\\_VIOLATION NOTICE.pdf](#)  
[Billing Request 300 E PINE.pdf](#)  
[image18061.pdf](#)

*Chairman Joe Hafner said, Mr. Roper, you got an update on RES-26:061? Director Scott Roper approached the podium and said, I would think we probably need to resend that through. Chairman Joe Hafner said, alright so, table it until the next meeting? Director Scott Roper said, until the next Finance? Chairman Joe Hafner said, until the next Finance meeting. Director Scott Roper said, yeah, that'd be great. I think we can correct this pretty quickly, Chairman Joe Hafner said, okay.*

**A motion was made by John Street, seconded by Brian Emison, that this matter be Postponed Temporarily . The motion PASSED with the following vote.**

**Aye:** 4 - John Street; David McClain; Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams

[RES-26:062](#)

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 316 S MCCLURE, PARCEL 01-144183-21000, OWNED BY SBREME, LLC IN THE AMOUNT OF \$465

**Sponsors:** Code Enforcement

**Attachments:** [260189 316 S MCCLURE BILLING REQUEST.docx](#)  
[260189 316 S MCCLURE OFFICIAL INVOICE.pdf](#)  
[260189 316 S MCCLURE VIOLATION NOTICE.pdf](#)  
[image18060.pdf](#)

*Chairman Joe Hafner said, how can they have the same parcel number? \*someone said something off mic/camera\* Chairman Joe Hafner said, what? Yeah, we'll come back. We'll come back to this one Mr. Roper checks into it.*

*Chairman Joe Hafner said, Mr. Roper, do you have an update? Code Enforcement Director Scott Roper approached the podium and said, I do. The RES-26:062 is correct. We may need some guidance from April. RES-26:061 is incorrect. Chairman Joe Hafner said, okay so, I guess we can vote on RES-26:062 and have a, do we need to reconsider? City Clerk April Leggett said, yes.*

*Councilmember David McClain said, just something quick. So, the parcel number on RES-26:062 is correct? Res-26:061 is incorrect? Chairman Joe Hafner said, yeah.*

**A motion was made by John Street, seconded by Brian Emison, that this matter**

**be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 4 - John Street;David McClain;Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams

[RES-26:064](#)

A RESOLUTION FOR THE CITY OF JONESBORO TO APPROVE THE FY2026-2027 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN THAT INCLUDES THE FY2026-2027 CDBG PROJECTS, ACTIVITIES AND BUDGET

**Sponsors:** Grants and Community Development

*Councilmember Dr. Charles Coleman said, I have a question. Chairman Joe Hafner said, alright Dr. Coleman. Councilmember Dr. Charles Coleman said, not a hard question. Grants Director Chris Richey approached the podium and said, good. I'm glad. Councilmember Dr. Charles Coleman said, so you can jump up and down for a while. The \$15,000, is that per person for people trying to improve their home or their one time? Director Chris Richey said, the first time home buyers. So, yes, it's \$5,000. So, that's each. So, that'd be for three first time home buyers over the course of that year to apply for that and get that \$5,000. Councilmember Dr. Charles Coleman said, I thought it was I just wanted to make sure. Director Chris Richey said, yes sir. Yep. That's it.*

*Chairman Joe Hafner said, alright Mr. McClain. Councilmember David McClain said, a couple questions. Director Chris Richey said, sure. Councilmember David McClain said, so, I mean we got a couple repeats on here. Do we limit how many times they can apply through this or is this come as you, get as many times as you want or? Director Chris Richey said, we did a request for applications back in March, I believe. Somewhere in there. I can't remember when. So, we just take all the applications that we receive through that. Then we have the CDBG Advisory Committee gets together and they score the applications. And then the allocations are based on those scores. Councilmember David McClain said, but it doesn't limit how many times? Director Chris Richey said, no there's not a limit. As long as they meet the qualifications of the application.*

*Councilmember David McClain said, okay, okay. Any concern that we may or may not get this with the, I mean, the threat of, you know, federal government cutting some of this money? Director Chris Richey said, well, I think we're good, you know, that's a concern that wasn't placed in the budget submitted by the president, but the congress. That's happened in the past and congress has always continued to fund the CDBG program because of the impact it has on local communities where they serve. And so, I mean, I don't have a strong concern that it won't get passed and it won't be allocated. So, I'm confident that it will be.*

*Councilmember David McClain said, last thing. Public infrastructure, what is that? Director Chris Richey said, it's available for a lot of different things, you know, that we can use that money for. I mean, in the past it's been used for sidewalks, it's been used for overlays, it's been used for parks, you know in low to moderate income areas. Also, it's been used for some different organizations to be able to do some capital projects with their facilities. So, after we get the action plan approved then we can determine our priorities and what the city wants to spend that money on. Councilmember David McClain said, thank you.*

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

**Aye:** 4 - John Street; David McClain; Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams

[RES-26:065](#)

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

**Sponsors:** Human Resources

**Attachments:** [Permit Coordinator Job Description.docx](#)  
[Marketing Community Outreach Coordinator 6.1.26.docx](#)  
[Digital Media Specialist 6.1.26.docx](#)  
[Revised Pay Grades Salaries effective June 2026 \(002\).pdf](#)

*Councilmember David McClain said, real quick, Mr. Chairman, if I may. So, we're looking at the regraded positions. Looks like it says already included in budget of headcount. So, nothing changed we just went from 115 to 118 and for Communications as well as the Public Information Specialist went from 113 to 115. Elimination of, on the new positions, we went eliminated Finance Manager, Assistant and created the Assistant Finance Director. Eliminated the open Admin Assistant position in Engineering and created the Permit Technician. And existing position looks like we changed or got rid of the GIS Coordinator and created a new Engineer position. Okay. So, it didn't change the headcount in Communications, correct?*

*Chief Administrative Officer Brian Richardson approached the podium and said, no it didn't change the headcount. And actually, you know, both in Finance and Communication we had some upper level salary retirements and we kind of took this as an opportunity to look at how we can approve some efficiency and how we can free up some money in this years budget and next years budget for some possible capital improvement projects or some other personnel elsewhere. Since both of those retirements we've seen staff has kind of shared out some of those allocated duties in both Finance and in Communications. And Tony and myself have picked up a couple of those duties as well, but just as a way to try to make our headcount and budget position just as efficient as possible.*

*Chairman Joe Hafner said, there was also, I think in one of the positions at least was, just from the Matrix study it was recommendations. Brian Richardson said, that would be Permanent Technician position, yes. And, you know, also there was a couple empty headcount spaces that weren't filled in the Building Department. I believe there was an Administrative Assistant and like I said we had a GIS Communicator position that hadn't been filled for a while. And we're actually looking for an engineering position that can handle the GIS Assistant duties as well as their typical engineering duties and I think that we've been successful in finding that candidate. So, again, like I said it's less money and kind of valuing the employees who have stepped up and done a little bit more work than maybe what was on their original job descriptions to help make everything work.*

*Councilmember David McClain said, on the same study, if I'm not mistaken, she said that you could, we could turn on some of the features of our technology, correct? And to help us... And the only reason I'm asking about that is, if there's a way for us to not continue to add headcount across the board I think that would be a good move. Brian Richardson said, yeah, and that's always going to be the goal is to try to be as efficient as you can and get the most out of each and every employee. You know, this resolution was presented in a way that it is because it is budget neutral and a budget*

*amendment wasn't necessary. Some of these other changes that are being, you know, identified by Matrix, they very well could require a budget amendment and they, you know, wouldn't necessarily be an amendment to the Salary Administration Plan. And so, those are coming probably a different time once some of that realignment is completed and, you know, recommendations and financing is found for that. Every decision we have has a dollar attached to it. So, we're trying to figure out the best way to move forward with those recommendations in a way that we can also afford.*

*Councilmember Dr. Charles Coleman said, Brian, a question. I read through that report that came. Will this include additional people like in Engineering Department, Permit Department or is this just across the board production? Brian Richardson said, this resolution is simply about some immediate needs within the city and also some equity needs too as well. The Public Information Specialist is really doing a job that's very similar to some other departments in the city and so that was the need to help bring that up to kind of, to match the demands and the needs and the responsibilities of that job. As far as for actually implementing the actually Building Department study, I know that Mr. Thomas and all of our Building Department directors have been pretty hard on that. I walked in on a meeting yesterday, we were talking about it. So, I do expect some additional recommendations coming forward soon. And again, it's trying to identify where every dollar's going to come from and exactly what each person's going to be doing. So, when we come and request something, we know that it's the best possible scenario and solution to the problem.*

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

**Aye:** 4 - John Street;David McClain;Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams

## **5. PENDING ITEMS**

## **6. OTHER BUSINESS**

*Chairman Joe Hafner said, I guess the only thing that I have a question about from the last Finance meeting is the status of the swim team contracts. Is that something you think we'll see pretty soon or? I know they reached an agreement and...Brian Richardson approached the podium and said, they reached a tentative agreement on lane division. We're working on some particulars and some responsibilities. I think there's some, you know, there's some discussion about how to accurately reflect some wintertime swimming rates. I actually talked to Ms. Cook today on some questions regarding some billing last year that we're trying to work through. They're swimming right now under their own tentative agreement, but everything seems to be going okay. Chairman Joe Hafner said, some of the finer details need to be worked out. Brian Richardson said, yeah, there's some contractual details there that need to be hashed out, but like I said they're operating in a way that seems to be working for them. Was hoping to have that contract hopefully at the next Finance meeting, if not, a little before. But I didn't see any need for, you know, a Special Called Finance meeting or anything. Chairman Joe Hafner said, okay. Brian Richardson said, yeah, they're swimming under an agreement that we're all okay with as far as lane division goes, so. Chairman Joe Hafner said, thank you.*

*Councilmember David McClain said, are both teams swimming? Brian Richardson said, yes. Councilmember David McClain said, okay.*

**7. PUBLIC COMMENTS**

**8. ADJOURNMENT**

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

**Aye:** 4 - John Street; David McClain; Charles Coleman and Brian Emison

**Absent:** 2 - Anthony Coleman and Ann Williams



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-26:063

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

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

**File Type:** Resolution

RESOLUTION AUTHORIZING THE CITY OF JONESBORO, ARKANSAS GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO APPLY FOR THE UNITED STATES DEPARTMENT OF TRANSPORTATION FY26 BRIDGE INVESTMENT PROGRAM PLANNING GRANT

WHEREAS, applications are now being accepted for the United States Department of Transportation FY26 Bridge Investment Program (BIP); and

WHEREAS, the City of Jonesboro owns and maintains numerous bridges and structures that are critical to the safe and efficient movement of residents, emergency responders, freight traffic, pedestrians, and the traveling public; and

WHEREAS, the City of Jonesboro recognizes the need to proactively evaluate bridge conditions, identify preservation and rehabilitation needs, assess long-term infrastructure requirements, and establish a prioritized investment strategy for future bridge improvements; and

WHEREAS, the City of Jonesboro desires to develop a comprehensive Bridge Prioritization and Asset Management Plan that will include a systemwide assessment of city-owned bridges, detailed engineering evaluations of priority structures, cost estimates, and recommendations for future preservation, rehabilitation, replacement, and funding opportunities; and

WHEREAS, the City of Jonesboro is seeking federal funding in the amount of Six Hundred Thousand Dollars (\$600,000) through the FY26 Bridge Investment Program Planning Grant and commits to providing a local match in the amount of One Hundred Fifty Thousand Dollars (\$150,000), for a total project cost of Seven Hundred Fifty Thousand Dollars (\$750,000).

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

SECTION 1: The City of Jonesboro, Arkansas supports the submission of an application to the United States Department of Transportation for the FY26 Bridge Investment Program Planning Grant for the development of a comprehensive Bridge Prioritization and Asset Management Plan.

SECTION 2: The Mayor and City Clerk are hereby authorized by the City Council of the City of

Jonesboro, Arkansas to execute all documents necessary to effectuate this grant application.

SECTION 3: The Grants and Community Development Department is hereby authorized by the City Council of the City of Jonesboro, Arkansas to prepare and submit all required application materials and supporting documentation for the FY26 Bridge Investment Program.

SECTION 4: The City Council does hereby authorize the Mayor and City Clerk to execute all agreements, contracts, certifications, and other documents necessary to accept and administer any grant award received through this program.



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-26:068

**Agenda Date:**

**Version:** 1

**Status:** To Be Introduced

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

**File Type:** Resolution

A RESOLUTION BY THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE ATTACHED FEE PROPOSAL FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES FOR THE S CARAWAY ROAD WIDENING PROJECT

WHEREAS, Pickering Firm, Inc. was selected for the S Caraway Road Widening (Parker Road to Fox Meadow Lane) project;

WHEREAS, the City of Jonesboro desires to accept the attached Fee Proposal in the amount of \$374,157.81 for Construction Engineering and Inspection Services; and,

WHEREAS, funding for the execution of the fee proposal shall come from the Capital Improvement Revenue Bond budget and compensation shall be paid in accordance with fee proposal.

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

Section 1: That the City of Jonesboro hereby accepts the attached Fee Proposal in the amount of \$374,157.81 for Construction Engineering and Inspection Services for the S Caraway Road Widening (Parker Road to Fox Meadow Lane) project.

Section 2. That funding for the execution of the fee proposal shall come from the Capital Improvement Revenue Bond budget and compensation shall be paid in accordance with the fee proposal.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to accept the Fee Proposal and direct the Purchasing/Finance Specialist to issue a Purchase Order.

# **FEE PROPOSAL**

CONSTRUCTION ENGINEERING & INSPECTION

**S. Caraway Road From Parker Rd. to Fox Meadow Ln.**

Prepared for:  
***City of Jonesboro, Arkansas***

***Project Number:***  
***PFI Project Number: 25782.03***  
***City of Jonesboro, AR***

Prepared by: **Pickering Firm, Inc.**

Date Submitted:

***September 22, 2025***

Date Revised:

# Cost Summary

## S. Caraway Road From Parker Rd. to Fox Meadow Ln.

### *Construction Engineering & Inspection Services*

#### Pickering Firm, Inc.

##### Labor Costs

|               |    |            |
|---------------|----|------------|
| CE&I Services | \$ | 374,157.81 |
|---------------|----|------------|

##### Direct Costs

|               |    |   |
|---------------|----|---|
| CE&I Services | \$ | - |
|---------------|----|---|

|          |                      |                      |
|----------|----------------------|----------------------|
| Subtotal | Pickering Firm, Inc. | <b>\$ 374,157.81</b> |
|----------|----------------------|----------------------|

|                            |                      |
|----------------------------|----------------------|
| <b>PROJECT TOTAL COSTS</b> | <b>\$ 374,157.81</b> |
|----------------------------|----------------------|

# 2026 BILLING RATE TABLE

## Pickering Firm, Inc.

### Construction Engineering & Inspection Services

|                                  |           |
|----------------------------------|-----------|
| Home Overhead Rate <sup>2</sup>  | 231.87% % |
| Field Overhead Rate <sup>2</sup> | 231.87% % |
| Profit                           | 12.00% %  |

#### REGULAR BILLING TIME

| Classification       | Raw<br>Wage<br>Rate | Audited<br>OH Rate <sup>3</sup> | Profit   | Regular<br>Billing<br>Rate |
|----------------------|---------------------|---------------------------------|----------|----------------------------|
| Project Manager      | \$ 63.75            | \$ 147.82                       | \$ 25.39 | \$ 236.96                  |
| SR. Project Engineer | \$ 69.71            | \$ 161.64                       | \$ 27.76 | \$ 259.11                  |
| Engineer             | \$ 52.50            | \$ 121.73                       | \$ 20.91 | \$ 195.14                  |
| Survey Manager       | \$ 57.69            | \$ 133.77                       | \$ 22.97 | \$ 214.43                  |
| Project Surveyor     | \$ 53.94            | \$ 125.07                       | \$ 21.48 | \$ 200.49                  |
| Survey Crew Chief    | \$ 35.75            | \$ 82.89                        | \$ 14.24 | \$ 132.88                  |
| Instrument Man       | \$ 29.00            | \$ 67.24                        | \$ 11.55 | \$ 107.79                  |
| Survey Helper        | \$ 20.00            | \$ 46.37                        | \$ 7.96  | \$ 74.34                   |
| Senior Technician    | \$ 37.39            | \$ 86.70                        | \$ 14.89 | \$ 138.98                  |
| Inspector            | \$ 33.50            | \$ 77.68                        | \$ 13.34 | \$ 124.52                  |
|                      | \$ -                | \$ -                            | \$ -     | \$ -                       |
|                      | \$ -                | \$ -                            | \$ -     | \$ -                       |

#### OVERTIME BILLING RATES <sup>\*\*\*</sup>

| Classification               | Raw<br>Wage<br>Rate | Audited<br>OH Rate <sup>3</sup> | Profit   | Regular<br>Billing<br>Rate |
|------------------------------|---------------------|---------------------------------|----------|----------------------------|
| Inspector                    | \$ 33.50            | \$ 77.68                        | \$ 13.34 | \$ 141.27                  |
| Inspector II                 |                     | \$ -                            | \$ -     | \$ -                       |
| {additional classifications} |                     | \$ -                            | \$ -     | \$ -                       |

<sup>2</sup> Approved by MDOT

<sup>3</sup> Formula's may need to be adjusted if consultant has field overhead rate approved.

\*\*\* Overtime may only be allowable for those employees per Federal requirements.

\*\*\* Overtime is calculated by Raw Wage only \* 1.5. Overhead and profit shall not be increased by 1.5

## 2026 HOUR DISTRIBUTION / LABOR COSTS

**Pickering Firm, Inc.**

*Construction Engineering & Inspection Services*

**PFI Project Number: 25782.03**

### REGULAR HOURS ONLY

| POSITION TITLE       | Hours Per Month |     |     |     |     |     |     |     |     |     |     |     | On Job Months | Subtotal Hours | Hourly Rate | Extension     |
|----------------------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|----------------|-------------|---------------|
|                      | Jan             | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |               |                |             |               |
| Project Manager      |                 |     |     | 4   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |               | 20             | \$ 236.96   | \$ 4,739.16   |
| Sr. Project Engineer |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 259.11   | \$ -          |
| Engineer             |                 |     |     | 20  | 20  | 40  | 40  | 40  | 40  | 20  | 20  | 20  |               | 260            | \$ 195.14   | \$ 50,736.90  |
| Survey Manager       |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 214.43   | \$ -          |
| Project Surveyor     |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 200.49   | \$ -          |
| Survey Crew Chief    |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 132.88   | \$ -          |
| Instrument Man       |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 107.79   | \$ -          |
| Survey Helper        |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 74.34    | \$ -          |
| Senior Technician    |                 |     |     |     | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   |               | 16             | \$ 138.98   | \$ 2,223.65   |
| Inspector            |                 |     |     | 16  | 80  | 160 | 160 | 160 | 160 | 80  | 40  | 40  |               | 896            | \$ 124.52   | \$ 111,569.14 |
|                      |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ -        | \$ -          |
|                      |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ -        | \$ -          |
|                      |                 |     |     |     | 31  | 30  | 31  | 31  | 30  | 31  | 30  | 31  | 245           |                |             |               |

**Labor Subtotal (Regular) \$ 169,268.85**

**PFI Project Number: 25782.03**

### OVERTIME HOURS ONLY

| POSITION TITLE               | Overtime Hours Per Month |     |     |     |     |     |     |     |     |     |     |     | On Job Months | Subtotal Hours | Hourly Rate | Extension |      |
|------------------------------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|----------------|-------------|-----------|------|
|                              | Jan                      | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |               |                |             |           |      |
| Inspector                    |                          |     |     |     |     |     |     |     |     |     |     |     |               | 0              | 0           | \$ 141.27 | \$ - |
| Inspector II                 |                          |     |     |     |     |     |     |     |     |     |     |     |               | 0              | 0           | \$ -      | \$ - |
| {additional classifications} |                          |     |     |     |     |     |     |     |     |     |     |     |               | 0              | 0           | \$ -      | \$ - |

**Labor Subtotal (Overtime) \$ -**

**CONTRACTOR's Project Completion Time:** 549 Calendar Days

**Construction Cost Estimate:** \$6,747,688.70

# 2027 BILLING RATE TABLE

## Pickering Firm, Inc.

### Construction Engineering & Inspection Services

|                                  |           |
|----------------------------------|-----------|
| Home Overhead Rate <sup>2</sup>  | 206.55% % |
| Field Overhead Rate <sup>2</sup> | 206.55% % |
| Profit                           | 12.00% %  |

#### REGULAR BILLING TIME

| Classification       | Raw<br>Wage<br>Rate | Audited<br>OH Rate <sup>3</sup> | Profit   | Regular<br>Billing<br>Rate |
|----------------------|---------------------|---------------------------------|----------|----------------------------|
| Project Manager      | \$ 65.66            | \$ 135.63                       | \$ 24.15 | \$ 225.44                  |
| Sr. Project Engineer | \$ 71.80            | \$ 148.31                       | \$ 26.41 | \$ 246.52                  |
| Engineer             | \$ 54.08            | \$ 111.69                       | \$ 19.89 | \$ 185.66                  |
| Survey Manager       | \$ 59.42            | \$ 122.73                       | \$ 21.86 | \$ 204.01                  |
| Project Surveyor     | \$ 55.56            | \$ 114.76                       | \$ 20.44 | \$ 190.75                  |
| Survey Crew Chief    | \$ 36.82            | \$ 76.06                        | \$ 13.55 | \$ 126.42                  |
| Instrument Man       | \$ 29.87            | \$ 61.70                        | \$ 10.99 | \$ 102.55                  |
| Survey Helper        | \$ 20.60            | \$ 42.55                        | \$ 7.58  | \$ 70.73                   |
| Senior Technician    | \$ 38.51            | \$ 79.55                        | \$ 14.17 | \$ 132.22                  |
| Inspector            | \$ 34.51            | \$ 71.27                        | \$ 12.69 | \$ 118.47                  |
|                      | \$ -                | \$ -                            | \$ -     | \$ -                       |
|                      | \$ -                | \$ -                            | \$ -     | \$ -                       |

#### OVERTIME BILLING RATES <sup>\*\*\*</sup>

| Classification                      | Raw<br>Wage<br>Rate | Audited<br>OH Rate <sup>3</sup> | Profit   | Regular<br>Billing<br>Rate |
|-------------------------------------|---------------------|---------------------------------|----------|----------------------------|
| Inspector                           | \$ 35.02            | \$ 72.33                        | \$ 12.88 | \$ 137.75                  |
| Inspector II                        |                     | \$ -                            | \$ -     | \$ -                       |
| <i>{additional classifications}</i> |                     | \$ -                            | \$ -     | \$ -                       |

<sup>2</sup> Approved by MDOT

<sup>3</sup> Formula's may need to be adjusted if consultant has field overhead rate approved.

\*\*\* Overtime may only be allowable for those employees per Federal requirements.

\*\*\* Overtime is calculated by Raw Wage only \* 1.5. Overhead and profit shall not be increased by 1.5

## 2027 HOUR DISTRIBUTION / LABOR COSTS

**Pickering Firm, Inc.**

*Construction Engineering & Inspection Services*

**PFI Project Number: 25782.03**

### REGULAR HOURS ONLY

| POSITION TITLE       | Hours Per Month |     |     |     |     |     |     |     |     |     |     |     | On Job Months | Subtotal Hours | Hourly Rate | Extension     |
|----------------------|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|----------------|-------------|---------------|
|                      | Jan             | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |               |                |             |               |
| Project Manager      | 2               | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 2   | 4   |     |               | 24             | \$ 225.44   | \$ 5,410.63   |
| Sr. Project Engineer |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 246.52   | \$ -          |
| Engineer             | 20              | 20  | 20  | 20  | 20  | 40  | 40  | 40  | 20  | 40  | 40  |     |               | 320            | \$ 185.66   | \$ 59,410.86  |
| Survey Manager       |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 204.01   | \$ -          |
| Project Surveyor     |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 190.75   | \$ -          |
| Survey Crew Chief    |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 126.42   | \$ -          |
| Instrument Man       |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 102.55   | \$ -          |
| Survey Helper        |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ 70.73    | \$ -          |
| Senior Technician    |                 |     | 2   | 2   | 2   | 2   | 2   | 2   | 4   | 4   |     |     |               | 20             | \$ 132.22   | \$ 2,644.49   |
| Inspector            | 40              | 40  | 80  | 80  | 160 | 160 | 160 | 160 | 160 | 80  | 40  |     |               | 1160           | \$ 118.47   | \$ 137,422.98 |
|                      |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ -        | \$ -          |
|                      |                 |     |     |     |     |     |     |     |     |     |     |     |               | 0              | \$ -        | \$ -          |
|                      | 31              | 28  | 31  | 30  | 31  | 30  | 31  | 31  | 30  | 31  |     |     |               | 549            |             |               |

**Labor Subtotal (Regular) \$ 204,888.96**

**PFI Project Number: 25782.03**

### OVERTIME HOURS ONLY

| POSITION TITLE               | Overtime Hours Per Month |     |     |     |     |     |     |     |     |     |     |     | On Job Months | Subtotal Hours | Hourly Rate | Extension |      |
|------------------------------|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|---------------|----------------|-------------|-----------|------|
|                              | Jan                      | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |               |                |             |           |      |
| Inspector                    |                          |     |     |     |     |     |     |     |     |     |     |     |               | 0              | 0           | \$ 137.75 | \$ - |
| Inspector II                 |                          |     |     |     |     |     |     |     |     |     |     |     |               | 0              | 0           | \$ -      | \$ - |
| {additional classifications} |                          |     |     |     |     |     |     |     |     |     |     |     |               | 0              | 0           | \$ -      | \$ - |

**Labor Subtotal (Overtime) \$ -**

**CONTRACTOR'S Project Completion Time:** 549 Calendar Days

**Construction Cost Estimate:** \$5,400,000.00



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-26:069

**Agenda Date:** 6/30/2026

**Version:** 1

**Status:** To Be Introduced

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

**File Type:** Resolution

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 2410 W MATTHEWS, PARCEL 01-143143-01900, OWNED BY GEORGE HANNAH SR IN THE AMOUNT OF \$5566

LEGAL DESCRIPTION: PART SE SW 14-14-03

WHEREAS, GEORGE HANNAH SR, the owner of record, was properly notified of a code violation at 2410 W MATTHEWS, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation on 04/24/2026 using city funds in the amount of \$5566; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-54-903.

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

Section 1: The city should proceed with placing a lien on the property located at 2410 W MATTHEWS



**CITY OF JONESBORO**  
**Code Enforcement**  
Request For Invoice

To: Tosha Moss

Date: April 27, 2026

Case # 255464

Property Address: 2410 W. Matthews Ave. Jonesboro, AR 72401 APN# 01-143143-01900

Notice to Repair or Remove Sent on: February 20, 2026

Deadline for Owner Abatement: March 24, 2026

Demo Completed On: April 24, 2026

Need to send the following charges to this person.

Property Owner: George Hannah Sr  
2410 W. Matthews Ave.  
Jonesboro, AR 72401

| <u>ITEMS</u>                  | <u>AMOUNTS</u> |
|-------------------------------|----------------|
| Title Search                  | \$ 250.00      |
| Newspaper Publication         | \$ 468.00      |
| Attorney Ad Litem             | \$ 760.44      |
| Demolition Charge             | \$ 3,000.00    |
| Certified Postage for Notices | \$ 62.88       |
| Standard Postage for Notices  | \$ 4.68        |
| Admin Fees                    | \$ 1000.00     |
| Filing Fees                   | \$ 20.00       |
| <hr/>                         |                |
| Total                         | \$ 5,566.00    |

Thank you,  
Scott Roper  
Jonesboro Police Department  
Code Enforcement Division  
PO Box 1845  
Jonesboro, AR 72403



|                  |
|------------------|
| Invoice# : 70333 |
| Case# : 255464   |

Invoice Notice Mailed Prior to 06/03/2026

GEORGE HANNAH SR  
2410 W MATTHEWS  
JONESBORO, AR 72401

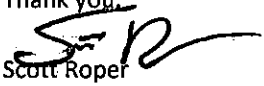
Subject: 2410 W MATTHEWS Parcel# 01-143143-01900

This is notification that the property mentioned above is subject to a lien for cost and expenses due to the City of Jonesboro for correcting code violations. This lien will be placed on the agenda for approval before the City Council of the City of Jonesboro on 07/07/2026.

The Council Meeting is at 5:30pm in the Municipal Building Council Chambers located at 300 S. Church St.

You have the right to appear and contest this action.

Should you have any question about this process, please call the Code Enforcement Office at 870-933-4658.

Thank you,  
  
Scott Roper  
Director of Code Enforcement  
City of Jonesboro  
300 S. Church Street  
Jonesboro, AR 72401  
Phone: 870-933-4658



|           |            |
|-----------|------------|
| DATE      | INVOICE NO |
| 4/27/2026 | 0070333    |

|  |
|--|
| <b>BILL TO</b>   |
| George Hannah Sr<br>2410 W Matthews Ave<br>Jonesboro, AR 72401 |

|                 |
|-----------------|
| <b>DUE DATE</b> |
| 6/3/2026        |

| DESCRIPTION | QUANTITY | EFFECTIVE RATE | AMOUNT | DISCOUNT | CREDIT | BALANCE |
|-------------|----------|----------------|--------|----------|--------|---------|
|-------------|----------|----------------|--------|----------|--------|---------|

PREVIOUS OUTSTANDING BALANCE 0.00

Code Enforcement Charges:

|  |      |          |          |      |      |          |
|--|------|----------|----------|------|------|----------|
| Filing Fee - 2410 W Matthews Ave                   | 1.00 | 20.00    | 20.00    | 0.00 | 0.00 | 20.00    |
| Admin Fee - 2410 W Matthews                        | 1.00 | 1,000.00 | 1,000.00 | 0.00 | 0.00 | 1,000.00 |
| Newspaper Publication - 2410 W Matthews Ave        | 1.00 | 468.00   | 468.00   | 0.00 | 0.00 | 468.00   |
| Attorney Ad Litem - 2410 W Matthews Ave            | 1.00 | 760.44   | 760.44   | 0.00 | 0.00 | 760.44   |
| Standard Postage for Notices - 2410 W Matthews Ave | 1.00 | 4.68     | 4.68     | 0.00 | 0.00 | 4.68     |
| Certified Postage for Notices - 2410 W Matthews    | 1.00 | 62.88    | 62.88    | 0.00 | 0.00 | 62.88    |
| Title Search - 2410 W Matthews Ave                 | 1.00 | 250.00   | 250.00   | 0.00 | 0.00 | 250.00   |
| Demolition Charges - 2410 W Matthews Ave           | 1.00 | 3,000.00 | 3,000.00 | 0.00 | 0.00 | 3,000.00 |

**INVOICE TOTAL:** 5,566.00 0.00 0.00 5,566.00



|           |            |
|-----------|------------|
| DATE      | INVOICE NO |
| 4/27/2026 | 0070333    |

|  |
|--|
| <b>BILL TO</b>   |
| George Hannah Sr<br>2410 W Matthews Ave<br>Jonesboro, AR 72401 |

|          |
|----------|
| DUE DATE |
| 6/3/2026 |

| DESCRIPTION | QUANTITY | EFFECTIVE RATE | AMOUNT | DISCOUNT | CREDIT | BALANCE |
|-------------|----------|----------------|--------|----------|--------|---------|
|-------------|----------|----------------|--------|----------|--------|---------|

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: George Hannah Sr  
 Customer No: 025327  
 Account No: 0036110 - Code Enforcement Charges

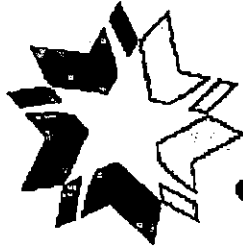
|          |            |
|----------|------------|
| DUE DATE | INVOICE NO |
| 6/3/2026 | 0070333    |

**Please remit payment by the due date to:**

City of Jonesboro  
 300 South Church Street  
 PO Box 1845  
 Jonesboro, AR 72403

Invoice Total: 5,566.00  
 Discounts: 0.00  
 Credit Applied: 0.00  
 Ending Balance: 5,566.00

**INVOICE BALANCE: \$5,566.00**  
**AMOUNT PAID: \_\_\_\_\_**



# JONESBORO

## ARKANSAS

### ***Notice of Repair or Remove***

02/20/2026

GEORGE HANNAH SR  
2410 W Matthews Ave  
Jonesboro AR 72401-9205

Case #: 255464  
Subject: 2410 W MATTHEWS, JONESBORO, AR 72401

Dear GEORGE HANNAH SR:

At its meeting on 02/17/2026, The City Council of the City of Jonesboro adopted a resolution finding and declaring the subject property to be a nuisance that must be repaired or removed. A copy of the Condemnation Resolution is enclosed.

You are hereby directed to board and secure the structure at all times until the structure is brought into full compliance with applicable building or abatement codes or until such time as the structure is razed and removed. Boarding and securing the structure does not relieve the owner of the requirement to diligently repair, rehabilitate or demolish and remove the structure.

If you decide to abate this nuisance you must obtain necessary permits and commence abatement work with thirty (30) days from the date of condemnation by City Council. The permits shall expire forty-five (45) days from the date of issuance. Abatement work is expected to be completed before the permits expire. **A fine of not less than \$250 nor more than \$500 may be imposed and an additional fine of \$250 for each day thereafter.(Ord. 11.32.12)**

In the event you have not obtained necessary permits and commenced work to abate the nuisance with in thirty (30) days from the date of condemnation by City Council the City will take actions required to abate the nuisance. All costs of abatement will be billed to you as owner of the property. Payment of this bill will be actively pursued. A tax lien will be placed on the property until payment is received in full. **A fine of not less than \$250 nor more than \$500 may be imposed and an additional fine of \$250 for each day thereafter.(Ord. 11.32.12)**

Should you have any questions about this process, please call the City's Code Enforcement Office at 870-933-4658.

Cell: 870-926-1404 Email: [dcooley@jonesboroar.gov](mailto:dcooley@jonesboroar.gov)

Sincerely,

David Cooley  
Code Enforcement Officer



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-26:070

**Agenda Date:** 6/30/2026

**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, ARKANSAS TO APPROVE THE ATTACHED PROPOSAL FOR ADDITIONAL SERVICES FOR THE PARK LOCATED ALONG DISCIPLE DRIVE

WHEREAS, RES-25:027 approved Halff to provide professional services for the Park located along Disciple Drive project;

WHEREAS, the City of Jonesboro desires to increase the original professional services project scope with the attached Proposal in the amount of \$136,040.00 for additional design support services, construction documents, and architectural construction documents; and,

WHEREAS, the funding for the execution of the agreement shall come from Capital Improvement budget and compensation shall be paid in accordance with the agreement.

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

Section 1: That the City of Jonesboro hereby accepts the attached Proposal in the amount of \$136,040.00 for additional design support services, construction documents, and architectural construction documents for the Park located along Disciple Drive project.

Section 2. That funding for the execution of the fee proposal shall come from the Capital Improvement budget and compensation shall be paid in accordance with the fee proposal.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to accept the Fee Proposal and direct the Purchasing/Finance Specialist to increase the Purchase Order amount.

June 5, 2026

Project No. (AVO): 59658.003

City of Jonesboro  
Mayor Harold Copenhaver  
300 S. Church St.  
Jonesboro, AR 72401

RE: Disciple Drive Park

Dear Mayor Copenhaver,

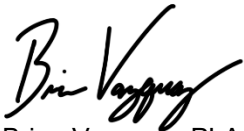
At Halff we improve lives and communities by turning ideas into reality. We do that by working with great clients on meaningful projects. As such, we are pleased to submit the following Scope of Services for the Disciple Drive Park for the City of Jonesboro, AR. The scope covers survey, architecture, and construction documentation services, based on the revised design development plan layout as shown on Attachment C.

The proposed services to be performed are described in the Scope of Services (**Attachment A**). Proposed services that are not included as part of the Scope of Service are listed in the Exclusions/Available Additional Services (**Attachment B**); however, these services can be provided by Halff upon request. A Project Exhibit (**Attachment C**) is also included.

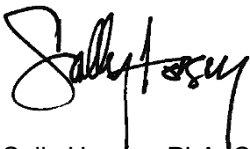
Unless otherwise modified, please note that the Scope of Services described herein shall remain valid and continue in effect for a period of 90 calendar days, after which it will require renewal in writing by the Consultant and the Client.

Thank you for the opportunity to work with you to improve lives and communities. Please feel free to contact me if you have any questions or comments regarding this Scope of Services.

Sincerely,



Brian Vazquez, PLA, CLARB  
Team Leader, Planning and Landscape Architecture  
bVazquez@halff.com  
(501) 653-7510



Sally Horsey, PLA, CLARB, ASLA  
Director, Planning and Landscape Architecture  
sHorsey@halff.com  
(501) 801-2672

## **ATTACHMENT A** **BASIC SCOPE OF SERVICES** **PROFESSIONAL SERVICES FOR** **Disciple Drive Park**

### **PURPOSE**

Halff (CONSULTANT) shall provide Landscape Architecture, Survey, and Engineering Services for the Disciple Drive Park, to the City of Jonesboro (CLIENT). The purpose of the PROJECT is to provide survey, architecture, and construction documentation services, based on the revised design development plan layout as shown on Attachment C.

### **SCOPE**

This project is to include an approximately 17.31-acre park on Disciple Drive.

The following park elements will be included in the park construction documents as per the associated grant items:

- Parking and required ADA spaces.
- Main Entry Drive (access to Trailhead and Main Parking).
- Trailhead (Bicycle fixtures, hardscape surface, and ADA hardscape access).
- One (1) Adventure Playground (playground structure layout, surface and ADA hardscape access).
- One (1) Dog Park (fence and paddock gates).
- One (1) Tennis Court (Surface, fencing, ADA hardscape access).
- One (1) Pickleball Court (Surface, fencing, ADA hardscape access).
- One (1) Multi-Purpose Field
- 10' Asphalt Walking Trail
- Hardscape and ADA paved walks to all main program areas.
- Restroom Building (custom structure with concrete slab and site furnishings).
- Architectural and MEP plans and specifications for Restroom Building to be provided and prepared by H+N Architects Inc.
- Site Grading and Drainage

## ASSUMPTIONS

This scope of services (the "Scope of Services") has been prepared using the following assumptions as a basis for its preparation:

1. The Scope of Services represents a single, stand-alone project consisting of tasks described below for the design of the proposed improvements, in their entirety, with no removal or separation of tasks for the completion of the PROJECT.
2. Funding support services, including preparation of graphics and exhibits, are not included in this Scope of Services. This service may be provided but will be considered an Additional Service, billed hourly.
3. The PROJECT will follow ADA design requirements as applicable.
4. The CLIENT will provide available existing information and base-map data, including, but not limited to:
  - Utility record drawings, and/or condition assessments for existing utilities located within the proximity or adjacent to the PROJECT area.
  - Current property and easement information.
  - Previous park design development plan. (Attachment C)
5. The CLIENT will be responsible for distributing, coordinating, and facilitating all submittal milestones/packages to necessary stakeholders, including correspondence during the submittal review period(s) and providing CONSULTANT with organized reviews and/or comments and/or feedback from reviewing entities.
6. In addition to any base map data provided by the CLIENT (as described above), CONSULTANT will utilize publicly available and CLIENT-provided data (aerial ortho imagery, GIS contours, record drawings, etc.) to supplement PROJECT development outside the limits of survey. Supplemental information will be used in the assessment, review, and design of the proposed improvements.
7. Internal project meetings described herein will be held at the CONSULTANT's office or virtually, unless on-site meeting is specified. CONSULTANT shall notify CLIENT and request additional compensation if additional meetings are necessary for ongoing coordination and/or the completion of the PROJECT.

## PHASE 1 – DESIGN SUPPORT SERVICES

### TASK 1.1 – PROJECT KICK-OFF AND PROJECT MANAGEMENT

#### **Project Management Coordination, Communications, and Reporting:**

CONSULTANT may provide monthly reports to the CLIENT in 8.5"x11" format, delivered electronically, which will detail the current progress, highlight any outstanding issues, and address future concerns, if requested. This may be combined with the monthly invoicing. Additionally, CONSULTANT will conduct internal meetings with their staff for effective coordination and communication regarding the PROJECT.

#### **Project Kick-off Meeting:**

CONSULTANT will attend one (1) virtual or in-person coordination/project kick-off meeting with the CLIENT (determined by CLIENT) to confirm the goals, objectives, budget, schedule and program of proposed improvements of the PROJECT. Notes may be taken by the CONSULTANT to record items discussed and decisions made during this meeting and provided to all attendees.

- Project Kick-Off Meeting – One (1) Virtual or in-person meeting (3 Hour maximum duration, inclusive of travel time)

#### **Task 1.1 Deliverables:**

Deliverables provided by the CONSULTANT shall include the following:

- One (1) Digital PDF copy of the Project Kick-Off meeting notes.

### TASK 1.2 – TREE SURVEY

#### **Survey Base Map:**

Halff survey crews will collect necessary information to produce a survey base map and survey control details. Halff will prepare a topographic survey to include the below:

- Tree's 18" or greater.
- Located only within, and 20' outside limits of designed disturbance.

This survey excludes the following:

- Trees 17" and lower
- Title research.
- Easement research.
- Easement locations.
- Right of way locations.
- Individual Property Locations.

#### **Task 2.2 Deliverables:**

- Electronic CADD file in Civil3D format
- PDF file sized at 11"x17" or 22"x34"

## PHASE 2 – CONSTRUCTION DOCUMENTS

### TASK 2.1 – CONSTRUCTION DOCUMENTS

#### **Construction Document Preparation:**

CONSULTANT shall prepare construction documents that include design drawings, construction documents and technical specifications for the PROJECT.

The 90% and 100% submittal milestones shall include the anticipated improvements identified in the PROJECT's Scope and Assumptions sections. Design for improvements shall follow current CLIENT standards, supplemented with ADA standards. In addition to the anticipated improvements described above, CONSULTANT's 90% and 100% submittal milestones shall also contain the following base information:

- Project name; and if applicable, the street address, and lot and block description.
- Date, scale, north arrow, and the name of the Licensed Professional preparing the plan.
- Location of existing property lines and/or ROW limits.
- Approximate centerlines of existing water courses and the location of the floodplain; the approximate location of significant drainage features; and the location of existing parking lots, streets, driveways, and sidewalks on or adjacent to the PROJECT.
- Approximate location of known overhead lines, subsurface utility lines, and utility easements within the project limits, including the location of utility/power poles, generators, and equipment.

#### **Drawing Deliverable Review/Comment Resolution Meetings:**

After each submittal milestone has been delivered to the CLIENT, CONSULTANT will schedule and conduct Drawing Deliverable Review/Comment Resolution Meetings with the CLIENT to discuss submittal review comments related to the PROJECT at the submittal milestones identified below. The number of Drawing Deliverable Review/Comment Resolution Meetings shall not exceed two (2). Meeting objectives will include design feedback, comment review discussions, and describe subsequent submittal deliverables per the Scope of Work, with general question and answer. Notes may be taken by the CONSULTANT at these meetings to document items discussed and decisions made. The submittal milestones are as follows:

- 90% Construction Documents – One (1) Virtual meeting (2 Hour maximum duration)
- 100% Construction Documents – One (1) Virtual meeting (2 hour maximum duration)

#### **90% Design Development Submittal Milestone Preparation:**

CONSULTANT shall prepare the 90% Design Development Package submittal milestone, including the following anticipated documents, listed below:

- Cover Sheet
- General Notes
- Typical Sections
- Erosion Control Plans and Details
- Layout Plans, Profiles, Grading, and Details
- Utility Plans
- Construction Details
- Hydrologic calculations for pond sizing and outlet structures.
- Architectural 90% Construction Documentation for Restroom Building
- Mechanical, Electrical, and Plumbing 90% Design Development for Restroom Building
- Table of Contents for Technical Specifications

***Prior to the preparation of the subsequent 100% Construction Documents Package, in accordance with the tasks and responsibilities described herein under Phase 3, the CLIENT shall understand and not request alterations of the proposed design established through previously submitted milestone package, in accordance with applicable stakeholders, entities, and/or agencies associated with the design, development, and construction of the PROJECT. CONSULTANT reserves the right to request a contract modification to increase the budget for Construction Documents services if the actual effort exceeds the budgeted amount after the 90% Design Development Package has been submitted and upon any requested changes to the design have been received from the CLIENT.***

**100% Construction Documents Package Submittal:**

CONSULTANT shall prepare the 100% Construction Documents submittal milestone, including the following anticipated sheets, listed below:

- Cover Sheet
- General Notes
- Typical Sections
- Demolition and Erosion Control Plans and Details
- Layout Plans, Profiles, Grading, and Details
- Utility Plans
- Construction Details
- Architectural 100% Construction documentation for Restroom Building
- Mechanical, Electrical, and Plumbing 100% Design Development for Restroom Building
- Technical Specifications
- Hydrologic calculations for pond sizing and outlet structures.

CONSULTANT shall, at the request of the CLIENT, transmit electronic copies of CONSULTANT work product components including data, photos, images, text, designs, and cost opinions for project-related use by CLIENT including project budgeting and project coordination/communication.

CONSULTANT's 100% Construction Package shall include the sealed and signed construction documents. CONSULTANT shall incorporate any remaining, CLIENT, and/or stakeholder comments from the 90% Construction Documents review period before the final submittal of the 100% Construction Package.

**Task 2.1 Deliverables:**

Deliverables provided by the CONSULTANT at each submittal milestone shall include the following:

- *One (1) Digital PDF copy of meeting notes.*
- *One (1) Digital PDF copy of the Construction Documents and Project Manual.*
- *One (1) bound copy of the Construction Documents.*
- *One (1) bound copy of the Project Manual.*

## TASK 2.2 – OPINION OF PROBABLE CONSTRUCTION COST (OPCC)

### **Preliminary 90% Construction Documents OPCC:**

CONSULTANT shall provide an Opinion of Probable Construction Cost (OPCC) for the 90% Design Development submittal milestone. CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the construction document OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only.

### **100% Construction Documents OPCC:**

CONSULTANT shall provide an Opinion of Probable Construction Cost (OPCC) at the 100% construction document submittal milestone. CONSULTANT's OPCC shall be based on the quantities indicated on the CONSULTANT's plans and on the unit prices current at the time of the probable cost opinion preparation. Quantities and available unit pricing included in the construction document OPCC are preliminary and shall be subject to change due to significant fluctuations in the market and pricing changes beyond CONSULTANT'S control. OPCCs are intended for budget purposes only.

### **Task 2.2 Deliverables:**

Deliverables provided by the CONSULTANT at each submittal milestone shall include the following:  
*One (1) Digital PDF copy of the Opinion of Probable Construction Cost listing quantities and estimated bid costs.*

## PHASE 3 – ARCHITECTURAL CONSTRUCTION DOCUMENTS

### TASK 3.1 – ARCHITECTURAL CONSTRUCTION DOCUMENTATION

### **100% Architectural Construction Documents:**

H+N Architects will provide full architectural services for the layout of the restrooms at Disciple Drive Park, in Jonesboro, Arkansas. The scope will include architectural design through 100% completion of Construction Documents. The project includes modest restroom facilities to serve the park, and a covered pavilion with considerations to be determined based on project budget allocations.

### **Task 3.1 Deliverables:**

Restroom Building Construction Documents | H+N will revise and refine the Design Development Conceptual plans per the owner's feedback and produce 100% Construction Documents. Incorporation and coordination of mechanical, electrical, and structural engineers will be included. Together with our engineering consultants, we will produce a complete bid package of drawings and specifications for the contractor to price and build the project from.

## BASIS OF COMPENSATION DISCIPLE DRIVE PARK

The basis of compensation for the services below shall be as follows:

|  |                  |
|--|------------------|
| <b>A. PHASE 1 – DESIGN SUPPORT SERVICES</b>                |                  |
| <u>Task 1.1 – Project Kick-Off and Project Management</u>  | <u>\$6,240</u>   |
| <u>Task 1.2 – Tree Survey</u>                              | <u>\$4,500</u>   |
| <b>PHASE 1 TOTAL</b>                                       | <b>\$10,740</b>  |
| <br>   |                  |
| <b>B. PHASE 2 – CONSTRUCTION DOCUMENTS:</b>                |                  |
| <u>Task 2.1/2.2 – 90% Construction Documents/OPCC</u>      | <u>\$78,360</u>  |
| <u>Task 2.1/2.2 – 100% Constructions Documents/OPCC</u>    | <u>\$12,100</u>  |
| <b>PHASE 2 TOTAL</b>                                       | <b>\$90,460</b>  |
| <br>   |                  |
| <b>C. PHASE 3 – ARCHITECTURAL CONSTRUCTION DOCUMENTS:</b>  |                  |
| <u>Task 3.1 – Architectural Construction Documentation</u> | <u>\$33,840</u>  |
| <b>PHASE 3 TOTAL</b>                                       | <b>\$33,840</b>  |
| <br>   |                  |
| <b>SUB-TOTAL</b>   | <b>\$135,040</b> |
| <br>   |                  |
| **Direct Costs (Estimated Reimbursable Expenses)           | \$1,000          |
| <br>   |                  |
| <b>PROJECT GRAND TOTAL (Phases 1-3 &amp; Direct Costs)</b> | <b>\$136,040</b> |

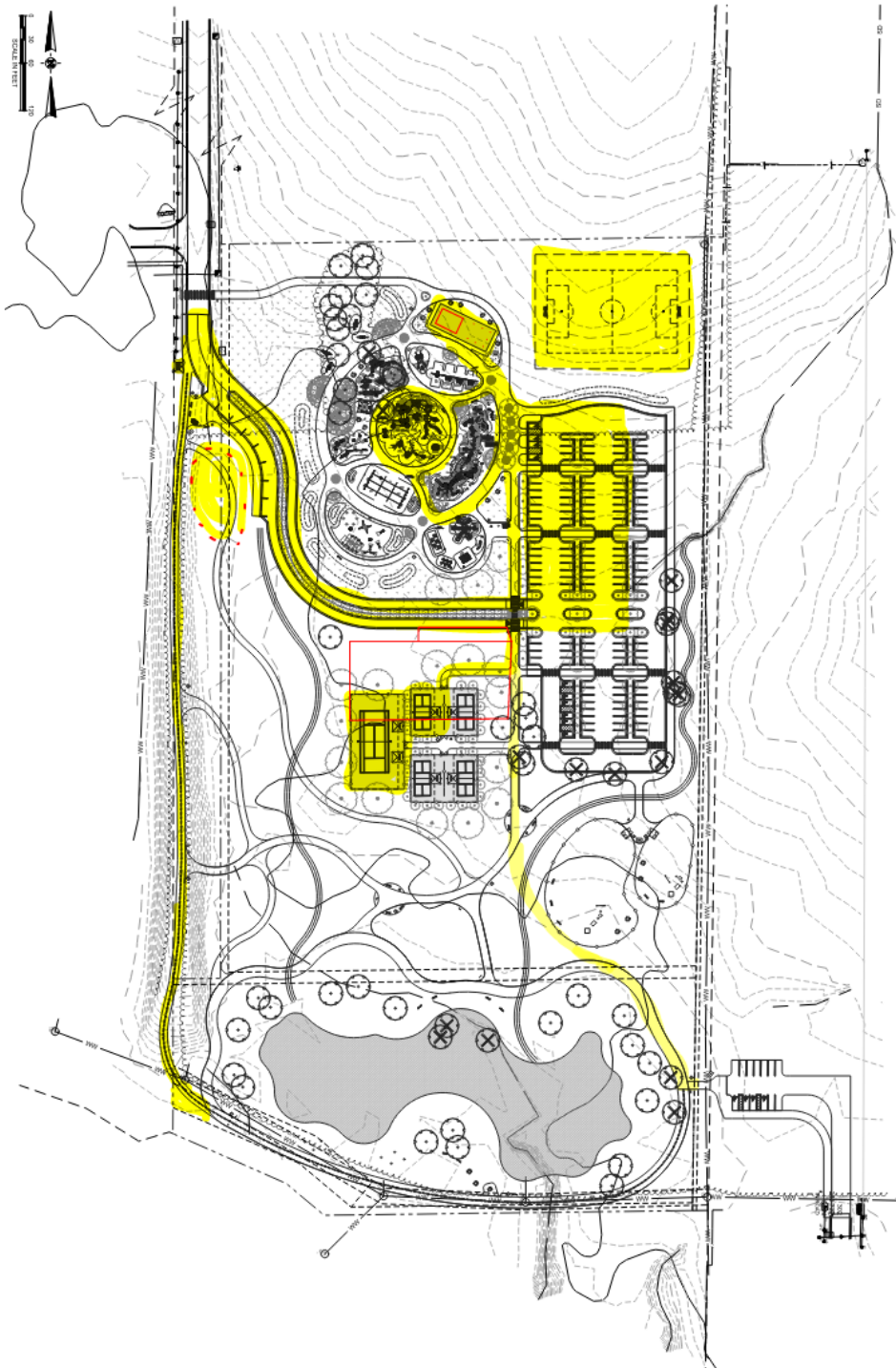
## ATTACHMENT B EXCLUSIONS / AVAILABLE ADDITIONAL SERVICES

The following services are not included in the scope or fees for this proposal; but can be provided by CONSULTANT, subject to negotiation:

### GENERAL:

1. Any additional work not specifically included in the Proposed Scope of Services will be accomplished as Additional Services.
2. Client generated changes to the design once Construction Document Preparation has reached the 90% level of completion. Time will be invoiced at an hourly rate, per a proposal approved by the CLIENT, until the work is at the same level of completion as it was prior to the change.
3. The development of amenities in addition to the proposed Scope of Work is excluded.
4. Revisions to the plans requested by the CLIENT after the plans are approved, unless necessitated by negligent errors on the plans.
5. Design of areas outside the limits of the defined project site.
6. Design and coordination of existing utility relocations and modifications, including, gas, telephone, or other franchise utility improvements.
7. Additional graphic products.
8. Additional meetings not identified in the project scope of services.
9. Printing of additional drawings, specifications and contract documents not identified in the project deliverables.
10. The development design alternatives, or preparation of a feasibility studies are excluded.
11. Negotiations with adjacent property owners.
12. Separation of project documents into multiple submittals or tasks.
13. Irrigation design.
14. Public Engagement, such as public meetings or hearings, is excluded.
15. Communication with adjacent property owners, impacted stakeholders, and agencies are excluded.
16. Preparation of Traffic engineering reports or studies is excluded.
17. Detailed Traffic Control and/or Roadway/Traffic Modification Plans are excluded.
18. Permitting: payment of any fees including but not limited to permit fees, filing fees, pro-rated fees, impact fees, taxes, federal and/or state regulatory agency review fees.
19. The preparation and development of Construction Documentation beyond the scope of services described above is excluded.
20. Construction staking.
21. Value Engineering Services are excluded.
22. Subsurface Utility Engineering: Quality Level A, B, or C is excluded.
23. Work Zone Traffic Control is excluded.
24. Additional Survey Services for Preparation of Easement or Right-of-Way Exhibits are excluded.
25. Field survey of channel cross sections other than what is identified in the scope above is excluded.
26. Field survey of area outside the identified project area is excluded.
27. Geospatial Survey Services are excluded.
28. Right of Entry preparation and coordination is excluded.
29. Boundary Research and Boundary Resolution Services are excluded.
30. All Environmental Services are excluded.
31. Preparation of a Preconstruction Notification (PCN), mitigation plan, or a U.S. Army Corps of Engineers (USACE) Section 404 Individual Permit Application is not included in this Scope of Services.
32. All permitting is excluded.
33. Environmental documentation as required when federal funding is excluded.
34. Re-design due to scope changes, value engineering, budget overruns, or other reasons
35. Survey and design of offsite road, drainage, and/or utilities.
36. Survey of individual tree sizes and locations of the full site are excluded.
37. Bidding Services, and Const. Administration phases and beyond.

## ATTACHMENT C DISCIPLE DRIVE PARK DESIGN DEVELOPMENT PLAN PROJECT LOCATION AND LIMITS





# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-26:071

**Agenda Date:** 6/30/2026

**Version:** 1

**Status:** To Be Introduced

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

**File Type:** Resolution

### A RESOLUTION TO APPROVE JONESBORO POLICE DEPARTMENT TERMS AND CONDITIONS FOR NEW HIRE INCENTIVES

WHEREAS; The 2026 City of Jonesboro Budget allocated funding for a total of 175 uniformed police officers; and

WHEREAS; As of 6/1/2026, payroll records identify 151 filled positions and 24 vacant positions.

WHEREAS; the 14% staffing shortage has created a surplus in the FY2026 police personnel budget that will be redirected to incentivize the hiring and recruiting of P1 level patrol officers for the Jonesboro Police Department.

WHEREAS; hiring, recruitment and retention incentives are required to operate within current year police personnel budget; and

WHEREAS; new hires are required to agree to a multi-year employment agreement to encourage retention.

WHEREAS; detailed information, incentive amounts and commitment requirements are included in exhibits 1 and 2 attached with this resolution.

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

SECTION 1: The Jonesboro City Council endorses the attached terms and conditions of police hiring and recruitment incentives as described in this resolution and the attached exhibits.

SECTION 2: The Jonesboro City Council authorizes the creation of a restricted account consisting of excess Jonesboro Police Department personnel funds necessary to fulfill multi-year hiring and recruitment incentive commitments executed in FY2026.

# JONESBORO POLICE DEPARTMENT RECRUITMENT INCENTIVE PROGRAM GUIDELINES

## I. PURPOSE

The purpose of this program is to establish the terms, conditions, and procedures regarding the monetary recruitment incentive provided by the City to the Employee as an inducement for employment and retention as a sworn P1 level Police Patrol Officer with the City of Jonesboro Police Department and the procedures regarding recruitment incentives offered to existing uniform officers for recruiting P1 level Police Patrol Officers to join the City of Jonesboro Police Department.

## II. AUTHORITY & INCENTIVE DESIGNATION

The monetary recruitment incentive provided under this Agreement is designated by the Mayor. The program may be implemented at any time the Mayor designates it necessary to achieve a reasonable staffing level. Once hiring capacities are neared or reached, the Mayor may elect to adjust or discontinue the recruitment incentive program.

For the Recruitment Cycle beginning May 1, 2026, the total incentives are designated as follows:

- **Non-Certified Candidates:** \$5,000
- **Certified Officers (less than 2 years' experience):** \$6,000
- **Certified Officers (over 2 years' experience):** \$12,000
- **Recruiting Incentive to existing officers:** \$4,000 for non-certified, \$5,000 for certified officers. Recruiting incentives are not awarded to applicants who are employed, or have been employed, by the Jonesboro Police Department within the last 365 days.

For these purposes, a 'certified officer' means an officer who is duly sworn with arrest powers, served in a full-time capacity following successful completion of a police academy and is recognized as in good standing with the Commission on Law Enforcement Standards and Training (CLEST).

## III. PROCEDURES

A. Recruitment personnel will advertise hiring/testing dates. The recruitment incentive amount will be announced in conjunction with each hiring/testing date deemed to be considered within a Recruitment Cycle. The recruitment incentive amount is subject to change at each hiring/testing date.

B. Existing employees who leave the department for reasons other than retirement are not eligible to receive recruitment incentives until they have been separated for at least 365 days.

C. Police Officers will receive total payments in the amount designated for that recruitment cycle. The total bonus will be paid in increments that coincide with set markers of time. The payments will be disbursed as set forth in paragraph IV below.

**IV. DISBURSEMENT SCHEDULES**

Recruitment incentive disbursement will proceed as shown in the chart(s) below with payments distributed in conjunction with the next scheduled pay cycle following the milestone listed.

**Newly hired officer incentive**

| Milestone/<br>Timeline           | Non-Certified<br>(\$5,000 total) | Certified < 2 yrs<br>(\$6,000 total) | Certified > 2yrs<br>(\$12,000 total) |
|----------------------------------|----------------------------------|--------------------------------------|--------------------------------------|
| Upon Hiring                      | \$2,000                          | \$3,000                              | \$5,000                              |
| Academy graduation               | \$500                            | n/a                                  | n/a                                  |
| FTO Completion                   | \$500                            | n/a                                  | n/a                                  |
| 1 Year Anniversary               | \$1,000                          | \$1,000                              | \$2,500                              |
| 2 <sup>nd</sup> Anniversary date | \$1,000                          | \$1,000                              | \$2,500                              |
| 3 <sup>rd</sup> Anniversary date | n/a                              | \$1,000                              | \$2,000                              |

\*Recruited officers will NOT receive any additional payments until the required milestones are achieved

**Current JPD officer recruiting incentive (Recruiting Officer)**

| Milestone/<br>Timeline           | Existing Employee for Non-Certified<br>(\$4,000 total) | Existing Employee for Certified<br>(\$5,000 total) |
|----------------------------------|--|--|
| Upon Hiring                      | \$1,000  | \$2,000  |
| Academy graduation               | \$500  | n/a  |
| FTO Completion                   | \$500  | n/a  |
| 1 Year Anniversary               | \$1,000  | \$1,500  |
| 2 <sup>nd</sup> Anniversary date | \$1,000  | \$1,500  |

\* Incentives paid to existing or current officers will cease if the recruited officer fails to meet the next milestone or leaves employment with JPD

## V. ADDITIONAL PROVISIONS

- **Pre-requisite:** New employees must sign the repayment acknowledgement before any funds are disbursed.
- **Withholdings:** Incentives are issued via the city's standard payroll system during the next scheduled pay cycle following a milestone. Payments are treated as supplemental wages and are not subject to LOPFI withholdings, but are subject to federal, state, and FICA tax withholdings and the net deposit will be lower than the gross amount listed above.
- **Payments will cease** upon departure from JPD, and the employee forfeits all future payments remaining under the schedule.
- **The 3-Year Clock:** Your mandatory **three-year retention timeline** to retain the monetary recruitment incentive without penalty begins the day of graduation from the academy or the date sworn in as a certified officer of JPD.
- **School Resource Officers (SRO)** are excluded from participating in new hire incentives. If an officer receiving a new hire incentive transfers to an SRO position within the 3-year period, incentive from that year forward will be forfeited.
- **School Resource Officers (SRO)** ARE eligible to receive recruiting officer incentive.
- **Jonesboro Chief of Police**, or their designee, shall provide final oversight and approval of all recruitment incentive awards.

## VI. REPAYMENT & SERVICE REQUIREMENTS

As a condition precedent to receiving any payment described in Section III, the Employee must sign this acknowledgement and agree to pay back the net incentive funds received, based upon the following length of service requirements:

- **Separation within One (1) Year:** If the Employee leaves employment (voluntarily or involuntarily) before one (1) year after graduation/swearing in, they must repay the City 100% of the received (net) incentive.
- **Separation between One (1) and Two (2) Years:** If the Employee leaves employment (voluntarily or involuntarily) after more than one (1) year, but less than two (2) years, they must repay the City 50% of the received (net) incentive.
- **Exception:** Employees who resign or are involuntarily separated from JPD due to approved medical reasons are exempt from the repayment requirement.

- **Exception:** Employees who are involuntarily separated prior to the completion of the FTO phase or who resign due to approved medical reasons are exempt from the repayment requirement.

## **VII. METHOD OF REPAYMENT**

If repayment becomes necessary under Section V, the Employee hereby authorizes the City to withhold and deduct any sums owed under this Agreement from the Employee's final paycheck, including but not limited to regular wages, accrued overtime, and unused accrued leave balances. If these deductions do not fully satisfy the balance owed, the Employee agrees to pay the remaining balance to the City **within thirty (30)** days of separation.

Recruiting Officers who have received recruitment incentive for having recruited a new employee will not have any repayment responsibility but will not receive any additional payments if the new employee leaves before the end of the milestone or service requirements are reached.

**CITY OF JONESBORO POLICE DEPARTMENT**

**MONETARY RECRUITMENT INCENTIVE & REPAYMENT AGREEMENT**

This Agreement is entered into by and between the **City of Jonesboro, Arkansas** (hereinafter "the City"), and the undersigned employee, \_\_\_\_\_ (hereinafter "the Employee"), on this \_\_\_\_ day of \_\_\_\_\_, **2026** .

**I. PURPOSE**

The purpose of this Agreement is to establish the terms, conditions, and procedures regarding the monetary recruitment incentive provided by the City to the Employee as an inducement for employment and retention as a sworn P1 level Police Patrol Officer with the City of Jonesboro Police Department (JPD).

**II. AUTHORITY & INCENTIVE DESIGNATION**

The monetary recruitment incentive provided under this Agreement is designated by the Mayor at the beginning of each Recruitment Cycle.

For the Recruitment Cycle beginning May 1, 2026 , the total incentives are designated as follows: *(new employee initial which designation applies below)*

- **Non-Certified Candidates:** \$5,000 \_\_\_\_\_
- **Certified Officers (less than 2 years' experience):** \$6,000 \_\_\_\_\_
- **Certified Officers (over 2 years' experience):** \$12,000 \_\_\_\_\_

For these purposes, a 'certified officer' means an officer who is duly sworn with arrest powers, served in a full-time capacity following successful completion of a police academy and is recognized as in good standing with the Commission on Law Enforcement Standards and Training (CLEST).

### III. DISBURSEMENT SCHEDULES

| Milestone/<br>Timeline   | Non-Certified<br>(\$5,000 total) | Certified < 2 yrs<br>(\$6,000 total) | Certified > 2yrs<br>(\$12,000 total) |
|--|----------------------------------|--------------------------------------|--------------------------------------|
| Upon Hiring  | \$2,000                          | \$3,000                              | \$5,000                              |
| Academy graduation   | \$500                            | n/a                                  | n/a                                  |
| FTO Completion   | \$500                            | n/a                                  | n/a                                  |
| 1 Year Anniversary   | \$1,000                          | \$1,000                              | \$2,500                              |
| 2 <sup>nd</sup> Anniversary date                                   | \$1,000                          | \$1,000                              | \$2,500                              |
| 3 <sup>rd</sup> Anniversary date                                   | n/a                              | \$1,000                              | \$2,000                              |
| <i>**New Employee Initial<br/>applicable designation<br/>terms</i> |                                  |                                      |                                      |

### IV. ADDITIONAL PROVISIONS

- **Pre-requisite:** New employees must sign the repayment acknowledgement before any funds are disbursed.
- **Withholdings:** Incentives are issued via the city's standard payroll system during the next scheduled pay cycle following a milestone. Payments are treated as supplemental wages and are not subject to LOPFI withholdings, but are subject to federal, state, and FICA tax withholdings and the net deposit will be lower than the gross amount listed above.
- **Payments will cease** upon departure from JPD, and the employee forfeits all future payments remaining under the schedule.
- **The 3-Year Clock:** The mandatory **three-year retention timeline** to retain the monetary recruitment incentive without penalty begins the day of graduation from the academy (*for previously non-certified candidates*) or the date sworn in as a certified officer of JPD (*for previously certified officers*).
- **School Resource Officers (SRO)** are excluded from participating in new hire incentives. If an officer receiving a new hire incentive transfers to an SRO position within the 3-year period, incentive from that year forward will be forfeited.
- **Newly recruited officer shall** designate if a recruiting incentive is applicable, and if so, the officer eligible for the recruitment incentive.

**V. REPAYMENT & SERVICE REQUIREMENTS**

As a condition precedent to receiving the lump sum monetary recruitment incentive payment detailed in Section III, the Employee must sign this acknowledgement and agree to pay back the net incentive funds received, based upon the following length of service requirements:

- **Separation within One (1) Year:** If the Employee leaves employment (voluntarily or involuntarily) before one (1) year after graduation/swearing in, they must repay the City 100% of the received (net) incentive.
- **Separation between One (1) and Two (2) Years:** If the Employee leaves employment (voluntarily or involuntarily) after more than one (1) year, but less than two (2) years, they must repay the City 50% of the received (net) incentive.
- **Exception:** Employees who resign or are involuntarily separated from JPD due to approved medical reasons are exempt from the repayment requirement.
- **Exception:** Employees who are involuntarily separated prior to the completion of the FTO phase or who resign due to approved medical reasons are exempt from the repayment requirement.

**VI. METHOD OF REPAYMENT**

If repayment becomes necessary under Section V, the Employee hereby authorizes the City to withhold and deduct any sums owed under this Agreement from the Employee’s final paycheck, including but not limited to regular wages, accrued overtime, and unused accrued leave balances. If these deductions do not fully satisfy the balance owed, the Employee agrees to pay the remaining balance to the City **within thirty (30)** days of separation.

**EMPLOYEE ACKNOWLEDGEMENT**

The Employee acknowledges that they were notified of the specific incentive amount designated for the current Recruitment Cycle and agrees to the terms and conditions set forth above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Jonesboro Representative Signature

\_\_\_\_\_  
Date

**JONEBORO POLICE DEPARTMENT RECRUITMENT INCENTIVE ACKNOWLEDGMENT**

I attest that I am eligible for the recruitment incentive for the above signed applicant in accordance with the Jonesboro Police Department recruiting incentive guidelines.

\_\_\_\_\_  
Eligible Recruiting Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Jonesboro Police Department Employee

\_\_\_\_\_  
Date

**ADMINISTRATIVE APPROVAL**

\_\_\_\_\_  
Jonesboro Chief of Police or Designee

\_\_\_\_\_  
Date



# City of Jonesboro

300 S. Church Street  
Jonesboro, AR 72401

## Text File

File Number: RES-26:061

**Agenda Date:** 6/30/2026

**Version:** 1

**Status:** In Committee

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

**File Type:** Resolution

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS, TO PLACE A MUNICIPAL LIEN ON PROPERTY LOCATED AT 300 E PINE STREET, PARCEL 01-144183-21000, OWNED BY UNICORN, LLC IN THE AMOUNT OF \$865

LEGAL DESCRIPTION: FLINT S ADD PT LOT 4

WHEREAS, UNICORN, LLC, the owner of record, was properly notified of a code violation at 300 E PINE ST, and refused to remove or correct the conditions identified by the code enforcement officer of the City of Jonesboro, Arkansas; and,

WHEREAS, the code enforcement officer corrected the code violation on\_03/09/2026\_ using city funds in the amount of \$865; and,

WHEREAS, the City of Jonesboro seeks to perfect a lien against the affected property to cover the cost of the work pursuant to A.C.A 14-54-903.

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

Section 1: The city should proceed with placing a lien on the property located at 300 E PINE STREET.



|           |            |
|-----------|------------|
| DATE      | INVOICE NO |
| 3/19/2026 | 0070267    |

|   |
|---|
| <b>BILL TO</b>  |
| Unicorn Investments LLC<br>1216 E Country Club Terrace<br>Jonesboro, AR 72401 |

|                 |
|-----------------|
| <b>DUE DATE</b> |
| 4/23/2026       |

| DESCRIPTION | QUANTITY | EFFECTIVE RATE | AMOUNT | DISCOUNT | CREDIT | BALANCE |
|-------------|----------|----------------|--------|----------|--------|---------|
|-------------|----------|----------------|--------|----------|--------|---------|

PREVIOUS OUTSTANDING BALANCE 0.00

**Code Enforcement Charges:**

|  |      |        |        |      |      |        |
|--|------|--------|--------|------|------|--------|
| Filing Fee - 300 E Pine St                   | 1.00 | 15.00  | 15.00  | 0.00 | 0.00 | 15.00  |
| Admin. Fee - 300 E Pine St                   | 1.00 | 250.00 | 250.00 | 0.00 | 0.00 | 250.00 |
| Contracted Clean Up/Haul Off - 300 E Pine St | 1.00 | 600.00 | 600.00 | 0.00 | 0.00 | 600.00 |

**INVOICE TOTAL:** 865.00 0.00 0.00 865.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

For questions please contact us at (870) 932-3042

Customer Name: Unicorn Investments LLC  
 Customer No: 025019  
 Account No: 0036104 - Code Enforcement Charges - 300 E Pine

|                 |                   |
|-----------------|-------------------|
| <b>DUE DATE</b> | <b>INVOICE NO</b> |
| 4/23/2026       | 0070267           |

**Please remit payment by the due date to:**

City of Jonesboro  
300 South Church Street  
PO Box 1845  
Jonesboro, AR 72403

If payment is not made within (30) days, the lien may be certified to Craighead County for collection on real estate taxes or City may pursue a judicial foreclosure in accordance with Ark. Code Ann. § 14-54-904.

|                         |                 |
|-------------------------|-----------------|
| Invoice Total:          | 865.00          |
| Discounts:              | 0.00            |
| Credit Applied:         | 0.00            |
| Ending Balance:         | 865.00          |
| <b>INVOICE BALANCE:</b> | <b>\$865.00</b> |
| <b>AMOUNT PAID:</b>     | _____           |



# JONESBORO

ARKANSAS

02/20/2026

UNICORN INVESTMENTS LLC  
1216 E COUNTRY CLUB TERRACE  
JONESBORO AR 72401

Case #: 260535

In regards to property located at 300 E PINE, JONESBORO, AR 72401.

Dear: UNICORN INVESTMENTS LLC

Our records show that you own the property listed above. We have observed that the property has a bit of trash all around the empty lot. There is also a couple of piles of trash that needs to be dismantled immediately and hauled off. We are sending this letter and are allowing you the opportunity to correct the violation(s) mentioned below by the end of the day on 03/08/2026. If the issue is not corrected by the date listed, the City will hire a contractor to come remove the junk, and place a lien on your property. Please call the Code Enforcement Office at (870) 933-4658 if you have any questions. If you would like to view the ordinance in violation online, they are available on City Clerk section of [www.jonesboro.org](http://www.jonesboro.org)

Section:

**30-5 Unlawful storage**

**30-5 Unsightly or Unsanitary Conditions**

8705588060

Trey Perkins  
Code Enforcement Officer  
Jonesboro, AR 72401



# CITY OF JONESBORO

## Code Enforcement

### Request For Invoice

Date: 03/19/2026

To: Tosha Moss

Case #: 260535

Property Address: 300 E PINE ST.  
Jonesboro, AR 72401

APN# 01-144074-14700

Clean up/Haul off Letter Sent on: 02/20/2026  
Comply by Date: 03/08/2026  
Date of Clean up/Haul off Service: 03/09/2026

Need to send the following charges to this person.

Property Owner:  
UNICORN INVESTMENTS LLC  
1216 E COUNTRY CLUB TERRACE  
JONESBORO, AR 72401

| <u>ITEMS</u>                 | <u>AMOUNTS</u> |
|------------------------------|----------------|
| Filing Fees                  | \$15.00        |
| Admin Fees                   | \$250.00       |
| Contracted Clean up/Haul off | \$600.00       |
| <br>                         |                |
| Total                        | \$865.00       |

Thank you,

Eric Schmett  
Code Enforcement Division  
PO Box 1845  
Jonesboro, AR 72403



|                  |
|------------------|
| Invoice# : 70267 |
| Case# : 260535   |

**Invoice Notice Mailed Prior to 04/23/2026**

UNICORN LLC  
612 WALNUT  
JONESBORO, AR 72401

Subject: 300 E PINE ST Parcel# 01-144183-21000

This is notification that the property mentioned above is subject to a lien for cost and expenses due to the City of Jonesboro for correcting code violations. This lien will be placed on the agenda for approval before the City Council of the City of Jonesboro on 06/16/2026.

The Council Meeting is at 5:30pm in the Municipal Building Council Chambers located at 300 S. Church St.

You have the right to appear and contest this action.

Should you have any question about this process, please call the Code Enforcement Office at 870-933-4658.

Thank you,

A handwritten signature in black ink, appearing to read "Scott Rope".

Scott Rope  
Director of Code Enforcement  
City of Jonesboro  
300 S. Church Street  
Jonesboro, AR 72401  
Phone: 870-933-4658