



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, June 9, 2026

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

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

3. APPROVAL OF MINUTES

[MIN-26:049](#) Minutes for the Finance Committee meeting on Tuesday, May 26, 2026.

Attachments: [Minutes](#)

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

[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](#)

[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](#)

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

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](#)

5. PENDING ITEMS

6. OTHER BUSINESS

7. PUBLIC COMMENTS

8. ADJOURNMENT



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

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



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, May 26, 2026

4:00 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

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

Present 7 - Joe Hafner; John Street; Anthony Coleman; David McClain; Ann Williams; Charles Coleman and Brian Emison

3. APPROVAL OF MINUTES

[MIN-26:045](#) Minutes for the Finance Committee meeting on Tuesday, May 12, 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: 6 - John Street; Anthony Coleman; David McClain; Ann Williams; Charles Coleman and Brian Emison

4. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

[RES-26:056](#) A RESOLUTION BY THE CITY COUNCIL OF JONESBORO, ARKANSAS TO ACCEPT A PERMANENT RIGHT-OF-WAY EASEMENT FROM ARKANSAS STATE UNIVERSITY FOR THE PURPOSE OF THE CONSTRUCTING AND MAINTAINING PEDESTRIAN AND BICYCLE INFRASTRUCTURE IMPROVEMENTS

Sponsors: Engineering

Attachments: [Permanent ROW Easement.pdf](#)

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

[RES-26:058](#) A RESOLUTION TO AUTHORIZE THE EXECUTION AND DELIVERY OF AN ESCROW DEPOSIT AGREEMENT IN CONNECTION WITH THE DEFEASANCE OF BONDS ISSUED TO SUPPORT COLSON CASTER LLC AND ITS AFFILIATES; TO

AUTHORIZE THE CONVEYANCE OF REAL PROPERTY RELATED TO THE BONDS;
AND FOR OTHER PURPOSES

Attachments: [Escrow Deposit Agreement - Jonesboro \(2026\).pdf](#)

Councilmember Dr. Anthony Coleman said, yeah. Just layman's terms. Chairman Joe Hafner said, well it wasn't written in layman's terms. Councilmember Dr. Anthony Coleman said, not at all. Mitchell Williams Law Firm Attorney Michele Allgood approached the podium and said, oh come on. This is one of the most simple things I've seen. So, what has happened is that what y'all did previously, you incentivized Coleson to come build a state-of-the-art facility. They are currently operating. They have about 70 employees. I believe recently they have implemented a second shift. So, things are going exactly as you'd hope they would. For business reasons that are unrelated to their ongoing operation, they want to exercise the purchase option that was granted to them. So, they're going to unwind the pilot with respect to the real estate. They're going to transfer it to a new entity and then lease it back. But they were going to continue operations. Nothing is going to change with operation of the facility. This is solely so that they believe for business reasons this is a good option for them. After this is all said and done, you're likely to see me back here requesting on behalf of the landlord, that we reimplement the pilot for the remaining period. So, you granted them a 20 year pilot. They've used five of it. This does not change anything on behalf of the city. So, there wasn't any liability on behalf of the city in the first instance and this does not change that. It still remains none.

Chairman Joe Hafner said, it's basically like the Council meeting we had last week. That was the very start of a new pilot program. Michele Allgood said, yes. Chairman Joe Hafner said, and this one they're five years into it and they're just like hey we just want to make some changes. Michele Allgood said, yep. I mean they're a good business. Chairman Joe Hafner said, right. Michele Allgood continued, and they see a benefit to doing this. And because y'all have incentivized them previously they have to come and tell you what they're doing and request your assistance.

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

[RES-26:059](#)

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A FACILITY USAGE AGREEMENT WITH JONESBORO JETS, INC FOR THE YEAR OF 2026

Sponsors: Parks & Recreation

Attachments: [JETS Signed Agreement.pdf](#)

*Councilmember John Street said, well I don't agree with all aspects of this contract, I will make a motion to forward to full council so we can put it on the table for discussion. *The motion was seconded by Councilmember Brian Emison.*

Councilmember David McClain said, Mr. Chairman, if I may, I guess I'd like to hear the administration's stance on this. I don't know who wants to take that, but the reason I'm asking...I'll let y'all speak to this if somebody is willing to. Chief Administrative Officer Brian Richardson approached the podium and said, sure. You know, this conversation originally began as a, I guess as a proposal from the administration to both the JETS Swim Team and the Shark Wave Aquatics Team. And when it was probably, I guess

apparent that an agreement was not going to be reached and, you know, there were several statements made that we felt like needed some sunshine. So, at that point that's whenever it was sent to the Public Services Commission for an open and public discussion about the needs and kind of how the swimming programs operate. I'm not a swim guy, so, you know, defer to the representative of each group to come in and kind of talk about their needs and their plans and, you know, what did or didn't work for them for the agreement. I believe that, you know, that some of you all are on the Public Services Committee and, you know, that meeting went on for quite some time and we took some of the recommendations. Or I guess, tried to follow them almost verbatim to draft this contract that you see before you. And so, that's where we are. You know, I'm sure that there's obviously, you're never going to make everybody happy. We want a fair proposal, one that's clear. I figured this would be yet another public opportunity to discuss this and, you know, kind of how we want to manage the pool. You know, obviously the city only has one pool right now. So, we're just trying to get through this year and is as fair and as safe in agreement that represents, you know, the Jonesboro residents that are both participate in this pool. And also we have to remember that, you know, we teach swim lessons at this pool also. So, it can be a crowded event out there at times. So, that's kind of our history behind it. Like I said, when it was sent to Public Services the hope was there would be kind of an open conversation and that there would be some guidance that would be provided. And while, you know, I guess only heard technically about the internal operations from one group. We did still try to take the information that we had at hand to draft up something that followed the guidance of the committee.

Councilmember Dr. Charles Coleman said, I have a question. Chairman Joe Hafner said, hold on, Dr. Coleman. I want to make sure Mr. McClain didn't have a follow-up question. Councilmember David McClain said, so help me understand also, because I'm looking at the contract and it talks about the membership being determined by, their AAU membership, I guess the body that governs them. So, we've heard from parents from SWAT, I almost called them Sharks, SWAT. You know, what if their numbers start to grow and there's some conflict there. Chairman Joe Hafner said, can I address that? Councilmember David McClain said, go ahead. Chairman Joe Hafner said, so, in the Public Services meeting, you know, in my nine and a half years on City Council, almost nine and a half years on City Council and yours, this has never come in front of Council before. This is always something that was worked out between the clubs, the entities and we basically approved the contract. But, you know, there apparently was some... As Mr. Richardson said, there was some, they couldn't reach a conclusion. So, when it came in front of Public Services one of the ideas that was mentioned was look at membership because, you know, I don't know of a different way to do it to allocate the same... When you got two entities working at, swimming at the same pool at the same time. I don't know of a way to do it besides the number of members. So, the AAU was mentioned as one entity that, you know, the teams sign up through, and they keep up with their numbers. Our thought was, we had to have somebody to verify it, but in response to your question, what we said was we'll look at it at three or four different times, three different times over the course of the summer and if those numbers change then the way lanes are allocated would change. So, like right now if one team is, you know, has if you add their numbers together one team is 70%, they get seven lanes and the other team gets three lanes. If that switches where one team drops down to 60% then they get six lanes, the other team gets four lanes. So, that was how we tried to...that was the recommendation at the Public Services meeting of how to address the number of lanes. Councilmember David McClain said, is there, I guess my follow up to that is, is there a problem with keeping their agreement as it is. And the reason I'm asking that is, who's going to keep up with that the going back and forth. Is that going to be something that administration has to? Are

they going to self-report? I mean, how are we going to determine it? To me it seems like it's going to create some extra work on our part. But to me I think...City Attorney Carol Duncan said, the contract gives the date that those numbers will be provided in order to assess it. Three different dates. Councilmember David McClain said, and they have to provide...you're saying they have to provide them by three different dates to the city. City Attorney Carol Duncan said, well they have to give the AAU permission to provide it to us, is the way I understand it.

Councilmember David McClain said, and again, so, if one group...I mean I see it causing a big problem. If one group says alright we reported this many people and then the next time, well we reported this many people. Now we're going back and forth. Chairman Joe Hafner said, it's got to be AAU verified numbers. Councilmember David McClain said, I get that. But I mean I'm just saying I feel like you're going to have, it's going to cause a conflict the entire time. I mean obviously, there are some kind of contention. Chairman Joe Hafner said, alright. Let me ask you this, okay. And I don't want to get too far ahead here because I know there's other questions, but in our position, you know, I know safety's been talked about and things like that. But in our position, if one team has twice as many members as the other and we're talking about using the same pool at the same time. And safety's been brought up and number of kids per lane and things like that. What other equitable way to do it besides membership? Councilmember David McClain said, I've thought about it just give them different days. That's been...Chairman Joe Hafner said, that doesn't work from my understanding. That doesn't work for swim teams because they swim every day. Councilmember David McClain said, I get it, but we're going to have to at some point, somebody's going to have to give. So, we either have different days, and we swim on different days or we stick with the original agreement. That's David's recommendation, but again I just think that...Councilmember John Street said, why did it change? Chairman Joe Hafner said, hold on wait. I know Dr. Coleman was before you, so I'll let Dr. Charles Coleman speak.

Councilmember Dr. Charles Coleman said, I guess the problem I have is why people wouldn't use this from the beginning. And why are we waiting on these numbers from an outside entity? If the city was going to be involved in it, then why are we waiting on those type things? Chairman Joe Hafner said, why were we waiting on them? Because as I said before, this has never reached our level to make the determination of how the contract was going to be structured. So, the only, you know, when I mentioned this at the Public Services meeting, the only way to do it in my mind equitably was percentage of roster size, percentage of total swimmers. So then at the meeting that's when the dates came up as far as this date, this date, and this date. Because of the AAU numbers and the time of swimming during the summer. Because numbers can go up and down depending on when meets are and things like that is my understanding. Councilmember Dr. Charles Coleman said, well, I guess I still have the same problem and I understand the AAU numbers, don't get me wrong. I understand that. But I guess I didn't understand how they got involved with what we do equal for what we do for each group. I think that's the part that bothers me. And that's the part that I talked to...I think the other thing is, I think Ms. Duncan got throwed under the bus trying to put in, well that's the only way I can say it, got throwed under the bus by trying to equalize those issues. But I think equalizing those issues should have been what they've done in the first place. Just to have equalization of the pool. Until it's all done. Because those numbers are going to fluctuate anyway, aren't they? Chairman Joe Hafner said, you would think so. And I can't speak to the past, but I know...if I can't speak to it, I shouldn't say anything. Brian Richardson said, well, I'd just like to kind of reiterate is that's the reason why the Public Service Commission meeting was held, was just the...I don't know if the word reset is the right word, but to just allow a completely open

forum to discuss the needs that, you know, I'm not a swim professional and we depend on kind of I guess the guidance from the people that are in that business. I mean we've got two good swim programs with good honest people and we've had good meetings with both of them and I wish we had 50 pool lanes to distribute out. I mean again, our course, our number one priority in the city is making sure that we have a community pool that kids can enjoy and swim and learn to swim, but also after those hours are over with trying to figure out the best way to divide up the competition part of it. It's not unlike soccer fields or baseball fields that there's really no easy solution that's not going to be tough on somebody. And, you know, if you go back with the original agreement one side is obviously going to be more crowded as the numbers stand today. Now those numbers could change. Again that's kind of where this discussion kicks back to with the Public Services Commission was trying to figure out the best possible, equitable, and fair way to make sure that not just from the competition stand point, for the kids involvement and enjoyment standpoint that we try to make the best decision for them to be able to enjoy the pool.

Councilmember Dr. Charles Coleman said, and Brian, I understand that, but I think sometimes with administration gets involved, whole lot of other stuff gets involved and I think that's the part, that's why I kept making the statement why there just couldn't have been an equalization done. Because sooner or later when they build the other complex and a lot of these problem we don't have, but right now because it's all about the children in the first place and I think that's where the meetings have gotten out of control. That it's not about the children right now. It's about politics and I don't like that at all. Brian Richardson said, yeah, I mean, our goal was to try to get as many children in the same amount of lanes as possible, you know, to try to figure out what division would that look like that. You know, I think that the AAU numbers indicated somewhere along the lines a 6/4 7/3 allocation off this first round based off the AAU and the USA numbers. But again like I say, if there's a better way to do that certainly all ears, but this was the contract that was discussed with the JETS obviously.

Councilmember John Street said, why did the numbers change or why did we switch from the way we've always done it since we've had two teams at a 50/50 split between the pool. I mean, in the past one team has had more numbers than the other and it's worked. What brought about the change to go from an equal five lanes a piece to 7/3? And 7/3 is totally unequitable. I don't believe that's fair in any condition. 6/4 maybe at the worst-case scenario, but again on here, another problem I had is half, you're talking about a team with 30% of the pool paying half the heat and a team with 70% the pool paying only 50%. That's not right at all. It ought to be prorated out by lane just like the fee is prorated out by lane. That on it's face is wrong. But I'd rather, I'm like Dr. Coleman, I'd rather see each team get five and if they want to work out something between themselves, fine. 6/4, whatever, but turn it over to them. Five lanes a piece, let them get together and work it out. Brian Richardson said, and I don't know the whole history about exactly why this was necessary. I'm sure that, Jim is here, he probably has more obviously of the day-to-day information about how we got to this point. I just know that there was obviously some issues otherwise this conversation wouldn't have started and that's how the administration got involved. Councilmember John Street said, another question was those AAU numbers. Is that people that are showing up at the pool dressed out that are going to swim that day? Or they're just AAU members that you get to count on your number? And so, if you're going to have somebody there doing that, counting on how you're going to verify the kids that are dressed up to swim instead of just being an AAU number that you count for numbers. Councilmember Dr. Charles Coleman said, that's part of the issue I thought of. I guess I wonder how that number is dictating what we do here if it's our pool. Why they couldn't have been split, you know, with the 50/50. That's just a question. Chairman Joe Hafner

said, my only comment there is I think there had to be some sort of third-party verification. Like instead of just self-reporting the numbers it had to be a number that comes from, you know, the kids signing up, paying a fee to be a member of the AAU. Councilmember Dr. Charles Coleman said, I appreciate that, Joe. But I think that causes issues. If we'd have done it like we've done it before. Then it wouldn't have been a problem at all. City Attorney Carol Duncan said, I will say in one of the meetings, it was suggested that staff be there everyday to count the number of kids and assign the lanes accordingly and that was impractical. Councilmember John Street said, well, you could have each of the coaches verify the other teams numbers. Chairman Joe Hafner said, no. Councilmember John Street said, you're going to have a fight that way, but... Well, if it's going to be like this then I would think it would be better to let them, again like I'm saying, I really believe it's fair to give them each five lanes a piece and let them get together as organizations and work out if they're willing to give up a lane or whatever and back and forth. It's been fair up to now. I don't see why it wouldn't be fair for this last year until the Ridge is open.

Brian Richardson said, well, I'm not going to speak on behalf of JETS or Sharks. I'm sure they both have representatives here to kind of talk about if they would be willing to do that. Like I said, our efforts were to craft a contract based off the conversations that were held at Public Services on May 6th and that's a representative of this. You know, it's not a preference either way. It's the guidance that we were provided by Public Services to create at least some sort of starting and talking point for this agreement to make sure that people can enjoy and safely operate and effectively operate in that pool.

City Attorney Carol Duncan said, as far as the heat, John, I think that we discussed that at the Public Services and it's only for a short amount of time in September. And they said just leave it 50/50. There won't be heat all summer in the pool. It would just be for a little bit of the time in September because I think Shark or SWAT, I'm sorry I said it wrong. SWAT doesn't intend to...their contract ends September 30? Is that what y'all wanted? I think that's the date y'all told me you wanted y'all's to end was September 30. So, the heat wasn't going to be a big issue, and I did have that discussion and said this was the guidance we were given. I mean, if it really came down to it, the city could figure that out when the time came. But I don't think anybody would object to splitting that the same way you split the lanes. If that matters. It just wasn't done at the time because that wasn't the guidance that was given at the committee.

Chief Operating Officer Tony Thomas approached the podium and said, and we are here because the teams could not agree. And what I understand I'm hearing today is we just need to get them into a room and sit them down until they can agree. You can split it 5/5, but you're still saying they have to decide what happens. That gives us no ability to charge out the way things need to be charged out. Unless there's something in a written agreement to that nature. So, again, it only came it this body and into the other bodies because in the past we've been able to sit down with both teams and come to some sort of agreement that then move forward for our approval for our formal processes. So, what I hear today is, until we can get JETS and SWAT in a room and they agree to something that can move forward, again, this takes you out of it, it takes us out of it and it put the onus on the coaches and the parents of the two groups to decide on what works to get both parties into the limited lanes that we have for one more year.

Chairman Joe Hafner said, so, Tony, are we in a room right now? Councilmember David McClain said, not everybody. Tony Thomas said, yes. But we're in a room that, again, every time it comes before a body there are different ideas that begin to flow

and those are great ideas that are flowing, so I'm not complaining, but we have in the past been able to get the groups to agree. And the groups are just going to have to sit down and be adults and agree. And that's something that I think puts everybody including you all to...It does no good to continue the dialog when there's disagreement because every time we bring something back, one group is going to say something and another group is going to say something and we have that same bickering back and forth and none of us know where we really stand on an issue. So, it's just coming upon us to assure that we get them in a room. We sit down and we get agreement on their part before anything moves forward. Unfortunately, you know, I know Jim and his team have been trying to get kids in the pool. It is that time of year where we want to see kids in the pool. And so that's been on us on how we work trying to get kids back into the pool, but until we can get agreement between the groups then we're going to continue to go through this process. SWAT is here today. There is a different outcome that I am hearing today based upon SWAT being in the room. JETS was here the last time and there was a proposal that moved forward that we thought we were working from and so until we can get both groups...Even if it's in a public setting, we need both groups in the room. So that you get both points of view and then we can make an informed decision and move on.

Councilmember Dr. Charles Coleman said, well, I'm still going to stick to my guns, what I thought. But I think the other process that I kept hearing people that have been trained and trained in this, you know, that has nothing to do right now as far as I'm concerned. Again, you know, and I'm going to stop after this part of our conversation, just bothered me that up until this year things were happening pretty decent, I'll put it that way. I'm not saying everybody agrees, but then when the city got involved it just got really stupid. Tony Thomas said, well, the city only got involved, Dr. Coleman, because it was brought to the table for the city to get involved because one of the groups had some additional needs. Councilmember Dr. Charles Coleman said, well, that's true, but a lot of meetings that were, they were trying to get set up with the city. I noticed for a fact they had e-mails that, I've gotten text messages that couldn't get involved with some city leagues. Tony Thomas said, in the last week? In the last two weeks? Councilmember Dr. Charles Coleman said, in the last week. Tony Thomas said, in the last week or the last two weeks? Councilmember Dr. Charles Coleman said, in the last week. Tony Thomas said, again, until we can get both groups at the table, it does us no good to meet with one group. Because again, you're getting one view, and then when you take that back to the other group then they're in disagreement with what's transpiring. So, we've had this back and forth that's going on. I'm just saying that, you know, we're going to continue to go back and forth until we get the two groups to come to a decision in regards to what they want to see occur at the field, or at the pool. And until that occurs, we're going to be sitting here spinning our wheels as we have done.

Councilmember Dr. Charles Coleman said, well if that's the case, to me then, this ought to be postponed until that happens. Councilmember John Street said, I'll make that motion. I move we postpone temporary until they can get together. Councilmember David McClain said, second. Councilmember John Street continued, until they can come up with an agreement that is fairly equitable. And 70/30 is not equitable. Tony Thomas said, again, you can say fairly equitable, but until we get both groups to agree. Councilmember John Street said, you're right. Tony Thomas said, then we're not, if they decide on something that is not to your liking...if we can get both groups to agree then I think you're going to have them come up to the podium and speak in favor of whatever moves forward. Councilmember Dr. Charles Coleman said, I think in that motion, John, personally I don't want them to come back to this organization, to the City Council, you know. City Attorney Carol Duncan said, it has to. Tony Thomas said, we have a contract that comes back. Councilmember Dr. Charles Coleman said, well I

know, but it just burns me up, it's... Tony Thomas said, we have to have a contract that comes back between the two organizations. City Attorney Carol Duncan said, I would say this would need to be postponed definitely. Tony Thomas said, indefinitely. City Attorney Duncan said, indefinitely. Tony Thomas continued, until a new agreement is brought forward. Councilmember John Street said, okay. City Attorney Carol Duncan said, not temporary. Chairman Joe Hafner said, on indefinitely you can have discussion. City Attorney Carol Duncan said, I don't remember. Chairman Joe Hafner said, this is on the motion. City Attorney Carol Duncan said, I don't remember. Chris Moore's not here and I don't remember. Councilmember John Street said, indefinitely's got to be priority. You second that? Councilmember Dr. Charles Coleman said, yeah. Do I need to second it louder?

Councilmember Ann Williams said, I have a question. If we went ahead and approved or amended this to be 50/50, could that be subjected to later being amended if the two groups... Or do we have to go ahead and have it... City Attorney Carol Duncan said, to approve a contract as written. So, I don't have that contract written. I'll write it, but I don't have it written today. Councilmember Ann Williams said, okay, that was the question. Councilmember John Street said, I say if they can't agree on one, give them 50/50 and that's what they'll have. Chairman Joe Hafner said, we got a motion... hey let's not have discussion yet until we can figure out if we can have discussion. City Attorney Carol Duncan said, yeah, you can have discussion on it. Councilmember David McClain said, I think you indefinitely can. Chairman Joe Hafner said, but it's got to be regarding the motion. City Attorney Carol Duncan said, go for it.

Chairman Joe Hafner said, so, my question regarding the motion to postponed indefinitely is right now we have the JETS swimming and I don't think SWAT is swimming in the pool. City Attorney Carol Duncan said, my understanding from administration is that's because they had a signed contract and in the past once people had a signed contract, we'd allow that, but if there's... I'll let administration speak to that. Administration allowed that because of the signed contract. I assume, I don't want to assume. I want one of y'all to tell me what happens if there's not a signed contract. I would assume they don't swim. I'll let administration speak to that. Tony Thomas approached the podium and said, honestly, that is the basis of them being in the pool is that we had come to some agreement and there was a signed contract. And so, we will need to revisit that process at... But we'll dialog with both teams and then we'll revisit that process for sure. Chairman Joe Hafner said, okay, because my understanding, and y'all can correct me if this isn't true, that I believe SWAT has another place to swim right now at the Trim Gym maybe. City Attorney Carol Duncan said, I believe both teams may have access to another place. Now, whether it is large enough to facilitate them my... I'm speaking from the six hour plus of meetings that I've been in over this, but my understanding is that SWAT uses Trim Gym and that JETS uses St. Bernards, as far as an alternate swimming location. Now, I don't know if those facilities are big enough to facilitate what they need on a daily basis. But that's my understanding. Chairman Joe Hafner said, will they still be able to swim at the city pool? Tony Thomas said, and again, that is something that we'll revisit as a team and then we'll communicate that out to the various individuals. City Attorney Carol Duncan said, I mean there's no legal requirement that anybody have a contract. But that's just the way we had done it in the past with my understanding. You'd signed off then you used it. But administration made that decision. Tony Thomas said, I mean, the ultimate... I don't think anybody wants to be in a position that we're punishing kids. Chairman Joe Hafner said, yeah. No we don't. Tony Thomas continued, because there is disagreement elsewhere. So, again, that is something we will take into consideration as we, you know, initially not allowing anybody to swim was kind of... I'll say was hopefully some leverage to get everybody to the table to come to some type of

conclusion. Again, we want to get this resolved. We want to get this resolved with the teams and in an effort to do that we will revisit who, how, and what that looks like without some type of agreement in place. Once we have that, again, we'll communicate it to the teams and we'll communicate it out to those of you on the Council so that you are aware of what's transpiring there.

Councilmember Dr. Anthony Coleman said, my only statement, and it really just it all came around to what I wanted to say was really the contract was what the question was, was on the table. So, I do agree with the, Dr. Charles Coleman when he was talking about the 50/50, why is it even here. And my concern was, with their contract, are we liable if they're using it and it hasn't gone through the process and all of that? So, that was the other question, but I do hope that, well I guess it is a question. I think Tony mentioned it, is there some kind of way they can just use the pool until we come up with an agreement and then go from there. But that's all I.

Bryce Cook, 2519 N. Culberhouse, approached the podium and said, I'm here as the chairman of the board of the SWAT organization. And I will keep it to the motion because here's the reality, the team that has been advantage by this process is swimming in the pool. They were swimming in the pool before they signed the contract. They were swimming in the pool in April. The heaters go down; they're out of the pool. Because the heaters are down, no ones in the pool. And then they're back in the pool. The administration allowed that. And if you postpone it indefinitely; they're still going to be in the pool and we're going to be having to ask our summer swim families to swim in doors in a small facility at the Trim Gym and pay a membership to them on top of it. Not out in the sunshine where I swam when I was a kid. And I have more comments generally on this policy and I can keep it to the motion, but if the motion doesn't pass I'd like to be heard on the policy if it advances. But my specific ask is do not postpone this indefinitely. We're about June. We've canceled a large swim meet that the A&P Commission allocated us money to bring people here because of the uncertainty related to this contract. City Attorney Carol Duncan said, if the contract's going to change it has to be indefinitely, because we'd be coming back with a different contract. It's not that it means we're putting it off forever. It just means that when it comes back... it kills this, the approval of this contract. Does that make sense? Not the issue. Bryce Cook said, it does. And frankly, I have zero confidence in the administration to reach a contract. We made numerous concessions in this process. We have done everything in our power to ignore the fairness of it, to understand that this was conceived in darkness, with no accountable person that's willing to stand up and say, you know, I woke up one day and said we need to reallocate swim lanes. That's not what happened. What we learned today that there was a meeting of three people that did it. The Parks director, the city attorney and Councilman Chris Gibson. City Attorney Carol Duncan said, that's incorrect. Bryce Cook said, this is the information we got. I know Carol. She does not care about the policies. That is not her job. Right. She said I draft contracts. I don't make policy. I believe that. Mr. Stearns disclaimed ownership. I don't know where this came from. When we were presented with it on March 5th. You need to talk to Carol, she wrote it. Then we find out the meeting Councilman Chris Gibson brought these concerns forward. He's the chair of the Public Services Committee. We learned and self identifies as councilman, committee chair and JETS parent. In writing. I sent information out to you today. I hope everybody had a chance to review it. Y'all have a code of ethics. It's not a code of morals. I don't question his character as a human being. But we have the code of ethics that if you have a interest, a family interest, anything in any discussion proposal that goes on, you can't participate at any level. Instead, we're hearing well his involvement wasn't that big. He was involved. We have those rules so that we don't have to question you guys about your motives and intentions and level of involvement.

But here we are. The administration seems to want to lay at our feet. We didn't participate in the debate. Here's how we learned about that debate. We had a counter proposal to the contract. I'm following up with the Parks director for a couple of days. Friday he says we'll get you an answer on Monday. The opposing team makes a Facebook post saying there's a special meeting called for Tuesday to debate swim lanes. All of our parents show up. Which was confusing because Mrs. Leggett had confirmed earlier in the day the next Public Service Committee meeting was in June or July.

Chairman Joe Hafner said, you're getting a little bit away from your, from the motion that's on the floor. I've got to limit you somewhat. Bryce Cook said, sure, sure. Chairman Joe Hafner said, so please kind of wrap it up. Bryce Cook said, yeah. As far as the motion goes... Mr. Thomas was my teacher, one of my favorite ones. He's a great guy. Great guy. I believe sincerely in it. The time to have kumbaya was in February. The time to make it clear and transparent was in February. There was time to fix it from March until today. So, it was doubling down, doubling down. So frankly, I don't think us, the public or anyone can have any confidence that the administration's going to solve this problem. They've already got every opportunity to do it. No when it's in public, all of a sudden, no we can get this fixed. Sorry, I don't believe. Thank you.

City Clerk April Leggett said, I'd like to make a comment about special called meetings. The rules are that they have, whoever calls the special called meeting has to give it notice of three hours. By law we only have to give a notice of two hours. I came in on... they called it on a Friday night. I came in on Saturday and got that notice out. Bryce Cook said, I could respond very briefly to that. Chairman Joe Hafner said, I don't think that's...

Councilmember Dr. Charles Coleman said, I have got a question. Can I question what he asked? Chairman Joe Hafner said, this needs to be all based upon the motion to postpone indefinitely. We don't need to get outside that motion or we're going to be opening it up forever.

Chairman Joe Hafner said, please keep it to the motion. Sara Beth Cook, 2519 N. Culberhouse, approached the podium and said, and I'll tell you, I'm not qualified to know whether I'm about to speak to the motion, and so you can just tell me that that's not related. But what I'm hearing on this motion is that we need to table this so that we can go back and get both sides at the table to talk about the contract. I met with Mr. Richardson and Mr. Stearns today. I had a good meeting with them. And what I would offer to you is, historically, that's exactly how the swim contract was presented to both teams. That the Parks director would sit down. He'd have an equal allocation of lanes, and the heating costs. He would sit down with both, either the board or the coach, in the same room. He'd pass it to them, and he'd say if you want in the pool, sign it. And so, from the beginning, my question as a parent of a swimmer, two swimmers, on SWAT is why did that not happen? I know I'm probably getting away from the motion, but my concern is, if there is a motion to table this, when are my kids going to get in the pool? Because since this started I've called every single person on the council, or I've emailed them or I've texted them, and I certainly appreciate all of your time. I understand what your function is. It's to either approve or not approve this contract. You guys are not dictating policy, but from a mom standpoint, I'll tell you who it feels like is dictating this policy, the JETS. And that's not a place that I want to be trying to explain to my children. Ok. Because when we find out they're in the pool, we go by and my 12 year goes, whoa, they're breaking the rules. And it does appear that way. It appears that's the case if we have a contract that no one can really agree on, that they've signed but you guys haven't approved. And what's more, the contract that's

been presented to us, we absolutely can't sign because we don't even know how that's going to allocate the lanes. Even if our team continues to grow, if people say hey I'm ready to turn my account back on it's June we're done with soccer we're ready to get back in the pool. Even if we continue to grow and they add more, we could still end up with two lanes. So, I would offer to you that three is not a viable solution and surely two and one are not. Absolutely not. I'm sorry if I diverged. Chairman Joe Hafner said, I think you just expressed why you would not like to see this tabled. Sara Beth Cook said, I don't want this tabled, yeah. I would like, what I have asked, I had brief remarks that I was ready to read, but what I was going to ask at the end is just to say please just go back to the arrangement that we've had in 2022, 2023, 2024, and 2025. Because, I think Will would get up here and tell you right now there have been times that the JETS have come to him and said you know we had a few more people show up to practice can we have one of those lanes and he would say definitely you can. So, I'm telling you that I don't think it is a good idea to weaponize the city on behalf of, you know, I'm not saying anybody, everybody on that team, I'm saying there are a few people who feel very strongly that our team maybe shouldn't have lanes and I don't think that using public resources is a way to limit our ability to be in the pool or my kids ability to prepare for these swim meets. Because we have two clubs who are doing awesome. Who go throughout the state. They travel to Tennessee and Mississippi, and everywhere they go they can say we represent the city of Jonesboro. And both of those teams and all of those children should have the opportunity to do that. So, thank you. Chairman Joe Hafner said, thank you for your comments.

Councilmember Dr. Charles Coleman said, Carol, what's stopping them from getting in the pool? Chairman Joe Hafner said, they don't have a contract they agree to. City Attorney Carol Duncan said, so, I'm just going to say administratively one more time, that the only issue before this committee right now is to approve a JETS contract or not approve a JETS contract. Chairman Joe Hafner said, well right now it's to... City Attorney Carol Duncan said, and the motion that is there is to postpone indefinitely, and while I know that sounds scary and procedurally scary. Postponing indefinitely kills that contract. Like arguing for us not to postpone indefinitely is arguing to keep the JETS contract alive and allow this committee to vote on it procedurally. So, I don't think that's really what y'all are trying to do. That's all I'm going to say procedurally.

Councilmember Dr. Charles Coleman said, I'm still asking what... City Attorney Carol Duncan said, that's administration's decision on who uses the pool. Councilmember Dr. Charles Coleman said, I'm still asking, what's stopping them from getting in the pool? Are they still be able to get in the pool? Chairman Joe Hafner said, after this, we'll have a vote. Chief Operating Officer Tony Thomas approached the podium and said, and Bryce was an amazing student I would add. At this particular point, Dr. Coleman. Again, we didn't allow anyone in the pool until we thought we were moving forward with agreement between the two teams, as far as a contract. Councilmember Dr. Charles Coleman said, let me ask it this way. If we stop this contract, they will still be able to get in the pool now? Tony Thomas said, again, that is a decision that I think we'll have to have some discussion about as an administration. And right now, there's only one team, one team was allowed to return to the pool for what, has it been a week Jim? Has it been a week or just about a week ago? Yeah, we've had one team that was allowed to return to the pool. Now, and again, if the two teams will sit down... I've heard different days, we went through that, they didn't want to do different days, nope, that posed challenges. Then we heard, you know, we've gone through just about all of the scenarios that are being discussed. And so again, I'm putting this onus upon, administration is not going to negotiate this contract. All right, I want you all to understand... Chairman Joe Hafner said, Mr. Thomas, will you please direct your comments to the committee. Tony Thomas said, administration, I just heard that

comment a minute ago, that there's no confidence in administration to negotiate the contract. Administration is not negotiating the contract. Administration will move forward what the swim teams agree to. Now... Councilmember Dr. Charles Coleman said, that's true Mr. Thomas, but I'm still asking, when can they get in the pool? Can they get in the pool... Tony Thomas said, that is not a decision I am in a position to make. Councilmember Dr. Charles Coleman said, so does Jim make that decision? Tony Thomas said, that has been a team effort with input from a number of individuals. And so, we will work with both coaches. We will work with... as the administration, we will work with both coaches to ensure that kids are not penalized because of the lack of agreement at this point, between the two teams. Chairman Joe Hafner said, yeah, please do that. Tony Thomas said, and again, I'll communicate that to you as quickly as that decision is made. We want to see kids swim. We want to see both programs grow. We want to see both programs prosper. But we also want to see an agreement in regards to a contract from both entities. Chairman Joe Hafner said, thank you.

Councilmember Ann Williams said, I have a question. If the two teams, they are able to come to a decision, would it possible for us to have a special called meeting to... Chairman Joe Hafner said, I have no issue with that. Councilmember Ann Williams said, so that we can hurry it up. Chairman Joe Hafner said, yup. Councilmember Ann Williams said, I think I'd be willing to attend that meeting.

Councilmember Dr. Charles Coleman said, so can Jim come to the podium? Chairman Joe Hafner said, ok, but we're no longer on that item. Councilmember Dr. Anthony Coleman said, I don't think it's about that item. Chairman Joe Hafner said, but we can't make any of that decision right now because we have nothing to vote on. Councilmember Dr. Charles Coleman said, so you're saying Jim can't talk to us about... Chairman Joe Hafner said, well, I'm just saying we're not on that item anymore. I have no issue personally. I just talking procedurally. City Attorney Carol Duncan said, why don't we do the next item of business and bring it up in other business or public comments. Chairman Joe Hafner said, other business. We can bring it back up in other business. Sorry to be so... as I said, we've never dealt with this before, so it's, I mean, at least I haven't.

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

Aye: 6 - John Street;Anthony Coleman;David McClain;Ann Williams;Charles Coleman and Brian Emison

5. PENDING ITEMS

[RES-26:044](#)

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH THE NORTH JONESBORO COMMUNITY DEVELOPMENT CORPORATION (NJCDC) TO LEASE SPACE AT 911 MAGNOLIA ROAD

Sponsors: Mayor's Office

Attachments: [Magnolia Lease Agreement \(Revised 04.01.2026\).docx](#)

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

6. OTHER BUSINESS

Chairman Joe Hafner said, Mr. Stearns, would you please come to the podium? Councilmember Dr. Charles Coleman said, my question. Same question. When will they be able to get in the pool? Parks Director Jim Stearns approached the podium and said, when will they get in the pool? Councilmember Dr. Charles Coleman said, yeah. Director Jim Stearns said, I'm going to assume we all come to an agreement. Councilmember Dr. Charles Coleman said, ok, I guess my question is what agreement, because we just tabled an issue about... Director Jim Stearns said, without an agreement... Councilmember Dr. Charles Coleman said, there's no contract with the... Director Jim Stearns said, without an agreement I would assume we're not going to be swimming. Councilmember Dr. Charles Coleman said, what's that again? Director Jim Stearns said, without an agreement, I assume we're not going to be swimming until we can come to an agreement. Councilmember Dr. Charles Coleman said, so that means both teams will not be swimming. Director Jim Stearns said, that is correct.

Councilmember Dr. Anthony Coleman said, can I ask a question in this way? Chairman Joe Hafner said, hopefully, we can quickly come to something that both teams are able to continue swimming. I see where you're coming from, but as we've said, hopefully, both teams can work something out. I know 7/3 may not work, maybe 6/4 will. Or maybe they agree upon 5/5, and they have some sort of dialogue to where, you know, as mentioned earlier one team has more swimmers and the other team doesn't need a lane, they can share a lane or do something like that. But, I mean, I think the bottom line is we want the kids to be able to swim... Parks Director Jim Stearns said, agree. Chairman Joe Hafner said, we want the teams to be able to work out an agreement, and we need cooperation between the teams. Because... Councilmember Dr. Charles Coleman said, Joe, excuse me from cutting you off, and you're doing a good job. My point was for him to make, I wanted to hear him say that so it could be on record, because if the other people are going in the pool it's going to cause him a problem, personally, I think. And for one team to go into the pool and the other team not go in the pool, I think that would be totally unfair. It's not so much putting him on the spot, it just needs to be said and put on the record. Councilmember Dr. Anthony Coleman said, I agree with you Dr. Coleman and so I want to ask it in this way. Since there has been a contract in the past that both have complied to, is it possible... I don't know if it's your question or Carol question or whoever. Is it possible using the agreements or the contracts that were made in the past, can we do that until... Because I don't know when they're going to come together or not. But until then, I'm asking, is it possible that those two entities can use the facility until that time comes when they come together? Based on the former contracts. Director Jim Stearns said, it's certainly possible.

City Attorney Carol Duncan said, two things. I mean, I'd have to reread it, but I don't think there was anything in those contracts that allowed them to... it's not like a lease in this traditional sense where if you have a holdover tenant they continue to lease month to month after the contract ends. I do not believe that those contracts had that language, but I can double check that. So in that sense, those contracts expired some time ago. Now, that's not to say, I also have said before and I'll say it again, I don't know that legally you're not required to have a contract to swim in our pool. We can let people... I mean, we have daycares and schools that bring kids to our pool and I'm not aware of any contract with any of them on which days they come. We just work it out with them. We want kids to swim, right? And we allow them to bring their daycares or their after-school programs or whatever they have in the summer on certain

days to come swim in our pools. So, you're not required to have a contract to swim in our pools, legally. Councilmember Dr. Anthony Coleman said, so with that being said, couldn't we do, and it's just a suggestion. I'm just using an arbitrary number, 21 days they can use it, but then they have to come together within these 21 days, based on the former agreements, it's a verbal agreement that can use it for this number of time, and they have to come together with this before coming to us with a new... City Attorney Carol Duncan said, and I don't want to put words in Tony's mouth, but I think that's what he was trying to say. Is that we want people to swim and we'll sit down and try to figure it out. Councilmember Dr. Anthony Coleman said, yeah, yeah. Chairman Joe Hafner said, I think 21 days is entirely too long. I mean, hopefully they can come up with an agreement in a week. Councilmember Dr. Anthony Coleman said, absolutely. I just want the kids to swim. That's all. Chairman Joe Hafner said, yeah, me too. Chief Operating Officer Tony Thomas approached the podium and said, yes, I'll say we want kids to swim and what we do for one we will do for the other. So, that's a none issue. We want kids in the pool. It may not be what they want, but we will have opportunities to get kids in pools for both until there's an agreement that's worked out.

Councilmember Dr. Charles Coleman said, I also think that's a, I call it an elephant in the room, and maybe I'm not hearing something through my hearing aid. This heater type thing, so you tell me the disproportion of one is paying one price and one pays another price... City Attorney Carol Duncan said, nobody's paying any price right now. Councilmember Dr. Charles Coleman said, say that again. City Attorney Carol Duncan said, nobody's paying any price right now. That won't happen until fall. Councilmember Dr. Charles Coleman said, ok fall, but even when that happens with whatever contract happens, then why aren't they still paying... Tony Thomas said, I think if you go back to the thought process that was related to that is you don't heat four lanes in a pool. You don't heat six lanes in a pool. You heat a pool. So regardless of how many lanes were divided among each group, you have to heat the pool, all right. And so, if we could break out cost that way it would be fine, but that was just a thought process behind that is that you had to heat all of the pool regardless of who was using it, how many lanes were being used, the entire pool had to be heated there for the cost... Councilmember Dr. Charles Coleman said, I didn't know that's why I was asking. Tony Thomas said, yes sir. That's why. Regardless, that's why the cost were split equally because you heat it all at one time. You can't break it down by laneage. So, even if SWAT was not in the pool that day we have to heat the entire pool.

Councilmember Dr. Charles Coleman said, I know the city's pretty rich right now. Why haven't they enclosed that pool? Tony Thomas said, yeah, but I appreciate you guys. I appreciate all of you today and your thought processes. I just want you to know kids are going to swim. We're going to work with kids and with groups to ensure that kids swim. And again, we're putting this upon the two teams in order to come up with a solution that they can both live with and to move that forward to administration. You're absolutely correct, when we get in the middle of it because we don't know how swimming works. We don't know what it takes in order to run a practice. We don't know, but there are professionals who know that, who have to use that expertise to come up with the best solution that they can live with and we'll gladly do that forward to you all as a body.

Councilmember Dr. Charles Coleman said, I just want to leave Steve Purtee a statement that we need to line out and enclose that pool. Chairman Joe Hafner said, maybe not that particular pool, maybe that location.

Councilmember David McClain said, the only thing that I had was question when we will see or when the... for the bank for the deposits? Finance Director Steve Purtee

approached the podium and said, we are working on a schedule for bids to be returned on June 24th. Councilmember David McClain said, thank you.

Councilmember Ann Williams said, I had a question about the impact fee, the firm that is working on the study for that. I think, Brian, you'd said that you and Derrel had contacted them and you're waiting to hear from them. Chief Administrative Officer Brian Richardson approached the podium and said, sure. Derrel's been in pretty consistent contact with them trying to kind of push this along. You know, it's a process that was supposed to take, I don't know, eight months and now that's stretched out obviously it's at nine months. And the last communication with them last week was they requested, I think, the square footage of one of our Public Works facilities. Don't know why, but that's what they requested. But we've asked them to get us a date where they can bring the committee back together that was recently reappointed. Present what those look like and see if it's something we even want to continue pursuing. I mean, it's not going to be the windfall that everybody would hope for, but I don't think anybody was under the anticipation that it would be. So, Derrel is out today, but I will have him email the group again and see exactly where they are on the process, because I am ready to get that presented so we can either move on or decide to just table it. Councilmember Ann Williams said, yeah, I've gotten some calls, questions about it. Brian Richardson said, yeah, thankfully, we have a very active committee that is very engaged with that. You know, it's not a fun thing to talk about, but yeah, as soon as we can get that information back we'll bring it forward. Councilmember Ann Williams said, all right, thanks a lot.

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



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:060

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

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

WHEREAS, the City of Jonesboro is requesting that City Water and Light provide free utilities at the following location:

301 W. Monroe Street

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

Section 1: That City Water and Light requested by this resolution to provide free utilities to the location listed above.

Section 2: To permit such services to be provided without charge, the City of Jonesboro hereby affirms to City Water and Light that the ultimate use of CWL utilities so provided is now and shall remain a use or purpose which the City is engaged in as part of its governmental or proprietary functions under authority to it by state law.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:061

Agenda Date:

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 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

BILL TO
Unicorn Investments LLC 1216 E Country Club Terrace Jonesboro, AR 72401

						DUE DATE
						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

DUE DATE	INVOICE NO
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
INVOICE BALANCE:	\$865.00
AMOUNT PAID:	_____



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

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
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", written over the printed name.

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



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:062

Agenda Date:

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 316 S MCCLURE,
PARCEL 01-144183-21000, OWNED BY SBREME, LLC IN THE AMOUNT OF \$465

LEGAL DESCRIPTION: FLINT S ADD PT LOT 4

WHEREAS, SBREME, LLC, the owner of record, was properly notified of a code violation at 316 S MCCLURE, 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 03/27/2026 using city funds in the amount of \$465; 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 316 S. MCCLURE.



CITY OF JONESBORO

Code Enforcement

Request For Invoice

Date: 03/30/2026

To: Tosha Moss

Case #: 260189

Property Address: 316 S. MCCLURE
Jonesboro, AR 72401

APN# 01-144183-21000

Clean up/Haul off Letter Sent on: 03/04//2026

Comply by Date: 03/17/2026

Date of Clean up/Haul off Service: 03/27/2026

Need to send the following charges to this person.

Property Owner:
SBREME LLC
612 WALNUT ST.
JONESBORO, AR 72401

<u>ITEMS</u>	<u>AMOUNTS</u>
Filing Fees	\$15.00
Admin Fees	\$250.00
Contracted Clean up/Haul off	\$200.00
Total	\$465.00

Thank you,

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



DATE	INVOICE NO
3/30/2026	0070321

BILL TO
Sbreme LLC 612 Walnut Street Jonesboro, AR 72401

DUE DATE
5/4/2026

DESCRIPTION	QUANTITY	EFFECTIVE RATE	AMOUNT	DISCOUNT	CREDIT	BALANCE
PREVIOUS OUTSTANDING BALANCE						0.00
Code Enforcement Charges:						
Filing Fee- 316 S McClure	1.00	15.00	15.00	0.00	0.00	15.00
Admin. Fee- 316 S McClure	1.00	250.00	250.00	0.00	0.00	250.00
Contracted Clean Up/Haul Off- 316 S McClure	1.00	200.00	200.00	0.00	0.00	200.00
INVOICE TOTAL:			465.00	0.00	0.00	465.00

PLEASE DETACH BOTTOM PORTION & REMIT WITH YOUR PAYMENT

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

Customer Name: Sbreme LLC
 Customer No: 025272
 Account No: 0036105 - Code Enforcement Charges

DUE DATE	INVOICE NO
5/4/2026	0070321

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:	465.00
Discounts:	0.00
Credit Applied:	0.00
Ending Balance:	465.00
INVOICE BALANCE:	\$465.00
AMOUNT PAID:	_____



JONESBORO

ARKANSAS

03/04/2026

SBREME LLC
612 WALNUT ST
JONESBORO AR 72401

Case #: 260189

In regards to property located at 316 S MCCLURE, JONESBORO, AR 72401.

Dear: SBREME LLC

Our records show that you own the property listed above. We have observed that property has mattresses, totes, and other trash under the carport that needs to be stored indoors or disposed of. 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 03/17/2026. If the issue is not corrected by the date listed, the City will hire a contractor to clean up all items causing the violations, 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

Section:

30-5 Unlawful storage

870-273-2336

Chris Martin
Code Enforcement Officer
Jonesboro, AR 72401



Invoice# : 70273
Case# : 260189

Invoice Notice Mailed Prior to 05/04/2026

SBREME LLC
612 WALNUT
JONESBORO, AR 72401

Subject: 316 S MCCLURE 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 "S. Roper", written over a horizontal line.

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



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:064

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

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

WHEREAS, the City of Jonesboro, Arkansas has held two public hearings and one public review and comment period for the CDBG Annual Action Plan; and,

WHEREAS, the FY2026-2027 CDBG Annual Action Plan is in the fifth year of the (2022-2026) Five-Year Consolidated Plan designed to address goals set for community needs; and,

WHEREAS, the FY2026-2027 CDBG Annual Action Plan contains the projects, activities and budget for the federal allocation amount of \$717,683. The FY2026-2027 Annual Action Plan budget is listed below:

CDBG FY2026-2027 BUDGET ALLOCATION:	\$717,683.00
ADMINISTRATION	\$143,536.60
PUBLIC SERVICES	\$107,652.00
1. Jonesboro Church Health Center	\$14,996.07
2. Family Crisis Center	\$14,807.89
3. Hispanic Community Services, Inc.	\$14,561.37
4. CASA of the 2nd Judicial District	\$11,500.00
5. Foundation of Arts	\$12,222.26
6. City Youth Ministries	\$11,123.63
7. Sure Foundation	\$11,068.70
8. Jonesboro Business Association	\$ 9,338.35
9. North Jonesboro Community Development Corp.	\$ 8,033.73
LOW AND MOD (LMI) INCOME HOMEOWNER REHABS	\$ 99,973.24
HOMELESSNESS (St. Bernard's Development Foundation)	\$ 19,177.00
FIRST TIME HOMEBUYER PROGRAM	\$ 15,000.00
PUBLIC INFRASTRUCTURE	\$332,344.16

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

SECTION 1: The FY2026-2027 Annual Action Plan, attached hereto, is hereby approved by the

City Council.

SECTION 2: The FY2026-2027 CDBG projects, activities and budget are hereby approved for the Annual Action Plan.

SECTION 3: The Grants and Community Development Department are hereby authorized by the City Council for the City of Jonesboro, AR to submit all necessary documents for the FY2026-2027 CDBG Program.

SECTION 4: The City Council does hereby authorize the Mayor and the Mayor's designees to execute all agreements and contracts regarding the future award of the FY2026-2027 CDBG Program funding.



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-26:065

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Finance & Administration Council Committee

File Type: Resolution

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

WHEREAS, RES-25:197 amended the City Salary and Administration Plan and list of approved job titles; and,

WHEREAS, city administration continually monitors and reviews department requests in an effort to improve efficiency, provide comparable compensation in respect to duties and / or provide increased community benefit; and

WHEREAS, a mid-year review of city staffing requests has determined that adjustments are necessary to address department needs; and

WHEREAS, resulting from either employee retirement or position openings, these changes will result in either a neutral budget impact or a favorable budget position in Salaries expense in the 2026 Budget, and

WHEREAS, the attached listing of changes will not require an amendment to the 2026 Budget; and

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

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

Section 1: The attached listing of Approved Job Titles of the Salary & Administration Plan is hereby adopted.

PERMIT COORDINATOR

Job Description

Exempt:	No
Department:	Inspections
Reports To:	Chief Building Inspector
Location:	Municipal Complex Jonesboro AR
Date Prepared:	June 4, 2026
Date Revised:	

GENERAL DESCRIPTION OF POSITION

The Permit Coordinator performs technical and administrative work supporting the City's development review and permitting processes. This position serves as a primary point of contact for residents, contractors, developers, and business owners seeking permits and approvals. The Permit Coordinator coordinates permit applications through multiple departments, assists applicants in understanding requirements, maintains permit records, and supports the efficient administration of development review activities.

The position requires knowledge of permitting procedures, customer service principles, and municipal regulations. Work is performed independently within established policies and procedures and requires frequent interaction with Planning, Engineering, Building Inspections, Fire, and other City departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Permit Processing and Coordination

- Receives, reviews, and processes permit applications for completeness and compliance with established submittal requirements.
- Coordinates application routing among Planning, Engineering, Building Inspections, Fire, and other reviewing departments.
- Tracks permit applications and development projects through the review process and provides status updates to applicants.
- Assists in scheduling inspections, plan reviews, and related development review activities.
- Maintains permit tracking systems and ensures timely processing of applications.

Customer Service and Public Assistance

- Serves as a primary customer service contact for permit applicants, contractors, developers, business owners, and the general public.
- Provides front counter, telephone, and electronic support regarding permitting procedures, application requirements, fees, and review timelines.
- Assists customers in understanding zoning regulations, development requirements, and City permitting processes.
- Responds to inquiries and resolves routine issues or directs customers to appropriate staff.

Compliance and Review Support

- Performs preliminary reviews of permit applications for completeness and required documentation.
- Assists staff in verifying compliance with zoning regulations, building codes, engineering standards, and fire safety requirements.
- Coordinates the collection of comments and review findings from multiple departments.
- Assists with permit issuance after required approvals have been obtained.

Documentation and Records Management

- Maintains accurate permit files, plans, inspection records, correspondence, and related documents.
- Ensures proper filing, archiving, retention, and retrieval of records in accordance with City policies and applicable laws.
- Prepares reports, correspondence, and documentation related to permit activities.
- Updates electronic databases and permitting software systems.

Process Improvement and Administrative Support

- Identifies workflow inefficiencies and recommends improvements to permitting and review processes.
- Assists in implementing standardized procedures and customer service practices across departments.
- Coordinates internal review meetings and project discussions.
- Prepares meeting agendas, distributes materials, and documents decisions and action items.
- Compiles permit activity data and assists with operational reporting.

Other Duties

- Assists with special projects related to development services operations.
- Attends meetings, training sessions, and professional development activities as assigned.
- Performs other duties as assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

High school diploma or GED required; Associate degree in Public Administration, Construction Management, Planning, Engineering Technology, Business Administration, or a related field preferred. Two (2) years of experience in permitting, municipal government, construction administration, planning, inspections, engineering support, or a related field.

COMMUNICATION SKILLS

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

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations involving addition, subtraction, multiplication, division, percentages, and fee calculations.

CRITICAL THINKING SKILLS

Ability to analyze information, identify inconsistencies, apply established policies and procedures, and resolve routine permitting and customer service issues.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Valid driver's license

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Spreadsheet, Word Processing/Typing

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

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

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

This position has no direct supervisory responsibilities.

Supervises the following departments: none

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

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

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

Position supports permit processing and fee collection activities but does not have budgetary authority.

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

Contacts with employees across departments to coordinate permit reviews, obtain information, and facilitate project completion.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

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

PHYSICAL ACTIVITIES

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

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision-making.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to sit; occasionally required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and distance vision.

ADDITIONAL INFORMATION

Not indicated.



Marketing & Community Outreach Coordinator Job Description

Exempt:	No
Department:	Communications Department
Reports To:	Chief Administration Officer
Location:	City Hall, Jonesboro, AR
Date Prepared:	June 3, 2026
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Marketing & Community Outreach Coordinator is responsible for coordinating the City's public information, media relations, community engagement, outreach activities, and strategic communications initiatives. The position serves as a primary liaison between the City, media organizations, community groups, stakeholders, and the public, promoting awareness of City programs, services, projects, and initiatives.

Under the direction of the Chief Administrative Officer, the incumbent develops and coordinates communication and outreach efforts designed to increase citizen engagement, strengthen community relationships, enhance transparency, and support organizational goals. The position provides professional communications support to City Administration and departments through media coordination, public information activities, event management, community outreach, executive communications, and special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate and implement community outreach, public information, marketing, and citizen engagement initiatives that promote awareness of City programs, services, projects, and events.
2. Serve as a primary contact for media inquiries and coordinate outbound media communications, press releases, public notices, and related communication materials as directed by City Administration.
3. Develop and maintain effective working relationships with media representatives, community organizations, civic groups, businesses, educational institutions, neighborhood organizations, and other stakeholders.
4. Coordinate and manage community events, public engagement activities, outreach initiatives, special events, conferences, summits, public meetings, and City-sponsored programs.
5. Coordinate and support special event requests submitted by citizens, organizations, businesses, and community groups.
6. Represent the City at public events, community meetings, outreach activities, speaking engagements, and public functions as assigned.
7. Coordinate with City Administration to develop public information materials, educational

resources, reports, presentations, newsletters, correspondence, and community outreach campaigns.

8. Assist in the development and implementation of communication, public information, branding, marketing, multimedia, and community engagement programs.
9. Coordinate with City Administration in implementing communication and public engagement initiatives designed to increase community awareness, transparency, and citizen participation.
10. Prepare speeches, correspondence, reports, communication studies, presentations, multimedia materials, videos, public information documents, and other communication resources as requested.
11. Gather, compile, organize, and consolidate departmental information and reports for distribution to City Administration, City Council, and other stakeholders.
12. Provide assistance with Freedom of Information Act requests and public information inquiries in accordance with applicable laws and City policies.
13. Serve as a public liaison during emergency situations, critical incidents, special events, and other activities requiring public communication and coordination.
14. Manage and coordinate special projects, public engagement initiatives, conferences, summits, community meetings, and assigned outreach programs.
15. Assist City departments with communication planning, writing projects, graphic content, marketing initiatives, digital communication efforts, and citizen engagement activities.
16. Monitor outreach activities and communication efforts and provide recommendations for improving public awareness, community engagement, and participation.
17. Maintain records, schedules, communication materials, event documentation, and outreach activity reports.
18. Attend meetings, conferences, community events, and public functions as required.
19. Operate a City vehicle in the performance of assigned duties.
20. Perform all other related duties as assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Bachelor's degree in Communications, Public Relations, Marketing, Journalism, Public Administration, Business Administration, or a closely related field or four (4) years of progressively responsible experience in communications, public information, marketing, community outreach, public relations, event coordination, or a related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

Ability to analyze information, evaluate alternatives, exercise sound judgment, and make decisions within established policies and procedures. Ability to manage multiple projects, prioritize assignments, resolve problems, and respond appropriately to changing circumstances involving public information, community outreach, and communication activities.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced:

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Outlook
- Social Media Management Platforms
- Content Creation and Communication Software

Intermediate:

- Microsoft Excel
- Website Content Management Systems
- Graphic Design and Multimedia Applications
- Database Systems

Basic:

- Contact Management Software
- Online Collaboration Platforms
- Video Conferencing Software

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

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

The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.

ADDITIONAL INFORMATION

Not indicated.

Digital Media Specialist Job Description

Exempt:	No
Department:	Communications Department
Reports To:	Chief Administration Officer
Location:	City Hall, Jonesboro, AR
Date Prepared:	June 3, 2026
Date Revised:	
Safety Sensitive:	No

GENERAL DESCRIPTION OF POSITION

The Digital Media Specialist is responsible for coordinating and administering the City's digital communications, multimedia production, website content management, social media platforms, livestream broadcasts, audiovisual systems, and public information technologies. The position develops, produces, and distributes digital content designed to inform citizens, promote City programs and services, and support organizational communication objectives.

Under the direction of the Chief Administrative Officer, the incumbent manages the City's digital communication platforms, coordinates multimedia projects, maintains website content, supports public information efforts, and provides technical expertise related to digital media, broadcasting, branding, accessibility compliance, and communication technologies. The position exercises considerable independent judgment in planning and carrying out assigned projects while ensuring consistency, accuracy, and professionalism in public communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the operation, strategic utilization, livestream production, audiovisual systems, broadcast infrastructure, and multimedia production activities of the City's television station and media production studio.
2. Develop, produce, distribute, maintain, and manage the City's digital communications, branding, social media platforms, multimedia content, livestream broadcasts, website content, public information resources, and related communication channels.
3. Maintain, update, troubleshoot, and administer the City's website and associated online communication platforms.
4. Coordinate website content updates and assist departments in maintaining accurate, current, accessible, and user-friendly public information.
5. Assist in the development and implementation of communication, public information, digital media, multimedia, branding, and marketing programs.
6. Coordinate with City Administration in implementing communication initiatives designed to enhance digital communications, website functionality, social media engagement, and public awareness.
7. Coordinate and respond to Freedom of Information Act requests and public information inquiries in accordance with applicable laws and City policies.

8. Prepare speeches, correspondence, analytics reports, communication studies, strategic reports, presentations, multimedia materials, videos, graphics, and other public information content as requested.
9. Provide guidance and technical support to City departments regarding digital communications, social media administration, branding standards, website content management, accessibility requirements, multimedia production, and public information practices.
10. Assist City departments with graphic design, writing projects, creative content development, digital communications, multimedia production, and public information initiatives.
11. Monitor website performance, social media engagement, digital communication metrics, and communication effectiveness and provide recommendations for improvement.
12. Coordinate livestream broadcasts of City meetings, public events, special projects, and community activities.
13. Ensure compliance with branding standards, website accessibility requirements, FCC regulations, and established communication guidelines.
14. Research emerging communication technologies and recommend improvements to digital communication platforms, processes, and public engagement tools.
15. Maintain records, archives, digital assets, media files, communication materials, production schedules, and website content.
16. Attend meetings, public events, training programs, and professional development activities as required.
17. Operate a City vehicle in the performance of assigned duties.
18. Perform all other related duties as assigned.

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Bachelor's degree in Communications, Digital Media, Marketing, Journalism, Multimedia Production, Graphic Design, Information Technology, Public Relations, or a closely related field or four (4) years of progressively responsible experience in digital communications, multimedia production, website administration, marketing, broadcasting, public information, or a related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

COMMUNICATION SKILLS

Ability to prepare reports, correspondence, presentations, website content, public information materials, multimedia content, and communication resources. Ability to communicate effectively with elected officials, employees, media representatives, vendors, and the general public. Ability to explain technical information to non-technical users and provide communication support to multiple departments.

MATHEMATICAL SKILLS

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

CRITICAL THINKING SKILLS

Ability to analyze information, evaluate alternatives, troubleshoot technical and communication-related issues, and exercise sound judgment within established policies and procedures. Ability to manage multiple projects, prioritize assignments, coordinate deadlines, and adapt to changing communication needs and technologies.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

SOFTWARE SKILLS REQUIRED

Advanced:

- Website Content Management Systems
- Microsoft Word
- Microsoft PowerPoint
- Social Media Management Platforms
- Graphic Design and Multimedia Software
- Video Editing Software

Intermediate:

- Microsoft Excel
- Database Systems
- Photography and Digital Asset Management Software
- Livestream and Broadcasting Platforms

Basic:

- Contact Management Software
- Collaboration Platforms
- Video Conferencing Software

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

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

PLANNING

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

DECISION MAKING

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

MENTAL DEMAND

Very close mental demand. Operations requiring very close and continuous attention for control of operations which require a high degree of coordination or immediate response. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

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

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

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

ANNUAL MONETARY IMPACT

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

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

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

PUBLIC CONTACT

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

EMPLOYEE CONTACT

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

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

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

WORKING CONDITIONS

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

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

PHYSICAL ACTIVITIES

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

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

While performing the functions of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, talk or hear; occasionally required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl.

ADDITIONAL INFORMATION

Not indicated.

Overview of Revisions

Non-Uniform Revised Pay Grades & Salaries

Full-Time Job Titles	Department	New/ Existing Grade	Previous Grade
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Regraded Position - already included in budgeted Headcount

Digital Media Specialist	Communications	118	115
Marketing & Community Outreach Coordinator	Communications	118	115
Public Information Specialist	Police	115	113

New Position - additional budgeted Headcount (0)

Assistant Finance Director* (a)	Finance	121
Eliminate Position: Finance Manager*	Finance	120
Permit Technician (b)	Inspections	114
Eliminate Position: Open Admin Assistant	Engineering	109

Existing Position - additional budgeted Headcount (0)

Engineer*	Engineering	124
Eliminate Position: Open GIS Coordinator*	Engineering	118

(a) Establish the current role of Assistant Director as a position consistent within other departments of the city.

(b) Position identified as necessary for implementation of Matrix Study.

(*) Positions are exempt

Revisions in Red

All Min-Mid-Max Salary columns were adjusted for the COLA increase per the proposed budget					
Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Chief of Staff*	Mayor's Office	133	\$110,244	\$140,339	\$170,434
Chief Engineer*	Engineering	132	\$107,709	\$137,138	\$166,567
Chief Financial Officer*	Finance	131	\$103,755	\$131,935	\$160,115
Chief Administrative Officer*	Mayor's Office	131	\$103,755	\$131,935	\$160,115
Chief Operations Officer*	Mayor's Office	131	\$103,755	\$131,935	\$160,115
Sr. Finance Director*	Finance	127	\$87,931	\$112,162	\$136,392
Director of Planning*	Planning	125	\$80,018	\$101,774	\$123,530
Director of Animal Services*	Animal Services	124	\$74,570	\$95,728	\$116,885
Assistant City Attorney*	Attorney	124	\$74,570	\$95,728	\$116,885
Director of Code Enforcement*	Code Enforcement	124	\$74,570	\$95,728	\$116,885
Director of Communications*	Communications	124	\$74,570	\$95,728	\$116,885
E911 Director*	E911	124	\$74,570	\$95,728	\$116,885
Civil Engineer*	Engineering	124	\$74,570	\$95,728	\$116,885
Engineer*	Engineering	124	\$74,570	\$95,728	\$116,885
Director of Community Development*	Grants	124	\$74,570	\$95,728	\$116,885
Director of Human Resources*	HR	124	\$74,570	\$95,728	\$116,885
Director of Information Systems*	Info Systems	124	\$74,570	\$95,728	\$116,885
Chief Bldg Official*	Inspections	124	\$74,570	\$95,728	\$116,885
Director of Transit*	JETS	124	\$74,570	\$95,728	\$116,885
Director of Facilities Maintenance*	Bldg Maintenance	124	\$74,570	\$95,728	\$116,885
MPO Director *	MPO	124	\$74,570	\$95,728	\$116,885
Director of Parks & Rec*	Parks	124	\$74,570	\$95,728	\$116,885
Sanitation Superintendent*	Sanitation	124	\$74,570	\$95,728	\$116,885
Street Superintendent*	Street	124	\$74,570	\$95,728	\$116,885
Construction Project Coordinator*	Engineering	123	\$69,253	\$88,158	\$107,064
Assistant Finance Director*	Finance	121	\$64,194	\$81,629	\$99,064
Assistant Director of Parks & Rec*	Parks	121	\$64,194	\$81,629	\$99,064
Assistant Street Superintendent*	Street	121	\$64,194	\$81,629	\$99,064
Eliminate Position: Finance Manager*	Finance	120	\$60,238	\$76,837	\$93,437
City Accountant*	Finance	119	\$56,281	\$71,828	\$87,373
Purchasing Finance Specialist	Finance	119	\$56,281	\$71,828	\$87,373
Community Services Manager*	Grants	119	\$56,281	\$71,828	\$87,373
Network Administrator*	Info Systems	119	\$56,281	\$71,828	\$87,373
Security Analyst*	Info Systems	119	\$56,281	\$71,828	\$87,373
Digital Media Specialist	Communications	118	\$51,299	\$66,212	\$81,124
Marketing & Community Outreach Coordinator	Communications	118	\$51,299	\$66,212	\$81,124
Contract Coordinator	Engineering	118	\$51,299	\$66,212	\$81,124
Eliminate Position: GIS Coordinator*	Engineering	118	\$51,299	\$66,212	\$81,124
Stormwater Program Manager*	Engineering	118	\$51,299	\$66,212	\$81,124
Traffic Operations Manager	Engineering	118	\$51,299	\$66,212	\$81,124
Civilian Mechanic/Emerg Vehicle Technician	Fire	118	\$51,299	\$66,212	\$81,124

(*) Positions are exempt

Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Grants & Finance Specialist	Grants	118	\$51,299	\$66,212	\$81,124
Grants Writer	Grants	118	\$51,299	\$66,212	\$81,124
Parks Maintenance Superintendent*	Parks	118	\$51,299	\$66,212	\$81,124
Parks Maintenance Supervisor/(Sexton)*	Parks	118	\$51,299	\$66,212	\$81,124
Wellness Supervisor	Police	118	\$51,299	\$66,212	\$81,124
Fleet Supervisor*	Sanitation	118	\$51,299	\$66,212	\$81,124
Sanitation Supervisor*	Sanitation	118	\$51,299	\$66,212	\$81,124
Street Drainage Supervisor*	Street	118	\$51,299	\$66,212	\$81,124
Street Maintenance Supervisor*	Street	118	\$51,299	\$66,212	\$81,124
Collector*	Finance	117	\$48,390	\$62,280	\$76,170
Transit Field Supervisor*	JETS	117	\$48,390	\$62,280	\$76,170
Transit Option Supervisor*	JETS	117	\$48,390	\$62,280	\$76,170
E911 Deputy Director	E911	116	\$46,451	\$59,861	\$73,270
City Surveyor	Engineering	116	\$46,451	\$59,861	\$73,270
Construction Outreach Coordinator	Engineering	116	\$46,451	\$59,861	\$73,270
Network Technician	Info Systems	116	\$46,451	\$59,861	\$73,270
Transportation Option Coordinator	JETS	116	\$46,451	\$59,861	\$73,270
Sr Building Maintenance Technician	Bldg Maintenance	116	\$46,451	\$59,861	\$73,270
Sr HVAC Technician	Bldg Maintenance	116	\$46,451	\$59,861	\$73,270
Senior Planner	Planning	116	\$46,451	\$59,861	\$73,270
Radio Technician	Police	116	\$46,451	\$59,861	\$73,270
Sr Deputy City Clerk	City Clerk	115	\$44,511	\$57,511	\$70,510
E911 Shift Leader	E911	115	\$44,511	\$57,511	\$70,510
Training Coordinator	E911	115	\$44,511	\$57,511	\$70,510
Finance Specialist	Finance	115	\$44,511	\$57,511	\$70,510
HR Generalist	HR	115	\$44,511	\$57,511	\$70,510
Sr Computer Technician	Info Systems	115	\$44,511	\$57,511	\$70,510
MPO Planner	MPO	115	\$44,511	\$57,511	\$70,510
Public Information Specialist	Police	115	\$44,511	\$57,511	\$70,510
Shop Supervisor	Police	115	\$44,511	\$57,511	\$70,510
Victim Services/CIT Coordinator	Police	115	\$44,511	\$57,511	\$70,510
Sr Animal Services Officer	Animal Services	114	\$42,572	\$54,671	\$66,768
Jr Deputy City Clerk	City Clerk	114	\$42,572	\$54,671	\$66,768
Sr Code Enforcement Officer	Code Enforcement	114	\$42,572	\$54,671	\$66,768
GIS Analyst	Engineering	114	\$42,572	\$54,671	\$66,768
Signal Technician II	Engineering	114	\$42,572	\$54,671	\$66,768
Sr Construction Inspector	Engineering	114	\$42,572	\$54,671	\$66,768
Sr Inspector	Inspections	114	\$42,572	\$54,671	\$66,768
Permit Technician	Inspections	114	\$42,572	\$54,671	\$66,768
Marketing Coordinator	JETS	114	\$42,572	\$54,671	\$66,768
HVAC Technician	Bldg Maintenance	114	\$42,572	\$54,671	\$66,768
Adaptive Recreation Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Concession Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Pool Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Program Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768

(*) Positions are exempt

Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Softball Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Youth Sports Coordinator*	Parks	114	\$42,572	\$54,671	\$66,768
Planner II	Planning	114	\$42,572	\$54,671	\$66,768
Mechanic/Electronics Technician	Police	114	\$42,572	\$54,671	\$66,768
Sr Court Services Officer	Court Services	113	\$40,633	\$52,324	\$64,015
Grants Project Coordinator	Grants	113	\$40,633	\$52,324	\$64,015
Rehab Project Coordinator	Grants	113	\$40,633	\$52,324	\$64,015
Computer Technician II	Info Systems	113	\$40,633	\$52,324	\$64,015
Facilities Maintenance Coordinator	Bldg Maintenance	113	\$40,633	\$52,324	\$64,015
Community Center Manager*	Parks	113	\$40,633	\$52,324	\$64,015
Crime Analyst - PD	Police	113	\$40,633	\$52,324	\$64,015
Records Clerk Supervisor - PD	Police	113	\$40,633	\$52,324	\$64,015
Sr Video Analyst	Police	113	\$40,633	\$52,324	\$64,015
CDL/Equipment Trainer	Street	113	\$40,633	\$52,324	\$64,015
Office Manager	Various Departments	113	\$40,633	\$52,324	\$64,015
Code Enforcement Specialist	Code Enforcement	112	\$38,693	\$49,517	\$60,340
E911 Dispatcher/Call-Taker	E911	112	\$38,693	\$49,517	\$60,340
Construction Inspector	Engineering	112	\$38,693	\$49,517	\$60,340
Signal Technician I	Engineering	112	\$38,693	\$49,517	\$60,340
Accounting Technician II	Finance	112	\$38,693	\$49,517	\$60,340
Payroll Specialist	Finance	112	\$38,693	\$49,517	\$60,340
Inspector	Inspections	112	\$38,693	\$49,517	\$60,340
Parks Crew Leader	Parks	112	\$38,693	\$49,517	\$60,340
Evidence/Property Tech	Police	112	\$38,693	\$49,517	\$60,340
FOIA Transparency Technician	Police	112	\$38,693	\$49,517	\$60,340
Video Analyst	Police	112	\$38,693	\$49,517	\$60,340
Street Crew Leader	Street	112	\$38,693	\$49,517	\$60,340
Fleet Technician II	Street/Sanitation	112	\$38,693	\$49,517	\$60,340
Animal Services Officer	Animal Services	111	\$36,958	\$47,717	\$58,475
Code Enforcement Officer	Code Enforcement	111	\$36,958	\$47,717	\$58,475
HR Representative	HR	111	\$36,958	\$47,717	\$58,475
Transit Route Coordinator	JETS	111	\$36,958	\$47,717	\$58,475
Park Ranger	Parks	111	\$36,958	\$47,717	\$58,475
Cartographer	Planning	111	\$36,958	\$47,717	\$58,475
Planning Technician	Planning	111	\$36,958	\$47,717	\$58,475
Sex Offender Register Specialist	Police	111	\$36,958	\$47,717	\$58,475
Animal Services Technician	Animal Services	110	\$35,453	\$45,438	\$55,422
Paralegal	Attorney	110	\$35,453	\$45,438	\$55,422
Court Services Officer	Court Services	110	\$35,453	\$45,438	\$55,422
Accounting Technician	Finance	110	\$35,453	\$45,438	\$55,422
Budget Specialist	Finance	110	\$35,453	\$45,438	\$55,422
Computer Technician I	Info Systems	110	\$35,453	\$45,438	\$55,422
Mechanic - Transit	JETS	110	\$35,453	\$45,438	\$55,422
Paratransit Coordinator	JETS	110	\$35,453	\$45,438	\$55,422
Transit Route Driver	JETS	110	\$35,453	\$45,438	\$55,422

(*) Positions are exempt

Approved Full-Time Job Titles Non-Uniform	Department	Pay Grade	Min Salary	Mid Salary	Max Salary
Assistant Youth Sports Coordinator	Parks	110	\$35,453	\$45,438	\$55,422
Records/Recruiting	Police	110	\$35,453	\$45,438	\$55,422
Equipment Operator III	Street	110	\$35,453	\$45,438	\$55,422
Fleet Technician I	Street	110	\$35,453	\$45,438	\$55,422
Adoption/Rescue Coordinator	Animal Services	109	\$34,590	\$44,267	\$53,942
Legal Assistant - Secretary	Attorney	109	\$34,590	\$44,267	\$53,942
Accounts Payable Specialist	Finance	109	\$34,590	\$44,267	\$53,942
ParaTransit Driver	JETS	109	\$34,590	\$44,267	\$53,942
Maintenance Technician	Bldg Maintenance	109	\$34,590	\$44,267	\$53,942
Social Media Specialist	Parks	109	\$34,590	\$44,267	\$53,942
Planner I	Planning	109	\$34,590	\$44,267	\$53,942
CID Secretary	Police	109	\$34,590	\$44,267	\$53,942
Property Technician	Police	109	\$34,590	\$44,267	\$53,942
Equipment Operator II	Street/Sanitation	109	\$34,590	\$44,267	\$53,942
Administrative Assistant	Various Departments	109	\$34,590	\$44,267	\$53,942
Receptionist/Clerk	Info Systems	108	\$33,646	\$43,440	\$53,234
Mechanic Helper/Assistant	JETS	108	\$33,646	\$43,440	\$53,234
Cemetery Assistant	Parks	108	\$33,646	\$43,440	\$53,234
Background Tech	Police	108	\$33,646	\$43,440	\$53,234
Records Clerk	Police	108	\$33,646	\$43,440	\$53,234
Welder	Street	108	\$33,646	\$43,440	\$53,234
Equipment Operator I	Street/Sanitation	108	\$33,646	\$43,440	\$53,234
Fleet Service Worker	Street/Sanitation	108	\$33,646	\$43,440	\$53,234
Kennel Master	Animal Services	107	\$32,168	\$41,227	\$50,285
Building Maintenance Worker	Bldg Maintenance	107	\$32,168	\$41,227	\$50,285
Custodian	Parks	107	\$32,168	\$41,227	\$50,285
Park Maintenance Worker	Parks	107	\$32,168	\$41,227	\$50,285
Sanitation Worker	Sanitation	107	\$32,168	\$41,227	\$50,285
Street Maintenance Worker	Street	107	\$32,168	\$41,227	\$50,285

(*) Positions are exempt