



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Public Services Council Committee

Tuesday, October 17, 2023

4:30 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-23:093](#) Minutes for the Public Services Committee Meeting on Tuesday, September 19, 2023

Attachments: [Minutes](#)

4. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

[RES-23:215](#) A RESOLUTION BY JONESBORO CITY COUNCIL TO AMEND THE CONTRACT AGREEMENT WITH HALFF ASSOCIATES INC. TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES TO INCLUDE A SOCIAL DETERMINANTS OF HEALTH ACCELERATOR PLAN INTO THE MASTER PARKS PLAN FOR THE JONESBORO PARKS AND RECREATION DEPARTMENT.

Sponsors: Parks & Recreation

Attachments: [Jonesboro PRMP SCHEDULE 10.02.23](#)

[Jonesboro PRMP Exhibit D-1st AMEND 10.02.23](#)

[First-Amend MEMO 10.02.23](#)

5. PENDING ITEMS

6. OTHER BUSINESS

[COM-23:052](#) MONTHLY UPDATE FROM PARKS & RECREATION

[COM-23:053](#) DISCUSSION WITH TRAIL COORDINATOR RYAN PARSON

Sponsors: Parks & Recreation

7. PUBLIC COMMENTS

8. ADJOURNMENT



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: MIN-23:093

Agenda Date:

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In Control: Public Services Council Committee

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Minutes for the Public Services Committee Meeting on Tuesday, September 19, 2023



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Public Services Council Committee

Tuesday, September 19, 2023

4:30 PM

Municipal Center, 300 S. Church

1. CALL TO ORDER

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

Present 7 - Chris Gibson; Joe Hafner; Ann Williams; Brian Emison; LJ Bryant; Anthony Coleman and Janice Porter

3. APPROVAL OF MINUTES

[MIN-23:083](#) Minutes for the Public Services Committee Meeting on August 15, 2023

Attachments: [Minutes](#)

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

Aye: 5 - Ann Williams; Brian Emison; LJ Bryant; Anthony Coleman and Janice Porter

Absent: 1 - Joe Hafner

4. NEW BUSINESS

5. PENDING ITEMS

6. OTHER BUSINESS

[COM-23:044](#) MONTHLY JETS UPDATE

Sponsors: JETS

JETS Director Michael Black approached the podium and said, good afternoon. So far, this year, year-to-date numbers, ridership is 57,560. This time last year was 54,601. We are still tracking about a 5.5% increase over last year. Our student youth program, we finished out at 589 trips. So that is pretty good. That is better than it has been in quite some time. That is pre-pandemic. The Red Wolf Express, the Memphis game turned out a lot of people. We logged 298 trips. Sixteen of those trips were Memphis fans. Chairman Chris Gibson said, how does that compare to our ridership in the past for those same? Mr. Black said, for Memphis games, it is about average. And of course, a lot of our ridership numbers depends, if you remember in years past, they have thrown Tuesday night games in on us and Thursday night games in on us. The

ridership on those games was very low. The most we have ever had in the history of the program was when Mizzou came up, and we had 406 trips for the Mizzou game. The Miami game, we looked for huge numbers with it, but the hurricane shut everything down and the game was canceled. But for Stony Brook last week, we had 166. This week, I look for about the same, of course a lot of it is going to depend on weather. They are calling now for 50% chance of rain on Saturday evening, so we will just kind of play that by ear. I've got three that has completed our entry level driver training and waiting to test through the state. I've got three that are still in training; and I did just put in the cue today a licensed driver that we have interviewed a couple of times. And we are going to try and bring him on board. Thank you.

Filed

[COM-23:045](#)

MONTHLY PARKS AND RECREATION UPDATE

Sponsors: Parks & Recreation

Chairman Chris Gibson said, Danny, are you ready with your PowerPoint?

Parks and Recreation Director Danny Kapales approached the podium and said, Chris and I talked yesterday and he informed me that he would like to have a verbal report today. Is that correct? Yes, and so basically, I've got a busy week and that is why we were kind of joking about that. I have a conference that I am hosting that starts first thing in the morning. Actually, it has been going on, getting prepped for it for quite a while; and once we are done with Council tonight, I am heading over to the Embassy to start getting everything in place and set up and ready for folks to come in. We are doing a bus tour tomorrow. We've got a golf tournament at Ridgepointe. We've got folks going out to the shooting range. Then at the end of all that tomorrow evening, I am going to have all the folks. ASU is going to let us use the tower, and everybody is going to go be in there for a dinner. And the team has set up a practice for us, so they are actually going to have their Wednesday night practice on the field while we are having dinner in the tower, so it is a really cool event for folks coming from all parts of Arkansas that is part of the Municipal Parks System, state parks, and Arkansas Game and Fish to be able to come in and actually be part of what the Red Wolves are trying to do there on campus. Then from there, we start the actual conference the next day with keynote speakers and classes and award ceremonies that will basically start first thing seven o'clock in the morning and finish about midnight Thursday night and so on on Friday. But there is a busy week ahead of me, and I am ready to get started with it.

But as far as a report with what we've got, September is always a busy month for us, whether it be Local Fest that we've had. I don't know if you all had a chance to make it down to Local Fest and see the activity and all the performances, but it was a really good weekend. Lucas Clonts that actually runs that program is a great director. I think he does a wonderful job bringing in talent and getting folks out there, putting on the event, getting us schedules and staying on top of it. And as you all know, we have got Barbecue Fest coming up weekend after next, so another great event ran by a couple of good guys who has done it for quite a while, and so I am expecting to have another good weekend and have downtown filled up. I was down there for Local Fest all through basically Friday night and Saturday. Then I went back on Sunday after church and had lunch just to see the event, but also on Sunday I made runs around with some of the local businesses and talked to folks. From what I got from them, they enjoyed it. They said they saw folks that they hadn't seen. They had foot traffic that they hadn't seen, so that is exactly what those events are for, an economic generator for us. And that is what that activity was. It brought people to downtown that normally wasn't downtown.

This past weekend, we had our Harvest Cup Soccer Tournament. It wasn't really large, but it was 34 teams from Arkansas, Tennessee, and Missouri for Saturday and Sunday. The park was great for it, and just a busy weekend. We started our tackle football program, and something we've done a little bit different with that program is we have divided our, in the tackle program, our third and fourth graders are playing at Joe Mack on the smaller fields; and our fifth and sixth graders are playing at the local schools. Jonesboro and Nettleton are working with us on that. So they are playing their games there on those sites; and that way they get a chance to start playing with a little bit larger field and getting prepared for moving up in seventh grade. Then currently we are working on the flag football, which I know we've got some more conversations there to get in place; but we've got some teams and coaches. We are still trying to get everybody sorted and taken care of. Softball, I don't know if you all have heard, but I'm in the point right now we are trying to find a softball coordinator. Karla has moved on, taking a coaching and teaching job in Oklahoma and will be moving there, so we are currently in the hunt for a new softball coordinator to help continue to move that program forward.

As far as facilities, the restroom and concession out at Joe Mack is almost complete. We are down to just a few items that are on backorder that unfortunately is going to keep us on hold. I believe some of that stuff is November, early December before we get all of it here. Hopefully it will come early, but that is kind of where we are is we are waiting for it to get here. The trails out at Craighead Forest, the group that is working on those are supposed to be here first of November to start back on the trails. They are basically waiting for the temperature to drop a little bit, the leaves to start falling off and I guess for it to feel more like Minnesota weather before they start back here working on the trail system. I know we had some damage on those trails from the rain, some of the washouts, and our crew has gotten out there, filled in some of the heavier ruts and packed it down. But we are trying to be cautious on filling a lot of those in until they get here and see some of the damage, so that they can make some of the adjustments. What we want is for them to see where the water is washing, so if there is something that needs to be done, whether a drain gets put in or something of that sort to make that fix, we want that to happen now while they are here, not something we have to call them back for later on.

But, yeah, we just continue to move forward with our facilities. I know the YMCA building, the old YMCA building, which is now the Jonesboro Youth Center known as the Y is now open. We've got people coming in using it every day. We've got renters that are calling to rent, not only basketball, but also turf facilities. So it is up and operational. Then we also have a swim meet on this weekend. Really, if you look at it, it is kind of late in history for us for a swim meet, but hopefully it's just kind of that start moving forward with people understanding that we can have swim meets later in the fall because, not only having a heater in the pool, but the weather being nice enough to actually have a swim meet right now. To me, I think it is about perfect weather to have a swim meet and to have swimmers in the water.

Chairman Chris Gibson said, I was out at that facility last Friday, and the fire alarms went off. Do we know what caused that issue? Mr. Kapales said, yes, so not only there, but we are having some of the same issues at our cemetery building. And for me to say, do I know, I don't understand the fire alarms, so I wish I could answer that, but we are calling out the service and they are working on them. I do believe that the Y facility is taken care of. They are still working on the cemetery facility, trying to find out where that connection, something with that connection gets interrupted and then the alarm goes off. So currently like with the cemetery, I am getting three calls a day.

There is no fire and no alarm, but they are just letting me know that some test has went off. And those calls are happening midday, they happen in the afternoon, and they happen about three o'clock in the morning. So I am really wanting to get it taken care of pretty soon. Chairman Chris Gibson said, I just know that there were about 30 or 35 kids out there playing basketball last weekend. I am glad to see them out there, but it was disrupted, so just curious. Anything else for Parks?

Councilmember Dr. Anthony Coleman said, question, Chairman. Thanks for the report, and glad that things are going well. Thank you. What about the trail coordinator? Have we found anyone? Mr. Kapales said, yes, I can speak on that. Craig, would you like to speak on that? Do you want me to? Yes, so Ryan Parsons seems to be a really good kid, sharp kid. He does work in Craig's office, so he is actually working under Craig's guidance and working with me, right beside me on everything that we are moving forward with. And I know we say trail coordinator, but he works on quite a few of the park activities that we have. It's not just trails. Yes, it is great to say that we have a trail coordinator, but it is also helping us with whether it's going to be a park design, a dog park design or whatever it is. It's having somebody that is going to have that ultra-focus on parks so that we have somebody with that experience that we are not having to constantly hire out to get those designs done. I would say that he has been extremely busy with his first two months.

Councilmember Joe Hafner said, if I may, Mr. Chairman, this is a follow up on that. My understanding is that he doesn't have a whole lot of experience in this type of position. I sent the mayor an email about this, and I don't know if this is more for Craig since he is his supervisor; but are there some plans to have him spend time, like going to any seminars or going to Northwest Arkansas and spending time with people who have done this for a while so he gets that experience and knows what to look for? Mr. Kapales said, I'm not sure if he is coming to this conference. I hope so, because I asked him to look through it since I have trail coordinators going to be here this week. That would be a great association for him. And I know that we use the term trail coordinator kind of like we use the term pocket parks. Sometimes it's just kind of a cover for just the overall of what we think is our achievement; but when it comes to trail coordinators, it's a hodgepodge when you look across the state. A lot of these places that we think have a great trail system, and you find their trail coordinator and it's a part time position. It's a part time employee that is dealing with that position; and they actually aren't doing what we think they are doing. It's a community effort. It's not that one person that is handling it and managing. A trail system is multi-faceted. It's between engineering. It's between the trail coordinator. It's between the parks director. It's between the council. It's between the mayor. It's between the committees that we put in place. We all have to be working for a true plan moving forward, and we all have to have the information in front of us as we are going to move forward. And the next step is, and you brought up a great point the other day, is we can spend the money and have the trails, but if we are not maintaining them, and we have people in place to maintain them, we are not doing what we need to. So as we move forward creating these trails, one of the big pieces that we have to look at that all these other cities are doing is they actually have a trail department. They have somebody that actually leads a crew that maintains these trails, that's keeping these trails clean, keeping these trails cut. And they know when asphalt needs to be repaired, when a trail needs to be updated. Right now, we do a lot of this stuff with our part-time crew or with a supervisor that is actually handling cemeteries and handling all the urban parks. He is also overseeing what currently is out trail system. So, as we do with a lot of things, we're taking somebody and spreading them really thin.

Councilmember Joe Hafner said, well, I will say this, and I guess I am just speaking

for myself, but I think trying to establish a better trail system, especially when we have ASU to downtown that has been going on six years now. We have University Heights and hopefully we will have a few others going on. I understand he may be working on some other things, but his focus needs to be on the trail system as much as it can be. I mean, I don't want it to get to where he is working on this other stuff and he hadn't looked at trails in a month or two. I know people get spread thin, but that position was created for the trails and it needs to focus on the trails. Not saying that it can't have some other duties, but it needs to be on getting the trail system done that has been approved. Mr. Kapales said, I agree.

Councilmember LJ Bryant said, Mr. Chairman, a question for Danny. Are we getting some applicants for the softball coordinator position with the salary that we are paying? Mr. Kapales said, we do. We do have some applicants. I have not unfortunately had a chance to go through those applicants with what is going on this week. The goal is to start going through those next week, and see if we can narrow it down to a few folks. Councilmember Dr. Anthony Coleman said, when does softball season begin? Mr. Kapales said, we are in the midst of it, so we are handling softball right now. Fortunately, Karla left us in a good spot. Even though she left before the season started, she did help get the teams put together and the schedules and everything else before she left. So now we are just handling the day to day activities.

Chairman Chris Gibson said, just one more comment and then we will try to wrap this up, I think. And I know that you and I already talked about this, but I want to say it publicly. The last time we had a baseball tournament at Joe Mack, I had a colleague or an acquaintance that was bring the team in; and I asked him about the fields and how he liked playing out here. He said his one criticism was that when they travel anywhere else, they've got somebody staying on top of trash. He said when they come to Jonesboro, trash is usually overflowing and the park goes from looking very nice to very not nice. So let's just kind of keep that in mind moving forward, not only there but at Southside as well and at our other events please. Mr. Kapales said, I appreciate that; and to speak of, we probably have one of our biggest baseball tournaments that will happen for this year coming up the same weekend of Barbecue Fest.

Filed

7. PUBLIC COMMENTS

8. ADJOURNMENT

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

Aye: 6 - Joe Hafner; Ann Williams; Brian Emison; LJ Bryant; Anthony Coleman and Janice Porter



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: RES-23:215

Agenda Date:

Version: 1

Status: To Be Introduced

In Control: Public Services Council Committee

File Type: Resolution

A RESOLUTION BY JONESBORO CITY COUNCIL TO AMEND THE CONTRACT AGREEMENT WITH HALFF ASSOCIATES INC. TO PROVIDE ADDITIONAL PROFESSIONAL SERVICES TO INCLUDE A SOCIAL DETERMINANTS OF HEALTH ACCELERATOR PLAN INTO THE MASTER PARKS PLAN FOR THE JONESBORO PARKS AND RECREATION DEPARTMENT.

WHEREAS, the Jonesboro City Council approved a contract agreement with Halff Associates Inc. to create an overall Master Parks Plan in RES-23:009; and

WHEREAS, the City of Jonesboro AR was awarded \$125,000 from the Centers for Disease Control and Prevention (CDC), FY2022 Closing the Gap with Social Determinants of Health Accelerator Plans Grant; and

WHEREAS, the City created a task force to study local needs and determined that professional assistance would be beneficial toward creating a Social Determinants of Health (SDOH) Accelerator Plan to improve ADA (Americans with Disabilities Act) amenities and facilities in Jonesboro's parks as proposed in the Jonesboro grant application; and

WHEREAS, Halff Associates Inc. has agreed to provide this additional professional service for a fee of \$96,600 and amend the Master Parks Plan contract agreement with the city to include the SDOH Accelerator Plan.

WHEREAS, the additional fee of \$96,600 will be appropriated from funding from the Centers for Disease Control and Prevention (CDC), FY2022 Closing the Gap with Social Determinants of Health Accelerator Plans Grant with no local match.

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

Section 1: The Jonesboro City Council supports the contract amendment with Halff Associates Inc. to provide \$96,600 in additional professional services for the Master Parks Plan to include the SDOH Accelerator Plan.

Section 2: The SDOH Accelerator Plan will be funded by the FY2022 Closing the Gap with Social Determinants of Health Accelerator Plans Grant from CDC.

Section 3. The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all necessary documents to effectuate the agreement.

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
Project Administration <ul style="list-style-type: none"> - Ongoing HA administrative activities - Prepare project work plan - Prepare public engagement plan 	Feb 2023	<i>1.1 (Project Initiation & Administration) & 2.1 (Public Outreach Preparation)</i>
Deliverables:		
<ul style="list-style-type: none"> - Communication between HA staff and Jonesboro staff - Project work plan memorandum - Public engagement plan memorandum 		
Pre-Planning and Background Information <ul style="list-style-type: none"> - Report / Plan template - Request for information from HA staff to Jonesboro staff - Documentation for plan review as provided by Jonesboro staff - Develop a base map - Demographic profile - Record of accomplishments - Establish Project Advisory Committee 	Feb – Mar 2023	<i>1.1 (Project Initiation & Administration) & 1.2 (Pre-Planning and Background Information)</i>
Kickoff Meeting and Tour (Trip #1, Day 1 of 2) <ul style="list-style-type: none"> - Project coordination meeting w/Jonesboro staff - Review work plan and engagement plan - Park property and facilities tour 	Mar 2, 2023	<i>1.1 (Project Initiation & Administration)</i>
Kickoff Meeting and Tour (Trip #1, Day 1 of 2) <ul style="list-style-type: none"> - Field review of indoor recreational facilities 	Mar 2, 2023	<i>5.1 (Kick Off Activities)</i>
Kickoff Meeting and Tour (Trip #1, Day 2 of 2) <ul style="list-style-type: none"> - Park property and facilities tour, continued 	Mar 3, 2023	<i>1.1 (Project Initiation & Administration)</i>
Deliverables:		
<ul style="list-style-type: none"> - Trip itinerary and meeting agenda 		
Public Outreach Preparation <ul style="list-style-type: none"> - Begin preparation of materials for conducting community outreach activities. 	Mar 2023	<i>2.1 (Public Outreach Preparation)</i>
Online Public Engagement Tool Preparation <ul style="list-style-type: none"> - Prepare draft city-wide survey and distribute for Jonesboro staff review - Prepare online mapping tool 	Mar 2023	<i>2.4 (Community Preference Survey) & 2.5 (Online Mapping Tool)</i>
Deliverables:		
<ul style="list-style-type: none"> - Draft of online survey - Online mapping tool 		
Focus Group Meetings (Trip #2, Day 1 & 2 of 2) <ul style="list-style-type: none"> - Up to four (4) meetings with key community representatives - Listening session format w/structured questions - Allot time for individual City Council interviews - Virtual meetings/participation as necessary 	Apr 13-14, 2023	<i>2.2 (Focus Group Meetings)</i>
Advisory Committee Meeting # 1(Trip #2, Day 1 of 2) <ul style="list-style-type: none"> - Project overview - Visioning work session 	Apr 13, 2023	<i>2.3 (Advisory Committee Meetings) & 3.1 (Vision Development)</i>
Facilities Workshop (Trip #2, Day 2 of 2) <ul style="list-style-type: none"> - Discuss indoor recreation goals and objectives (BRS) - In conjunction with Advisory Committee meeting #1 	Apr 12-13, 2023	<i>5.2 (Facilities Workshop)</i>

Note: ***This schedule is tentative*** and may be subject to revisions during the term of the Prime Agreement.

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
Vision Development (Trip #2, Day 1 of 2) <ul style="list-style-type: none"> - Evaluation of previous goals and objectives - Develop draft of vision statement - In conjunction with Advisory Committee meeting #1 	Apr 12-13, 2023	3.1 (<i>Vision Development</i>)
Deliverables:		
<ul style="list-style-type: none"> - Meeting summaries 		
Parks System Assets <ul style="list-style-type: none"> - Classify parks and open spaces by type - Mapped and tabular inventory of park properties in the City and general vicinity 	Apr 2023	3.2 (<i>Parks System Assets</i>)
Parks and Recreation Organization <ul style="list-style-type: none"> - Collect inventory of parks and rec staff - Produce annual operating budget and expenditures by service area - Program inventory 	Apr 2023	3.3 (<i>Parks and Recreation Organization</i>)
Deliverables:		
<ul style="list-style-type: none"> - Inventory maps and tables 		
Interim Review Meeting #1 (Indoor Rec Facilities) <ul style="list-style-type: none"> - In conjunction with regularly scheduled bi-weekly call - Confirm market analysis assumptions regarding indoor rec service provider - Identify service gaps - Initial recommendations 	May 9 2023	5.3 (<i>Interim Review Meetings</i>)
Deliverables:		
<ul style="list-style-type: none"> - Summary of initial recommendations regarding the repair, renovation, and replacement of facilities 		
Initiate Public Outreach <ul style="list-style-type: none"> - Activate online public surveys and mapping tool - Materials for City-led distribution/advertisement - Advertise upcoming live public events - Prepare virtual meeting room materials (if applicable) 	Apr 2023	2 (<i>Community Outreach</i>)
Deliverables:		
<ul style="list-style-type: none"> - Online survey - Mapping Tool - Public advertisement materials 		
Public Meetings (Trip #3, Day 1 – 1 of 1) <ul style="list-style-type: none"> - Two (2) visioning open houses will be held, at various locations, to solicit preferences regarding public parks and recreational services. - Alternative (at city request) – Public information booths staffed by Halfp at two (2) different locations in the city. 	May 2023	2.6 (<i>Public Open Houses</i>)
Parks Condition Assessments (Trip #3, Day 1 of 1) <ul style="list-style-type: none"> - Park conditions assessment inventory - May occur as an independent trip 	May 2023	4.4 (<i>Conditions Assessment</i>)
Deliverables:		
<ul style="list-style-type: none"> - Staff and visioning meeting materials and summaries - Transferrable meeting materials (meetings-in-a-box) - Condition assessment technical memorandum 		

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
Visioning Statement <ul style="list-style-type: none"> - Review of commission, survey, and town hall results - Develop new or modified list of vision statement 	Apr-May 2023	<i>3.1 (Vision Statement)</i>
Online Outreach Tasks <ul style="list-style-type: none"> - Compile online survey results - Online mapping tool results - Compile public meeting results 	June 2023	<i>2.4 (Community Preference Survey) & 2.5 (Online Mapping Tool)</i>
Deliverables <ul style="list-style-type: none"> - Plan narrative, tables, and maps - Summary of public outreach 		
Access Based Assessment <ul style="list-style-type: none"> - Calculate current level of service - Develop target level of service - Prepare a written summary of the gap analysis 	May-June 2023	<i>4.1 (Access-Based Assessment)</i>
Deliverables <ul style="list-style-type: none"> - Findings of access-based assessment - Findings of demand-based assessment - Consolidated memorandum 		
Advisory Committee Meeting #2 (Trip #4, Day 1 – 1 of 1) <ul style="list-style-type: none"> - Meet with advisory committee and present overview of preliminary master plan - Summary of public feedback - Access-based and demand-based assessment findings - Refined/final draft of vision statement - Service area gaps - Ongoing activities and next steps - Parks assessment 	June 2023	<i>2.3 (Advisory Committee) & 4.3 (Interim Findings)</i>
Deliverables: <ul style="list-style-type: none"> - Meeting materials and summary - Illustrative concept park plan 		
Conditions Assessment <ul style="list-style-type: none"> - Score and summarize conditions assessment forms - Determine where facility replacement and rehabilitation are most warranted 	June - July 2023	<i>4.4 (Conditions Assessment)</i>
Deliverables: <ul style="list-style-type: none"> - Conditions assessment technical memorandum 		
Advisory Committee Meeting #3 (Trip #5, Day 1 of 1) <ul style="list-style-type: none"> - Meet with advisory committee - Present recommendations for parks level of service - Present recommendations for investment program (near- and long-term improvements) - Present recommendations for policy program - Present recommendations for indoor recreation facility investments/enhancements (BRS) 	Aug 7 – 11, 2023	<i>2.3 (Advisory Committee Meeting) & 4.7 (Preliminary Work Program)</i>
Deliverables: <ul style="list-style-type: none"> - Meeting materials and summary - Consolidated draft of work program memorandum 		
Public Service Committee (Trip #5, Day 1 – 1 of 1) <ul style="list-style-type: none"> - Present preliminary findings to the Public Services Committee 	Aug 7 – 11 2023	<i>4.3 (Interim findings)</i>

Note: ***This schedule is tentative*** and may be subject to revisions during the term of the Prime Agreement.

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
Deliverables		
<ul style="list-style-type: none"> - Meeting materials and summary - Illustrative concept park plan 		
Recreational Programming Assessment	Sept 29, 2023	<i>4.5 (Recreational Programming Assessment)</i>
<ul style="list-style-type: none"> - Overview of core programs - Age and lifecycle analysis - Cost recovery goal - Review of potential adjustments needed 		
Demand Based Assessment	Sept - Oct 2023	<i>4.2 (Demand Based Assessment Assessment)</i>
<ul style="list-style-type: none"> - Compile results of community outreach activities - Consolidate and provide written memorandum of the result 		
Interim Review Meeting #2 (Indoor Rec Facilities)	Sept - Oct 2023	<i>5.3 (Interim Review Meetings)</i>
<ul style="list-style-type: none"> - In conjunction with regularly scheduled bi-weekly call - Review of initial draft report - Commit to indoor recreation level of service vision and goals 		
Operations and Maintenance Assessment	Sept - Oct 2023	<i>4.6 (Operations and Maintenance Assessment)</i>
<ul style="list-style-type: none"> - Review operations data provided by Jonesboro staff 		
Deliverables:		
<ul style="list-style-type: none"> - Recreational programming assessment memorandum - Demand based assessment memorandum - Indoor recreation facilities memorandum - Operations and maintenance assessment memorandum 		
SDOH Accelerator Initiation (Trip A)	Oct 9-13, 2023	<i>7.1 (Project Organization)</i>
<ul style="list-style-type: none"> - Kickoff meeting with staff - Leadership Team Meeting #1 		
SDOH Focus Group Meetings (Trip A)	Oct 9 - 13, 2023	<i>7.2 (Community Outreach)</i>
<ul style="list-style-type: none"> - Conduct three (3) focus group meetings with organizations chosen by the City. 		
Deliverables:		
<ul style="list-style-type: none"> - Meeting materials and summary 		
SDOH Community Preference Survey Preparation	Oct 16-27, 2023	<i>7.2 (Community Outreach)</i>
<ul style="list-style-type: none"> - Prepare community survey - Prepare advertising graphic 		
SDOH Interested Parties Interviews	Oct 2023	<i>7.2 (Community Outreach)</i>
<ul style="list-style-type: none"> - Phone conversations or meeting during regularly scheduled trips. 		
SDOH Best Practice Field Study (Trip B)	Oct 16-27, 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Local field trip with Leadership Team to see positive example of inclusive recreation. 		
Deliverables:		
<ul style="list-style-type: none"> - Community survey - Advertisement material - Trip itinerary - Focus group and interview summaries 		
SDOH Accessibility Tools and Review	Oct 16-Nov 3, 2023	<i>7.3 (Baseline Evaluations)</i>
<ul style="list-style-type: none"> - Prepare tools for park accessibility evaluations - Leadership Team Meeting #2 (Virtual) 		
SDOH Survey Distribution	Oct 30-Nov 3, 2023	<i>7.2 (Community Outreach)</i>
<ul style="list-style-type: none"> - Online survey tool - City to advertise 		

Note: ***This schedule is tentative*** and may be subject to revisions during the term of the Prime Agreement.

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
Deliverables:		
<ul style="list-style-type: none"> - Trip itinerary - Meeting agenda and summary 		
SDOH Best Practice Field Study (TBD) (Trips C and D)	Nov 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Field trips (2) with Leadership Team to see positive example of inclusive recreation. 		
Park Accessibility Evaluations (Trip E)	Nov 6-17, 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Conduct park ADA accessibility assessment - Conduct walkshed evaluation 		
Deliverables:		
<ul style="list-style-type: none"> - Walkshed And accessibility assessment results 		
Recreational Amenity Demand Assessment	Nov 2023	<i>7.3 (Baseline Evaluation)</i>
<ul style="list-style-type: none"> - Present a series of recommendations on preferred inclusive recreational facilities, design considerations, and costs 		
SDOH Accessibility Tool Results and Review	Nov 27 – Dec 1, 2023	<i>7.3 (Baseline Evaluations)</i>
<ul style="list-style-type: none"> - Quantify baseline evaluation results - Prepare preliminary recommendations - Leadership Team Meeting #3 (Virtual) 		
Deliverables:		
<ul style="list-style-type: none"> - Trip itinerary - Meeting agenda and summary 		
Prepare Draft of Master Plan	Oct - Nov 2023	<i>6.2 (Final Public Meeting)</i>
<ul style="list-style-type: none"> - Summary plan draft for review - Technical plan draft for review 		
Advisory Committee Meeting #4 (Virtual)	Nov 2023	<i>2.3 (Advisory Committee Meeting & 6.3 (Master Plan Review and Approval)</i>
<ul style="list-style-type: none"> - Present plan for final comments to the advisory committee 		
Deliverables:		
<ul style="list-style-type: none"> - Meeting materials and summary - Summary plan draft - Technical plan draft 		
SDOH Accessibility Work Plan	Dec 2023	<i>7.4 (Strategic Planning)</i>
<ul style="list-style-type: none"> - Incorporate results of accessibility and walkshed assessments into a work program 		
SDOH Inclusive Recreation Priority Plan	Dec 2023	<i>7.4 (Strategic Planning)</i>
<ul style="list-style-type: none"> - Conceptual plans for two (2) existing priority parks - Incorporating plans into final report 		
Deliverables:		
<ul style="list-style-type: none"> - Prioritized projects - Conceptual Plans - Costs estimates - Report 		
Public Services Committee Meeting (Trip #6, Day 1 of 1)	Dec 2023	<i>6.3 (Master Plan Review and Approval)</i>
<ul style="list-style-type: none"> - Present plan to public services committee for referral 		
Public Meetings (Trip #6, Day 1 of 1)	Dec 2023	<i>2.6 (Public Meetings) & 6.1 (Final Public Meeting)</i>
<ul style="list-style-type: none"> - Present preliminary plan recommendations - Total of two (2) open houses will be conducted - Alternative (at city request) – Public information booths staffed by Halff at two (2) different locations in the city (during trip #5) 		
Post Electronic Copy for Citizen Review	Dec 2023	<i>6.3 (Master Plan Review and Approval)</i>
<ul style="list-style-type: none"> - Post draft 		

Note: ***This schedule is tentative*** and may be subject to revisions during the term of the Prime Agreement.

**JONESBORO PARKS AND RECREATION MASTER PLAN
WORKING PROJECT SCHEDULE (10.02.2023)**

ACTIVITY/DELIVERABLE	MEETING OR DUE DATE	PROJECT TASK
- Gather feedback and update plan		
Deliverables:		
- Presentation materials and summary		
- Edits to Master Plan document		
City Review of Draft Plan	Jan 2-5, 2023	6.3 (Master Plan Review and Approval)
- Share final Master Plan for review		
- City staff review (2 weeks)		
- Consultant edits (2 weeks)		
SDOH Report Review	Jan 2- 5, 2023	7.5 (Final Report)
- Prepared full report for staff review		
- Leadership Team Meeting #4 (Virtual)		
Deliverables:		
- Presentation materials		
- Edited Master Plan document prior to and following Parks and Recreation Commission		
- Final concept park plans, illustrations, and perspectives		
City Council Review and Recommendations (Trip #7/Trip F, Day 1 of 1)	Jan 16, 2023	6.3 (Master Plan Review and Approval) & 7.5 (Final Report)
- City Council public hearing		
- PRMP review and adoption		
- SDOH Accelerator Plan adoption		
Deliverables:		
- Public hearing draft Master Plan document		
Plan Adoption and Final Delivery	Jan 2023	6.4 (Plan Adoption and Final Delivery)
- Submit Final Original Document		
- One electronic copy		
Deliverables:		
- Final Master Plan documents (physical and digital)		

**EXHIBIT D
SCOPE OF SERVICES
(FIRST AMENDMENT)**

**City of Jonesboro, Arkansas
Parks and Recreation Master Plan**

Under contract to the City of Jonesboro (the “City”), Halff Associates, Inc. (“Halff”) is submitting this contract amendment to prepare a Social Determinants of Health Accelerator Plan (the “SDOH Plan”) to increase the accessibility of persons with disabilities to and within municipal parks, and to provide a greater portfolio of inclusive recreational amenities. The final SDOH Plan will be an appendix to the Jonesboro Parks and Recreation Master Plan and will incorporate all required components outlined by the Centers for Disease Control within their SDOH Accelerator Plan template.

ACTIVITIES

The activities and fees referenced in this amendment are in addition to those services originally agreed to by the City and Halff under the Agreement for Professional Services executed by authorized representatives of both parties on February 8, 2023, and February 14, 2023, respectively. Exhibit A (Scope of Services) and Exhibit B (Basis of Compensation) of said Agreement are accordingly modified as presented herein.

The tasks and activities listed herein shall be subject to the “Planning Process Parameters” listed in Exhibit A (Scope of Services) and will be performed contingent on Exhibit C (Support Services of the City of Jonesboro). Where possible, activities will be conducted in conjunction with ongoing parks and recreation master planning tasks. Specific tasks, subtasks, and fees related to the execution of this scope of services amendment include the following:

TASK 7: SDOH ACCELERATOR PLAN (ADDITIONAL SERVICES)

7.1 PROJECT ORGANIZATION

Halff will undertake the following activities to ensure the efficient initiation and ongoing administration of the SDOH planning process:

7.1.1 Project Administration. Halff will conduct administrative activities throughout the project term. Examples of relevant activities may include but not be limited to meeting logistics, contract administration, invoicing, and progress reporting.

7.1.2 Project Kick-off. Halff will convene a project initiation and coordination meeting with City staff (**Trip A**) to discuss project goals, establish communications protocol, discuss data and documentation needs, and more. An initial meeting with the project Leadership Team (**Meeting #1**) will be convened to provide an overview of the planning process and solicit ideas and feedback.

7.2 COMMUNITY OUTREACH

Targeted on-site and online community outreach activities will occur during the project term to solicit preferences, recommendations, and feedback regarding park accessibility and inclusive recreation opportunities. An emphasis will be placed on soliciting feedback from interested parties who can provide informed direction on the topic due to circumstance or occupation and those who will be the most directly impacted by the provision of enhanced park accessibility and access to inclusive recreation facilities. Subtasks include:

7.2.1 Focus Group Meetings

- A. Facilitated Meetings.** Halff will conduct up to three (3) focus group meetings with representatives of key interest groups or organizations as selected by the City (with Halff input). Focus groups should not exceed up to six (6) participants per session.

Focus group meetings will be conducted in an informal interview format, will last between 60-90 minutes, and will occur during normal business hours. It is intended that all focus group meetings occur in conjunction with Leadership Team Meeting #1 (**Trip A**) however, the City and Halff may agree to postpone one (1) or more meetings to align with other project benchmarks and scheduled Trips.

- B. Provider Interviews.** Halff may opt to conduct additional individual or small-group interviews with human services providers, educators, advocates, or other interested parties during the project term as necessary to better understand community objectives, challenges, preferences, etc., as they relate to the needs of targeted populations identified in the City's application for SDOH grant funding.

7.2.2 Community Preferences Survey

- A. Survey Purpose and Distribution.** Halff will prepare and administer an online community survey as part of this project to solicit appropriate and specific feedback from members of the community. The survey will address park accessibility and inclusive recreation preferences. Developing and administering the online survey includes the following:

- The electronic online survey will be posted in SurveyMonkey® and cross-linked to the City website's home page, or an optional project website.
- Survey announcements shall be drafted which can be transmitted electronically, or as part of a City newsletter or postcard in the mail.

- B. Survey Results and Feedback.** The raw results of the online survey will be provided to City staff, and a summary overview of pertinent results will be included in the Community Outreach Summary and Master Plan documents.

(Note: Notwithstanding the above-referenced sub-tasks, Halff may opt to prepare two (2) or more mini-surveys in lieu of a single survey due to the complex nature of the topic, and subject to the approval of the City.)

7.3 BASELINE ANALYSES

Halff will conduct analyses which measure parks system accessibility and the diversity of inclusive recreation amenities available to the target populations identified in the City's SDOH Plan grant application. Baseline analysis findings, influenced by community outreach results, will form the basis for subsequent strategic plan recommendations (**Task 7.4**).

7.3.1 Evaluation Tools. Halff will develop SDOH evaluation tools for review and approval by the City and Leadership Team (**Meeting #2, Virtual**). Approved tools will be utilized by Halff to conduct subsequent park accessibility and walkshed conditions assessments (**Task 7.3.3**).

7.3.2 Best Practice Field Study. A Halff representative will attend up to three (3) field trips with City staff and the Leadership Team to other communities that can provide positive examples of inclusive recreation investments in their parks system (**Trips B, C, and D**). Halff will assist in making recommendations for appropriate locations, but trip arrangements would be the sole responsibility of the City.

7.3.3 Access-based Assessments. Halff will utilize approved evaluation tools to conduct on-site assessments (**Trip E**) that will serve as the basis for subsequent policy and investment recommendations in the SDOH Plan's work program (**Task 7.4**). Access-based assessments include the following:

A. Accessibility Assessment. Using the 2014 Americans with Disabilities (ADA) Act Title II Compliance Guide as a principal resource, Halff will assess each park's compliance with ADA accessibility standards.

B. Walkshed Assessment. Halff will evaluate the conditions and opportunities for improving access to municipal parks for pedestrians and persons using mobility assistance devices from surrounding residential areas. While walkshed boundaries will vary by park configuration and existing accessible pathways, areas assessed will be located within 1/8 mile of a park boundary. Findings will be scored according to approved evaluation tools (**Task 7.3.1**) and prioritized project lists will be created which may include: sidewalk improvements, sidewalk additions, sidepaths, crossing enhancements, signalization, etc.

7.3.4 Recreational Amenity Demand Assessment. Halff will compile results from all community outreach activities and Leadership Team discussions to present a series of recommendations on preferred inclusive recreational facilities, design considerations, and costs.

7.3.5 Preliminary Recommendations. The preliminary results of all access-based and demand-based assessments will be presented by Halff to the City and the Leadership Team (**Meeting #3, Virtual**). Halff will recommend two (2) existing priority parks which should be retrofitted to incorporate concentrated inclusive recreation amenities. Priority parks agreed upon by Halff and the City will be subject to the preparation of conceptual development plans as defined in **Task 7.4.2**.

7.4 WORK PROGRAM

The findings and recommendations of community outreach and baseline analysis activities will be consolidated into a detailed work plan to increase city-wide accessibility to and within municipal parks for disabled residents and visitors of all ages, and to strategically increase the City's inventory of recreation amenities that cater to the needs of disabled individuals. The consolidated SDOH Plan report will be an extension of the overall Master Plan and may require slight amendments to the draft Master Plan report to ensure consistency between both documents. The SDOH Plan report's work program will include the following components:

7.4.1 Accessibility Work Plan. The work plan will include prioritized lists of on-site ADA accessibility investments within each municipal park, and off-site walkshed investment projects to improve non-motorized access to park spaces by all users, including the targeted populations identified by the City's SDOH grant application. Project lists will include order of magnitude cost estimates and may be incorporated into updated recommendations included in the Master Plan.

7.4.2 Inclusive Recreation Priority Plan. Based on preliminary recommendations (Task 7.3.5), Halff will prepare conceptual site plans for two (2) selected "priority" parks graphically depicting how they will be retrofitted into inclusive recreation "incubators." Plans will illustrate how and where designated inclusive recreation areas would be incorporated into the park, the types of amenities to be included, and associated order-of-magnitude cost estimates for subsequent design and construction.

Due to the varying size of parks within the Jonesboro parks system, it will be the sole discretion of Halff to determine whether either conceptual site plan accounts for the entire park property or only specific areas within the park that will be re-programmed. Final plans will also include narrative on how to incorporate additional inclusive play opportunities into the Jonesboro parks system in the future.

7.5 FINAL REPORT

Halff will compile all products into a comprehensive SDOH Plan report and present to the City for adoption and implementation. The SDOH Plan will include those work program components identified in **Task 7.4** and will address all required components outlined by the Centers for Disease Control within their SDOH Accelerator Plan template.

7.5.1 Report Review

Upon completion of a draft (Summary) SDOH Plan, Halff will support City staff throughout the required review and adoption process. This will include the following subtasks:

- A. City Staff Review.** Review of the SDOH Plan report by City staff and discussion during a regularly scheduled bi-weekly coordination meeting.
- B. Leadership Team Review (Meeting #4, Virtual).** The SDOH Plan will be presented to the Leadership Team for final comments.

Halff will make one (1) round of edits to the draft SDOH Plan prior to presenting a final report to the Public Services Committee or City Council for adoption. Edits may also include applicable updates to the Master Plan.

7.5.2 Report Adoption

Halff will present the SDOH Plan to the Public Services Committee or full City Council (**Trip F**) for consideration of adoption.

Following SDOH Plan adoption, Halff will provide electronic versions of all original files related to the SDOH Plan including all maps and data. Halff will make a single round of necessary changes to the final adopted SDOH Plan, as advised by the City Council and reviewed and approved by the City's Project Manager or designee, prior to final acceptance by the City. Changes within this scope of services will be limited to those which require simple text edits and do not necessitate substantial changes to document format, maps, tables, or figures; nor, require new research or public outreach.

ADDITIONAL SERVICES 7, MEETING SUMMARY

Task 7 meetings include: **A)** Bi-weekly project coordination meetings (virtual), **B)** Four (4) meetings with the Leadership Team, **C)** Three (3) focus group meetings, **D)** Up to three (3) field trips with City staff and the Leadership Team, and **E)** One (1) Public Services Committee or City Council meeting.

ADDITIONAL SERVICES 7, ITEMS PROVIDED BY CITY

Field trip logistics and itineraries, and other administrative services as described in the task descriptions and Exhibit C, (Support Services of the City of Richardson).

ADDITIONAL SERVICES 7, KEY DELIVERABLES

Key **Task 7** deliverables will include **A)** Meeting presentation materials **B)** Meeting summaries, **C)** One (1) Community preference survey (digital), **D)** Park accessibility (ADA) evaluation forms and summary data, **E)** Walkshed assessment forms and summary data, **F)** Two (2) inclusive park concept plans and cost estimates, and. **G)** Final SDOH Plan report (digital) including accessibility work plan and inclusive recreation priority plan.

TASK 7: SDOH ACCELERATOR PLAN (BASIS OF COMPENSATION)

The planning services described in this Exhibit will be provided by Halff on a lump sum basis, in accordance with the terms of Exhibit B (Basis of Compensation) and subject to the following additional project fee of **\$96,600.00** dollars. The task-by-task projection of effort shown below is estimated and may vary as each phase is conducted.

- **Task 7.1 Project Organization:** \$9,000.00
- **Task 7.2 Community Outreach:** \$14,100.00
- **Task 7.3 Baseline Evaluations:** \$32,500.00
- **Task 7.4 Strategic Planning:** \$29,500.00
- **Task 7.5 Final Report:** \$11,500.00

End of Exhibit D – Scope of Services (First Amendment)

October 2, 2023
Mr. Danny Kapales, Director
Parks and Recreation Department
City of Jonesboro
3009 Dan Avenue
Jonesboro, AR 72401

RE: Contract Amendment #1 for Additional Services (Jonesboro Parks and Recreation Master Plan)

Dear Danny,

Halff Associates, Inc. (“Halff”) is pleased to submit to the City of Jonesboro, Arkansas, (the “City”) a proposed contract amendment to our ongoing services to prepare a Parks and Recreation Master Plan for the City. These services were originally agreed upon between the City and Halff under the Agreement for Professional Services executed by authorized representatives of both parties on February 8, 2023, and February 14, 2023, respectively.

Additional Scope of Services

The first amendment to our scope of services provided to the City is provided in Exhibit D (Scope of Services, First Amendment) (attached). The purpose of the proposed services is to prepare a Social Determinants of Health Accelerator Plan (the “SDOH Plan”) to increase the accessibility of persons with disabilities to and within municipal parks, and to provide a greater portfolio of inclusive recreational amenities. The final SDOH Plan will be an appendix to the Jonesboro Parks and Recreation Master Plan and will incorporate all required components outlined by the Centers for Disease Control within their SDOH Accelerator Plan template.

Fee

The planning services described in this Exhibit D (Scope of Services, First Amendment) will be provided by Halff on a lump sum basis, in accordance with the terms of Exhibit B (Basis of Compensation) and subject to a fee of **\$96,600.00 dollars**.

Acceptance and Signature

Beyond the fee adjustment for the additional scope of services identified within this contract amendment, all other terms and conditions of our original Agreement for Professional Services will otherwise remain the same.

I trust that this proposed contract amendment is responsive to the requests of the City. If it is acceptable, please obtain the necessary approval signature in the space provided and return one signed original for our files. We greatly appreciate the opportunity to provide additional services to the City of Jonesboro for the Parks and Recreation Master Plan.



10800 Financial Centre Pkwy., Ste. 500
Little Rock, Arkansas 72211
Phone (501) 801-2690

Respectfully submitted,
HALFF ASSOCIATES, INC.

Christian Lentz, AICP, CNU-A
PLA Technical Leader

APPROVAL OF CONTRACT AMENDMENT (City of Jonesboro)

Signature

Typed Name and Title

Date Signed

Attachment (Exhibit D: Scope of Services, First Amendment)
CC: Alejandra Morales, City of Jonesboro



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: COM-23:052

Agenda Date: 10/17/2023

Version: 1

Status: To Be Introduced

In Control: Public Services Council Committee

File Type: Other
Communications

MONTHLY UPDATE FROM PARKS & RECREATION



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Text File

File Number: COM-23:053

Agenda Date: 10/17/2023

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DISCUSSION WITH TRAIL COORDINATOR RYAN PARSON