



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Agenda Finance & Administration Council Committee

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Thursday, January 3, 2013

6:00 PM

Huntington Building

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### 1. Call To Order

### 2. Approval of minutes

[MIN-12:094](#) Minutes for the Finance Committee meeting on November 27, 2012

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

[MIN-12:095](#) Minutes for the special called Finance Committee meeting on December 4, 2012

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

### 3. New Business

#### *Ordinances To Be Introduced*

[ORD-12:066](#) AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF COMPUTER SOFTWARE FOR CODE ENFORCEMENT.

**Sponsors:** Police Department

**Attachments:** [Jonesboro, AR ComcateProposal 2012 10 11](#)  
[Jonesboro, AR Sole Source Letter 2012 10 12](#)

#### *Resolutions To Be Introduced*

[RES-12:226](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR'S SALARY RECOMMENDATION FOR FILLING THE POSITION OF TRANSPORTATION DIRECTOR IN COMPLIANCE WITH THE SALARY SCHEDULE AND ADMINISTRATION POLICY

**Sponsors:** Finance

[RES-12:227](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH THE ROTARY CLUBS OF JONESBORO

**Sponsors:** Finance

**Attachments:** [ROTARY CLUB AMENDED AGREEMENT](#)

[RES-12:228](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH

NORTHEAST ARKANSAS INDUSTRIAL DEVELOPMENT COMMISSION FOR FUNDING OF ECONOMIC DEVELOPMENT SERVICES.

**Sponsors:** Finance

**Attachments:** [NAIDC 2013 contract](#)

**RES-12:232** RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE GRANICUS SERVICES AGREEMENT KNOWN AS THE GRANICUS GOVERNMENT TRANSPARENCY SUITE, BETWEEN GRANICUS, INC. AND THE CITY OF JONESBORO, ARKANSAS

**Sponsors:** City Clerk

**Attachments:** [Jonesboro 12.18 amendment](#)

[Jonesboro OP GT only 12.18 extension](#)

**RES-12:234** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, TO ENTER INTO CONTRACT WITH BRENDA SHARP FOR ACCOUNT PAYABLE TRAINING FOR THE FINANCE DEPARTMENT

**Sponsors:** Finance

**Attachments:** [Brenda Sharp contract](#)

**4. Pending Items**

**5. Other Business**

**6. Public Comments**

**7. Adjournment**



# City of Jonesboro

515 West Washington  
Jonesboro, AR 72401

## Legislation Details (With Text)

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**File #:** MIN-12:094    **Version:** 1    **Name:**  
**Type:** Minutes    **Status:** To Be Introduced  
**File created:** 11/29/2012    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** Minutes for the Finance Committee meeting on November 27, 2012  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Minutes](#)

Date	Ver.	Action By	Action	Result
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title  
Minutes for the Finance Committee meeting on November 27, 2012



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes - Draft Finance & Administration Council Committee

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Tuesday, November 27, 2012

4:00 PM

Huntington Building

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### 1. Call To Order

*Mayor Perrin was also in attendance.*

**Present** 5 - Ann Williams; John Street; Darrel Dover; Mikel Fears and Charles Coleman

### 2. Approval of minutes

**MIN-12:082** Minutes for the Finance Committee meeting on October 9, 2012

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

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Passed . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

**MIN-12:089** Minutes for the special called Finance Committee meeting on November 6, 2012

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

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this matter be Passed . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

### 3. New Business

#### *Resolutions To Be Introduced*

**RES-12:185** A RESOLUTION APPROVING THE SUBMISSION OF THE FY 2013 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN AND PROPOSED BUDGET TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**Sponsors:** Grants

**Attachments:** [2013 Action Plan FINAL Nov 2012](#)

*Grants Administrator Heather Clements explained this is the proposed 2013 Action*

*Plan. She added she expects the City to receive \$500,000 for 2013. She further explained due to some changes that were requested by HUD in the 2012 plan the City will receive additional funds in 2013. She noted the City is closing out the North Jonesboro Neighborhood Initiative line item and will move the funds to 2013.*

*Mayor Perrin discussed the 2013 Action Plan.*

*Councilman Mikel Fears asked if the projects were paid for before the City received the funds. Ms. Clements answered yes. Councilman Fears then asked what happens if the City does not receive those funds. Ms. Clements answered the City does not spend the money until they receive the award letter from HUD. She added the funds are submitted into the online banking system between the City and HUD. She noted the City spends the money then makes a request for reimbursement of the funds. She stated the City does not draw down the money before it is spent because the auditors do not look upon that favorably.*

*Ms. Clements noted if this plan is approved then the City will submit it to HUD for approval and once they approve it then the City will come back to this committee for approval of the contract for the funds.*

**A motion was made by Councilman John Street, seconded by Councilman Mikel Fears, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

**RES-12:192**

RESOLUTION TO AMEND THE CITY'S SALARY & ADMINISTRATION POLICY TO ALLOW MERIT INCREASES FOR EXCEPTIONAL JOB PERFORMANCE AND/OR INCREASED JOB TRAINING OR CERTIFICATIONS

**Sponsors:** Finance and Mayor's Office

**Attachments:** [Salary Administration Plan revision](#)

**This item was pulled from the agenda.**

**RES-12:216**

A RESOLUTION APPROVING THE REVISED FY 2012-2016 COMMUNITY DEVELOPMENT BLOCK GRANT CONSOLIDATED PLAN TO INCLUDE A NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) DESIGNATION FOR THE NORTH JONESBORO NEIGHBORHOOD INITIATIVE

**Sponsors:** Grants

**Attachments:** [2012-2016 Consolidated Plan Revised Nov 2012](#)

*Ms. Clements stated the City is required to submit a consolidated plan every 5 years to HUD, which was done last year but since there were changes to how the City will spend the North Jonesboro funds the City is having to revise the plan. She added one of the changes is adding a Neighborhood Revitalization Strategy Area (NRSA) status to the consolidated plan for the North Jonesboro Initiative plan and the status will allow the City to spend the funds with fewer restrictions.*

*Councilman John Street asked if Councilman Charles Coleman is ok with the plan. Dr. Coleman answered yes.*

**A motion was made by Councilman Darrel Dover, seconded by Councilman Mikel Fears, that this matter be Recommended to Council . The motion**

**PASSED by a unanimous vote**

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

*Ordinances To Be Introduced*

**ORD-12:064**

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF DIGITAL CAR CAMERA SYSTEMS FOR THE POLICE DEPARTMENT FLEET; AND TO DECLARE AN EMERGENCY TO EXPEDITE THE PURCHASE OF THE EQUIPMENT IN ORDER TO HAVE THE NEWLY ORDERED POLICE CARS ON CITY STREETS AS SOON AS POSSIBLE

**Sponsors:** Finance

*Chief Financial Officer Ben Barylske explained the City removed 10 police cars from the 2013 budget and added them to this year's budget. He added the City has the funds for the cars in revenue and expenses, but since he was unable to balance the 2013 budget some items had to be removed. He noted there is only one regional supplier for this equipment and the equipment will go on the 10 cars that will be purchased this year. He noted the IT Department has already ordered the computers for the police cars.*

*Councilman Darrel Dover asked what the new cars will be. Mr. Barylske answered they will be the new Ford Taurus. Councilman Dover then inquired if they will be patrol cars. Mayor Perrin answered the cars will be on the patrol division. He added the budget only shows that the City is buying 2 cars in 2013, but 10 are being bought in 2012. He then stated the cameras will cost \$348,000.*

*Discussion was held concerning the new computers.*

**A motion was made by Councilman John Street, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

2013 Budget

*Chairwoman Ann Williams asked if the Mayor had received any questions concerning the budget. Mayor Perrin answered no. He added the coversheet in the budget did not state that there will be a 2% COLA for the city employees. He also added it did not explain that Blue Cross Blue Shield's premium went up 2% and the employees will not have to pay the increase because the City will absorb the cost. He added BCBS came in with a higher rate, but the City was able to negotiate the cost.*

*Discussion was held concerning the price of the BCBS coverage.*

*Mayor Perrin stated the budget is good, but remains tight. He noted one of the changes concerns the LOPFI plan due to the State changing the law and the City also increased the monthly payout to the old plan by \$700 a month.*

*Councilman Fears asked for some details concerning the new administrative positions. Mayor Perrin answered one is for an additional HVAC person, one administrative person will be in the Mayor's Office, one will help out Keith Sanders in the Building and Maintenance Department and the other will be in the Inspections Department because Code Enforcement is going to be back under the Police*

Department as of tomorrow. He further explained the City will be hiring 3 new police officers, which could cost between \$85,000 to \$100,000 for each new officer and that will include uniforms and cars. Mr. Barylske stated the salaries for the crime analyst and her assistant will be paid by the City because they will no longer be paid for by federal funds.

Discussion was held concerning school resource officers.

Councilman Coleman asked if Code Enforcement will be hiring additional officers. Mayor Perrin answered there is no way of knowing until Lt. Todd Nelson, who will be over Code Enforcement, can get things set up and train the people on the Quality of Life program. He noted Code Enforcement will be located at Parker Park.

Councilman Coleman stated he believes Code Enforcement does not have enough officers for the amount of area they have to cover. Mayor Perrin explained Code Enforcement was understaffed by 1 to 2 people in the previous year, but in 2013 they will be fully staffed.

Councilman Fears questioned if all the department heads are happy with their budgets. Mayor Perrin answered he has not received any complaints. Mr. Barylske explained he believes a lot of the department heads don't know about all the cuts that had to be made due to the requests costing more than what the City is bringing in. He added he explained to the department heads the City will look at the funds in June or July and if the funds look good then additional projects could happen. He noted in order for the cost of living increase to be included and also to balance the budget they had to cut some of the requests.

City Clerk Donna Jackson explained she was happy with her budget because she got most of what she requested with the exception of the software for Legistar. She added she was told that the software may come out of Capital Improvements. Mr. Barylske stated that is correct and it may happen next year. Ms. Jackson then stated this software would allow for the City Clerk's Office to link the minutes to the video. She noted Legistar is already setup with the ability to do that, but the \$7,000 cost will also allow for iPads. Mayor Perrin stated he will look at the software. Mayor Perrin explained the new Council chambers will have a recording device, which will allow the City Clerk to be able to record all meetings. He noted the City will also have someone recording the meetings with video recording equipment.

Councilman Fears asked if the software would not come out of the IT budget. Ms. Jackson stated this is an additional suite to Legistar. Mayor Perrin noted he will review it.

Mayor Perrin explained if the City purchases the Army Reserve Center it will cost \$1.2 million to get the building in shape so the Patrol Division can move into it.

Mayor Perrin also discussed the \$10.5 million loan. Mr. Barylske explained the amount of the first payment will depend on how much the City borrows against it. He noted he anticipates borrowing \$4.9 million at the end of December and the balance of the loan will be borrowed against in March of 2013. He noted the payment should be approximately \$2.75 million in April, 2013.

Councilman Dover asked if the City is obligated to draw down all of the funds in that loan. Mayor Perrin answered no and the City will probably not draw all the money. Mr. Barylske noted he is drawing the money out to balance the Capital Improvement funds.

*Councilman Dover asked if the City does buy the Army Reserve Building how long the renovations will take. Mayor Perrin answered it will cost approximately \$250,000 to \$300,000 to convert the HVAC to all electric, but the City could move into the building within 90 to 120 days. Discussion was then held concerning what the building will contain.*

*Councilman Fears asked when the City should know if they got the building. Mayor Perrin answered the City advertised in this past Sunday's paper so anyone who wants to apply for the building will have 21 days to do so. Discussion was then held concerning what the process will be for getting the building. Councilman Dover stated it will be around June, 2013, before the City could move in. Mayor Perrin agreed.*

#### Discussion concerning various traffic signals

*Chairwoman Williams asked for a status update concerning a light near the Marion Berry Parkway. Mayor Perrin stated the Highway Department is doing a traffic study on Aggie Road and Marion Berry Parkway to see if a traffic light should be placed there.*

*He noted the City will be putting up the Clinton School Road stop light next year. He added he will be meeting with someone concerning the study for Southwest Drive so some of the money can be used to extend Parker Road.*

*Councilman Street asked for a status update on the Darr Hill Road light. Mayor Perrin answered it has been approved. Councilman Street then inquired when construction will begin. Mayor Perrin answered the planning and design will happen in 2013 and the light should be installed in 2014.*

#### Eastern Bypass

*Councilman Fears asked for a status update on the Eastern Bypass. Mayor Perrin answered he will deliver a sketch drawing to the Highway Department tomorrow and discuss how to get a cost estimate for this project. He added he would like for a cost estimate for an overpass at CR 702.*

*Councilman Fears stated he does not believe the traffic on Stadium will be relieved until all the people going towards Greene County can get away from Stadium.*

*Mr. Barylske noted the City will receive \$350,000 for next year and \$1 million in 2014 in state turnback funds, which will be put back into the Street Fund.*

#### Discussion concerning ORD-12:062

*JETS Director Steve Ewart explained he thought ORD-12:062 was suppose to be on the agenda. Ms. Jackson explained it missed the deadline to make the agenda and there were some questions concerning how it was put into Legistar.*

*Councilman Dover suggested a special Finance meeting be held on December 4, 2012, at 6:20 p.m. for this item.*

#### **4. Pending Items**

#### **5. Other Business**



**6. Public Comments**

**7. Adjournment**

A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman



## Legislation Details (With Text)

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**File #:** MIN-12:095    **Version:** 1    **Name:**  
**Type:** Minutes    **Status:** To Be Introduced  
**File created:** 12/5/2012    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** Minutes for the special called Finance Committee meeting on December 4, 2012  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Minutes](#)

Date	Ver.	Action By	Action	Result
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title  
Minutes for the special called Finance Committee meeting on December 4, 2012



# City of Jonesboro

900 West Monroe  
Jonesboro, AR 72401

## Meeting Minutes - Draft Finance & Administration Council Committee

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Tuesday, December 4, 2012

6:00 PM

Huntington Building

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### Special Called Meeting

#### 1. Call To Order

*Mayor Perrin was unable to attend.*

**Present** 5 - Ann Williams; John Street; Darrel Dover; Mikel Fears and Charles Coleman

#### 2. New Business

##### *Ordinances To Be Introduced*

##### **ORD-12:062**

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE JONESBORO ECONOMICAL TRANSPORTATION SYSTEM (JETS), A DEPARTMENT OF THE CITY OF JONESBORO, TO PURCHASE SOLE SOURCE FROM SPX GENFARE

**Sponsors:** JETS

*Councilman Street noted this has to be done by the end of year.*

**A motion was made by Councilman John Street, seconded by Councilman Mikel Fears, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman

##### **ORD-12:065**

AN ORDINANCE FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2013 AND ENDING DECEMBER 31, 2013, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, ADOPTION OF THE EMERGENCY CLAUSE FOR THE EFFICIENT OPERATION OF CITY GOVERNMENT, AND FOR THE FINANCIAL CONTINUITY OF 2013, AND FOR OTHER PURPOSES.

**Sponsors:** Finance

*Councilman Fears asked if this needs to be placed on tonight's Council agenda .  
Chairwoman Williams answered she does not think so .*

*Councilman Fears then asked if changes had been made to this budget. Chief Financial Officer Ben Barylske answered no .*

*Discussion was held concerning adding this item to tonight's Council agenda .*

**A motion was made by Councilman John Street, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

*Resolutions To Be Introduced*

**RES-12:219**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING CERTAIN AMENDMENTS TO THE CITY OF JONESBORO, ARKANSAS TAX INCREMENT FINANCING REVENUE REDEVELOPMENT BONDS (TURTLE CREEK REDEVELOPMENT DISTRICT PROJECT), SERIES 2006, AND THE TRUST INDENTURE PURSUANT TO WHICH SUCH BONDS WERE ISSUED; AUTHORIZING CERTAIN AMENDMENTS TO THE MEMORANDUM OF UNDERSTANDING AGREEMENTS RELATING TO THE BONDS; AUTHORIZING THE TERMINATION OF THE PILOT AGREEMENT, THE MAJOR ACHORS PILOT AGREEMENT AND THE UNCONDITIONAL GUARANTY OF PAYMENT AND PERFORMANCE WITH RESPECT TO THE BONDS; AUTHORIZING THE EXECUTION AND DELIVERY OF CERTAIN ADDITIONAL DOCUMENTS RELATED TO THE AMENDMENTS TO THE BONDS; AND PRESCRIBING OTHER MATTERS RELATING THERETO

**Sponsors:** Mayor's Office

**Attachments:** [First Amendment to Trust Indenture](#)  
[Series 2006 Bond \(2012 Amendment\)](#)

*Chairwoman Williams questioned if this needs to be placed on tonight's Council agenda. City Attorney Phillip Crego answered yes.*

*Councilman Street asked what this resolution covers. City Attorney Crego answered right after the TIF Bond was issued the Supreme Court okayed increasing taxes but removed the school system, which received the majority of the money from the higher taxes. He added the new owners of the Turtle Creek Mall asked that this be readjusted to an amount where the actual income will finance the bonds and the bonds are also being written down to that amount. He stated he recommended having the bond counsel with the Friday Law Firm look at this and they made some changes. He noted Paul Phillips with Crews & Associates also reviewed this and made some changes. He added experts stated that the City will be protected and recommended this be approved.*

**A motion was made by Councilman Charles Coleman, seconded by Councilman Darrel Dover, that this matter be Recommended to Council . The motion PASSED by a unanimous vote**

**Aye:** 4 - John Street;Darrel Dover;Mikel Fears and Charles Coleman

**3. Public Comments**

**4. Adjournment**

**A motion was made by Councilman John Street, seconded by Councilman Darrel Dover, that this meeting be Adjourned. The motion CARRIED by a Voice Vote.**

**Aye:** 4 - John Street; Darrel Dover; Mikel Fears and Charles Coleman



## Legislation Details (With Text)

<b>File #:</b>	ORD-12:066	<b>Version:</b>	1	<b>Name:</b>	Waive bidding to purchase computer software for Code Enforcement
<b>Type:</b>	Ordinance	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	11/29/2012	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>			
<b>Title:</b>	AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF COMPUTER SOFTWARE FOR CODE ENFORCEMENT.				
<b>Sponsors:</b>	Police Department				
<b>Indexes:</b>	Property purchase - other, Waive competitive bidding				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Jonesboro, AR ComcateProposal 2012 10 11</a> <a href="#">Jonesboro AR Sole Source Letter 2012 10 12</a>				

Date	Ver.	Action By	Action	Result
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title

AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE PURCHASE OF COMPUTER SOFTWARE FOR CODE ENFORCEMENT.

body

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

SECTION ONE: That the Police Department of the City of Jonesboro, Arkansas needs to purchase computer software for use in Code Enforcement to manage, report and track code violations within the City of Jonesboro.

SECTION TWO: That said software and implementation may be purchased from Comcate Inc., an only source for Code Enforcement Management (CEM) module, for the sum of \$7,400.00, sales tax and implementation cost included to be paid by General Fund.

SECTION THREE: That the City Council in accord with the terms of A.C.A. Section 14-58-302 hereby waives the requirement of competitive bidding and directs the Purchasing Agent to purchase the above described for the price set forth in Section 2 above.

SECTION FOUR: It is further found that due to immediate need to acquire this product and use on the City streets to improve the efficiency of Code Enforcement, an emergency is declared to exist and this ordinance being necessary for the preservation of public health and safety, it shall take effect from and after its passage and approval.



**Proposal to the Jonesboro Arkansas Police Department to  
improve the efficiency and effectiveness of enforcement  
activity using web based software.**

**To:**

**Sergeant Todd Nelson  
410 W. Washington  
Jonesboro, AR 72401**

**By:**

**David Campion  
Comcate, Inc.**

**415-209-5017  
dcampion@comcate.com  
October 11, 2012**



October 11, 2012

Sgt. Todd Nelson  
410 W. Washington  
Jonesboro, AR 72401

Dear Todd,

At Comcate, our philosophy which guides every single client interaction centers on meeting your specific needs. From our inception, our Philosophy of Care has formed our identity and has contributed to establishing ourselves as the leading provider of web-based software to small and mid-sized public agencies in America. Agencies have followed suit embracing Comcate's mission, as evidenced by our partnerships with Fort Collins, CO; Wichita Falls, TX; Panama City, FL; Salisbury, MD; Polk County, FL; La Habra, CA; Pomona, CA; and many other agencies throughout the Country. This philosophy distinguishes us from other software companies and we attribute it to our having seamlessly conducted over 250 successful implementations.

Comcate identified the following opportunities for this project:

- Easy to use software – we are committed to provide easy to use software and constantly incorporate feedback from users to improve the user experience.
- Easy to implement – we have hundreds of successful implementations resulting in over 25K users around the Country. Our dedicated implementation team is experienced and will ensure a successful implementation.
- Improve the effectiveness of enforcement operations at the Department by implementing a comprehensive and affordable code enforcement tracking system that addresses the needs of elected officials, Department management, supervisors and officers.

In addition, we identified the following additional areas to bring more value to the Department:

1. Cloud base computing means lower total investment for the Department – We are responsible for hosting, supporting and maintaining the software. This is done in "the cloud." Included with the agreement is full time customer support, hosting of the application (it can be accessed from any computer with internet access) on secure servers, data back-up and all upgrades. We are responsible for responding to user questions and provide extensive video tutorials, on-line training, email and phone support. The value is that there is no additional burden on the Department's IT staff and we can amortize the support expense across hundreds of clients. The investment includes all upgrades, too.
2. Increase capacity with mobile field access – allow your staff to manage cases within the 88 square miles of the city including the ability to view all case updates instantly.
3. Detailed reminder alerts for both officers and supervisors





The following services are included in the proposal:

- Project Management
- Training
- Full-time customer support

We have endeavored to thoughtfully address all the items requested by the Department in our response. From our previous conversations with the Department, we believe that as is, our software addresses the Department's objectives for this project.

We are prepared to dedicate the full support of our staff into the configuring of the application and the tailoring of its implementation. You will have dedicated Project and Account Managers specifically assigned to you, so that every step of the way will be with the same person, the same relationship, with direct phone and email access and guaranteed full-time customer support. Project Management is hands-on. Department Staff training is role-based. Stemming from the unflinching value we place in our client partnerships, we never rely on outside contractors. Our Philosophy of Care forbids it.

We strive to make every facet of our applications intuitive and easy to use. We count the number of steps needed to complete an action and tirelessly work to minimize them. We aggressively solicit user feedback and incorporate that feedback into our applications. As a result, Comcate has been recognized by users for its intuitive and easy to use design. All of this, because our Philosophy of Care demands it.

We wisely invest resources on the technical infrastructure of our products, such as real-time server mirroring in our commercial grade data center, quarterly upgrades based on customer feedback, and banking-level security.

Above and beyond the specifics of our software or the logistics of our implementations, our mission is clear: to provide our clients with the best possible solutions, service and support. In our assessment, the Jonesboro Police Department fits the profile of a model client for Comcate an agency with sophisticated and innovative leadership that is committed to using technology as an aid in serving the public. For each client, our promise is the same: we will prove our value to you in every meeting, email message, phone call, letter, every day. We're a friendly, dedicated group with a sense of humor and we welcome new members to our family.



We look forward to answering any additional questions, performing any additional demonstrations, or otherwise facilitating this process. After all, we've done this many times before.

Thank you for your time and for considering Comcate as the Department's partner in this effort.

Very truly yours,

A handwritten signature in blue ink, appearing to read "D. W. Richmond", is centered on the page.

David W. Richmond, President

Please sign to accept terms of proposal

Agreed

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date



## Description of Services

To meet the Department's current needs and the value add opportunities we propose implementing the following Comcate applications:

1. **Code Enforcement Manager** – Designed with code enforcement feedback, used to track and manage municipal code violations, access / edit case history, schedule follow-up inspections with automatic reminders, manage attachments including photo imaging, utilize the Department's existing notices for generation at a click of a button, with real-time access to case information, assign cases to officers, generate daily activity and departmental activity reports
2. **GIS Enterprise Edition** - The GIS module provides address verification, association of property attributes (neighborhoods, code enforcement beats, districts) with cases, viewing of activity on maps, and allows the tabular reports of activity by neighborhood. We utilize the City's existing ESRI GIS software and data to allow the Department to optimize its GIS investment.

## Implementation Timeline and milestones for deliverables

Comcate's standard implementation program is flexible. By your request we can conduct the process on a fast track basis of two months to meet the Department's needs and includes the following actions and meetings.

Major Tasks	Sub Tasks	Estimated days
Pre-project Needs Assessment	- Meet with Department to clarify and confirm integrations, customizations and phases of project	T-2 days to agreement
Execute Agreement		
Initial Call and Identification of Project Lead at Department	- review implementation process - identify project team - schedule kick-off meeting	+2 days
Kick-Off Meeting	- Comcate introduction - review project scope and timeline - demo application - prepare for needs assessments	+ 1 weeks
Needs Assessment	- review workflow - propose implementation	+1 -2 weeks
Configuration of application	- provide sample lists used by other agencies - customize application - review and mimic Department website look and feel	+4 weeks
Code Enforcement configurations and GIS integration	- identification of violations - municipal codes and dispositions - customization of notices	+6 weeks
Trainings for Code Enforcement	- role based training: power submitter, case managers, department heads, Department manager - role based training for officers	+8 weeks
Soft Launch!	- go Live!	+8 weeks
Follow up training	- separate follow up training sessions	+8weeks
Project Wrap Up	- debriefing with project lead, Department manager and other appropriate participants	+8 weeks

\* We can complete the implementation and go live with basic implementation shortly after signing the contract.

## Software Support and Services

We view every client relationship as a long term partnership. Our support team will include an account manager specifically assigned to your account in addition to our experienced and capable in-house customer support staff.

We maintain hours necessary to support our clients. Currently, our customer service technicians operate during normal business hours from 8am to 5:00pm Monday through Friday. Our team is available via email and phone and will respond to all users at the Department.

Comcate is required to uphold the following performance standards and response times in the Service Level Table in order to be considered in compliance with its contract:

Comcate shall make arrangements for the technology to be accessible by the Department's staff and public users 99.8% of the time, not counting scheduled maintenance for users of Comcate's ASP service.

### Service Level Table

Level	Description	Response Time	Means of Contact
First	Software System Inoperable	Response within 3 hours	Telephone, email, pager/mobile phone
Second	Significant operating issues but application still operating	Response with 6 hours	Telephone, e-mail
Third	Application not functioning as designed but still operating successfully	Response with 18 hours	Telephone, e-mail
Fourth	Non-critical problems for which a solution is provided	These issues will be addressed as part of the product development cycle	Telephone, e-mail

Support includes the following:

- 1) Trouble-shooting at Comcate's facilities
- 2) Establishment of an FAQ for customers
- 3) On-line help windows

Example of on-line help windows are can be provided upon request.

## Training

### Training Program and Process for Users and IT Department

Comcate has developed its role-based training program through continuing to innovate and develop the most effective Department training program. The training agenda is designed to have users up and running on the application during their initial training session. The training session is organized to be completed in less than an hour, longer sessions often end up with attendees attention span waning. The session is organized like a story: we start with an introduction about Comcate, the application and project background. We discuss the reason for the implementation, any internal breakdowns that have been identified, concerns of management. This provides an opportunity to highlight how the software addressed similar concerns at other agencies. After this discussion, we have provided a brief demo. This provides background to move into the next part of the training.

We found the best result is to have people start using the application as soon as possible. During this period we have people log-in, create and manage cases, assign tasks and as appropriate perform activities that is appropriate for their role. We make this fun and develop stories about requests that are relevant and humorous to those attending the training.

We provide each attendee with a personalized user summary which they can take back to their desk. This user summary includes all the information they need to access the application, get common questions answered and contact Comcate's customer support center if necessary. After the training we send out practice cases and monitor and track the cases to ensure that all staff feels comfortable with the application and that the Department is ready to go live.

Follow up training sessions are included in the proposal. We found that these are very valuable and provide staff an opportunity to ask specific questions after they have had a chance to work with the application.

Additional Training (in-person or web-based) can be accommodated at the Department's request.

## Investment Summary

The year-one investment in Comcate’s software is comprised of two components: the one-time Implementation Fee which includes initial configurations, customizations and in-person training, and the Annual License Fee which includes on-going support, upgrades and hosting. Starting in the second year, the Annual License Fee will be adjusted by a COLA increase not to exceed 5% per year.

### Summary of Investment

Items Included	Implementation Fee (One Time)	Annual License Fee	Total
Code Enforcement Manager	2,900	4,500	7,400
GIS Enterprise Edition	1,800*	2,750	4,550
<b>Total Year One</b>	<b>\$4,700</b>	<b>\$7,250</b>	<b>\$11,950</b>

\*Includes integration with the City’s GIS information in ESRI format on an ARCserver

\*\* All items listed above are optional and subject to mutual agreement on specifications for delivery

#### Included With Your Investment:

- Comcate’s CEM for use by **5** Full Edit Users, of which **4** are full-time and **1** user is a supervisor; it also includes **2** Read-Only Users. Additional users can be accommodated by an addendum to the Agreement.
- Creation and use of Department Specific Enhancements
- Training, implementation and project management as described including eight (8) hours of web-based training.
- Maintenance and support during normal business hours.
- Hosting of database and SSL-encrypted application on secure server.
- Web based embedded help windows.

Annual upgrade and enhancements as provided to all Comcate clients.



Additional Terms

### **Addendum to Business Agreement**

This Addendum to Business Agreement (“Addendum”) is made as of October 26, 2012 (the “Effective Date”) between Comcate, Inc. (“Comcate”), a California corporation, and the Jonesboro Arkansas Police Department (the “Department”).

Method of Compensation. The Department shall promptly review invoicing and notify Comcate of any objection thereto in writing within fifteen (15) business days of receipt of the invoice, and absent such objection, the invoice shall be deemed proper and acceptable, and shall be payable within thirty (30) days of receipt by the Department.

Ownership of Department’s Data. All data and databases are owned by the Department and all data, including but not limited to all notes, digital pictures, notices generated by the use of TECHNOLOGY shall be and remain the sole property of Department. Upon termination of the Agreement, Comcate will promptly return all of Department’s Data in the possession of Comcate. Comcate will not use Department’s data without the express written consent of Department.

#### Initial Customization, Technical Support, Web-based Training, Maintenance, Enhancements and Updates; Support Services.

- (a) Comcate will design “initial customizations” of TECHNOLOGY which can be accomplished through designed administrative panels, including such items as violations, municipal codes, employee accounts, logos, and the like. Initial customizations are deemed completed as of the first day TECHNOLOGY is accessible by the Department.
- (b) Comcate will provide routine technical support training with respect to the use of TECHNOLOGY.
- (c) Comcate shall provide up to four (4) hours of free web-based training on use of TECHNOLOGY.
- (d) Comcate agrees to implement up to Eight (8) custom forms to be provided by the Department.
- (e) Comcate will also provide whatever routine maintenance, trouble shooting and repairs as are necessary to ensure Department’s access to TECHNOLOGY and Department’s Data.
- (f) Except to the extent that upgrades of TECHNOLOGY include new modules or features not previously offered as part of TECHNOLOGY as of the date hereof, Department is entitled to maintenance upgrades of TECHNOLOGY within the cost of the Agreement.
- (g) All support services shall be provided during Comcate’s normal business hours telephonically, via e-mail or via modem connection. Comcate will install “help screens” within TECHNOLOGY to assist Department utilize TECHNOLOGY.
- (h) In connection with the delivery of any of the services described in the Agreement, Comcate shall also be reimbursed for all actual pre-approved out-of-pocket expenses, such as travel, meals, overnight delivery service, web demo costs, long distance telephone calls, copying charges, and the like.

#### Acknowledgments.

- (a) Department expressly acknowledges that Department is solely responsible for any use of the TECHNOLOGY, and such use will be entirely at Department’s own risk. Department agrees that the TECHNOLOGY shall not be used for or in connection with any illegal purpose (including but not limited to intellectual property infringement, fraud or defamation).





(b) Comcate acknowledges that it will “host” the TECHNOLOGY and agrees that it will backup data and take appropriate measures to protect and store Department’s Data.

(c) Comcate acknowledges that it shall maintain access rights to Department’s Data and shall secure such data and Comcate warrants the TECHNOLOGY can be accessed by Microsoft Internet Explorer 6.0 and above. The Word merge functionality will be supported on Microsoft Word 2000 and above.

Term: Right of Cancellation.

The Initial Use Term of the Agreement shall commence on the Effective date hereof and continue for 365 days. Thereafter, unless Department notifies Comcate in writing at least 90 days in advance of each scheduled expiration date that Department elects not to renew, the Agreement shall automatically renew for a period of 365 days.

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October 11, 2012

Sergeant Todd Nelson  
Jonesboro Police Department  
410 W. Washington  
Jonesboro, AR 72401

Re: Code Enforcement Manager

Dear Todd,

This letter confirms that Comcate is the sole provider of the Code Enforcement Manager (CEM) module and that the module provides a unique and otherwise unavailable functionality for code enforcement operations including field access, case tracking including violations, CDBG and GIS.

Sincerely,

  
David Richmond  
President



Legislation Details (With Text)

**File #:** RES-12:226    **Version:** 1    **Name:** Salary recommendation for Transportation Director position

**Type:** Resolution    **Status:** To Be Introduced

**File created:** 12/12/2012    **In control:** Finance & Administration Council Committee

**On agenda:**    **Final action:**

**Title:** RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR'S SALARY RECOMMENDATION FOR FILLING THE POSITION OF TRANSPORTATION DIRECTOR IN COMPLIANCE WITH THE SALARY SCHEDULE AND ADMINISTRATION POLICY

**Sponsors:** Finance

**Indexes:** Position - creation/amendment

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
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**Title**  
 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR'S SALARY RECOMMENDATION FOR FILLING THE POSITION OF TRANSPORTATION DIRECTOR IN COMPLIANCE WITH THE SALARY SCHEDULE AND ADMINISTRATION POLICY  
**Body**

WHEREAS, the Jonesboro City Council adopted the Salary Schedule and Administration Policy as recommended by the Johanson Group on December 15, 2009; And

WHEREAS, the Salary Schedule and Administration Policy requires any salary recommendation greater than the halfway point between minimum and mid-point, of any salary range of the grade to be approved by the Mayor and City Council; And

WHEREAS, the position of Transportation Director with a Pay Grade of 122 has the following pay range:

Minimum	Midpoint	Maximum
\$49,726	\$62,158	\$74,590

THEREFORE, BE IT RESOLVED, by the Jonesboro City Council that the hiring salary for the position of Transportation Director be approved at \$68,000.



## Legislation Details (With Text)

<b>File #:</b>	RES-12:227	<b>Version:</b>	1	<b>Name:</b>	Contract with Rotary Clubs for playground at Craighead Forest
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	12/12/2012	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH THE ROTARY CLUBS OF JONESBORO				
<b>Sponsors:</b>	Finance				
<b>Indexes:</b>	Contract				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">ROTARY CLUB AMENDED AGREEMENT</a>				

Date	Ver.	Action By	Action	Result
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### Title

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO CONTRACT WITH THE ROTARY CLUBS OF JONESBORO

### Body

WHEREAS, THE ROTARY CLUBS OF JONESBORO are Arkansas 501(c)3 organizations formed to provide service to others, to promote high ethical standards, and to advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders.; and

WHEREAS, the CITY owns and maintains Craighead Forest Park and is encouraging collaboration in facility development; and

WHEREAS, THE ROTARY CLUBS OF JONESBORO and the CITY desire to enter this agreement for the purpose of extending the period of the contract for constructing a new playground and playground amenities at Craighead Forest Park Access #6;

WHEREAS, this agreement replaces other agreements previously adopted for this project;

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

Section 1: The City of Jonesboro, Arkansas shall contract with the Rotary Clubs of Jonesboro to extend the period for constructing a new playground and playground amenities at Craighead Forest Park Access #6.

Section 2: The Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council of the City of Jonesboro to execute all documents necessary to effectuate the agreement.

**AMENDED CONSTRUCTION AGREEMENT BETWEEN THE CITY OF JONESBORO AND THE  
ROTARY CLUBS OF JONESBORO**

This Amended Agreement is made by and between the Rotary Club of Jonesboro, Jonesboro University Rotary Club and the Jonesboro Metro Rotary Club further known as (The Rotary Clubs of Jonesboro) and the City of Jonesboro Parks and Recreation (City).

The Rotary Clubs of Jonesboro and the City entered into a Construction Agreement which was adopted by the City Council on January 5, 2010. All terms contained in the original Construction Agreement which do not conflict with this Amended Construction Agreement shall remain in full force and effect.

It is agreed by The Rotary Clubs of Jonesboro and the City that the obligation of the Rotary Clubs of Jonesboro to make the final payment of \$40,000.00 to the City shall be changed to be due and payable on December 31, 2013.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year set forth below.

**ROTARY CLUB OF JONESBORO**

**CITY OF JONESBORO**

BY: \_\_\_\_\_

BY \_\_\_\_\_

NAME: \_\_\_\_\_

**MAYOR HAROLD PERRIN**

TITLE: \_\_\_\_\_

**ATTEST:**

DATE: \_\_\_\_\_

\_\_\_\_\_

**CITY CLERK, DONNA JACKSON**

**JONESBORO UNIVERSITY ROTARY CLUB**

**BY** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**JONESBORO METRO ROTARY CLUB**

**BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



## Legislation Details (With Text)

<b>File #:</b>	RES-12:228	<b>Version:</b>	1	<b>Name:</b>	Contract with NEAIDC for economic development services funding
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	12/12/2012	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH NORTHEAST ARKANSAS INDUSTRIAL DEVELOPMENT COMMISSION FOR FUNDING OF ECONOMIC DEVELOPMENT SERVICES.				
<b>Sponsors:</b>	Finance				
<b>Indexes:</b>	Contract				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">NAIDC 2013 contract</a>				

Date	Ver.	Action By	Action	Result
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### Title

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS FOR THE CITY OF JONESBORO TO ENTER INTO A CONTRACT WITH NORTHEAST ARKANSAS INDUSTRIAL DEVELOPMENT COMMISSION FOR FUNDING OF ECONOMIC DEVELOPMENT SERVICES.

### Body

WHEREAS, The City of Jonesboro has received a contract from Northeast Arkansas Industrial Development Commission; and

WHEREAS, This contract is for the purpose of providing economic development services to the City of Jonesboro; and

WHEREAS, It is in the best interest of the City of Jonesboro that the City Council authorize the Mayor and City Clerk to execute this contract.

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

Section 1: This contract is for the purpose of obtaining economic development services from Northeast Arkansas Industrial Development Commission.

Section 2: That this contract is for the best interest of the residents of the City of Jonesboro.

Section 3: The Mayor and City Clerk are hereby authorized to execute said contract.



**Public Service Contract  
between the  
City of Jonesboro and  
Northeast Arkansas Industrial Development Commission**

This contract is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2012 between the Northeast Arkansas Economic Development Commission (NAIDC) and the City of Jonesboro, located at PO Box 1845, Jonesboro, Arkansas; the NAIDC at PO Box 789, Jonesboro, Arkansas.

The NAIDC is partially funded by the City of Jonesboro by Ordinance No. 3548, to fund economic development services.

Whereby, the appropriation of these funds to the NAIDC is a one time appropriation and is for a one-year contract and must be used to provide economic development services, such as but not limited to: professional economic development services, land, recruitment of industry and creating jobs and services relative to helping the citizens of Jonesboro as normally associated with this type of organization.

The amount of this contract will be \$377,250.00. This contract shall be effective from January 1, 2013 and remain in effect for a period of one (1) year and expiring December 31, 2013. This contract will be entered into annually at the beginning of each calendar year to satisfy the scope of the law.

City Official:

Northeast Arkansas Economic  
Development Commission Official:

\_\_\_\_\_  
Harold Perrin, Mayor  
City of Jonesboro

\_\_\_\_\_  
John Freeman, Chairman

\_\_\_\_\_  
ATTEST

**Northeast Arkansas Industrial Development Commission**

**P.O. Box 789 - Jonesboro, Arkansas 72403-0789**

**Phone: (870) 932-6691 Fax: (870) 932-5762**

November 6, 2012

The Honorable Harold Perrin, Mayor  
City of Jonesboro  
PO Box 1845  
Jonesboro, AR 72403-1845

Dear Mayor Perrin:

We greatly appreciate the city's participation and support in the economic growth of our region. Without your support, the economic development efforts for our area would be greatly diminished.

As we begin to make plans for the upcoming year, we respectfully request that the city budget funding to the Northeast Arkansas Industrial Development Commission for 2013 in the amount of \$377,250.00. per the public service contract dated for 2013.

We request that payment be made to:  
Northeast Arkansas Industrial Development Commission  
PO Box 789  
Jonesboro, AR 72403-0789

We look forward to working with you for an outstanding year ahead.

Sincerely,



John Freeman  
Chairman

cc: Ben Barylske, CFO  
City of Jonesboro



Legislation Details (With Text)

**File #:** RES-12:232    **Version:** 1    **Name:** Contract amendment with Granicus  
**Type:** Resolution    **Status:** To Be Introduced  
**File created:** 12/18/2012    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:**  
**Title:** RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE GRANICUS SERVICES AGREEMENT KNOWN AS THE GRANICUS GOVERNMENT TRANSPARENCY SUITE, BETWEEN GRANICUS, INC. AND THE CITY OF JONESBORO, ARKANSAS  
**Sponsors:** City Clerk  
**Indexes:** Contract  
**Code sections:**  
**Attachments:** [Jonesboro 12.18 amendment](#)  
[Jonesboro OP GT only 12.18 extension](#)

Date	Ver.	Action By	Action	Result
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title  
RESOLUTION AUTHORIZING THE FIRST AMENDMENT TO THE GRANICUS SERVICES AGREEMENT KNOWN AS THE GRANICUS GOVERNMENT TRANSPARENCY SUITE, BETWEEN GRANICUS, INC. AND THE CITY OF JONESBORO, ARKANSAS

body  
Whereas, Granicus, Inc. submitted a proposal dated September 13, 2012 known as the Granicus Government Transparency Suite; And

Whereas, the Jonesboro City Council approved the 2013 City Clerk budget which included the Granicus Government Transparency Suite on December 18, 2012; And

Whereas, the Suite provides for streaming video, a citizen web portal, access to agendas and supporting documentation with use of mobile devices such as iPads; and provides for the highest security standards through a cloud-based platform, reducing the cost of IT support and maintenance.

Now Therefore Be It Resolved, by the City Council for the City of Jonesboro, Arkansas in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include additional costs of two thousand six hundred twenty-five dollars (\$2,625.00) up-front, and six hundred forty-nine dollars (\$649.00) per month as detailed in Exhibit A. Client's Granicus solution shall now include additions to the Agreement as detailed in Exhibit A.
2. Client has the right to keep any purchased hardware, provided that Client removes and/or uninstalls any Granicus Software on such hardware. However, if Client has received managed hardware as part of a Granicus Open Platform Suite solution ("Open Platform Hardware"), Client understands that upon termination of this Agreement, Client shall immediately return the Open Platform Hardware to Granicus, Inc. The Open Platform Hardware must be returned within fifteen (15) days of termination, and must be in substantially the same condition as when originally shipped, subject only to normal wear and tear.

3. Except as amended by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.

4. In the event of any inconsistency between the provisions of this First Amendment and the documents comprising the Agreement, the inconsistency shall be resolved by giving precedence to the documents in the following order:

- A. Paragraphs set forth in the body of the First Amendment
- B. Paragraphs set forth in the body of the Services Agreement

5. IN WITNESS WHEREOF, the Jonesboro City Council authorizes this First Amendment to be executed by their duly authorized representatives, Mayor Harold Perrin and City Clerk, Donna K. Jackson.



**FIRST AMENDMENT TO THE GRANICUS SERVICES AGREEMENT BETWEEN  
GRANICUS, INC. AND THE CITY OF JONESBORO, AR**

This First Amendment to the Granicus, Inc. Services Agreement dated December 7, 2012 (hereinafter referred to as "Agreement") is made and entered into by and between Granicus, Inc., a California Corporation (hereinafter referred to as "Granicus"), and the City of Jonesboro, AR (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, in addition to Client's existing solution, Client wishes to transition to Granicus Government Transparency Suite as detailed in the Proposal dated September 13, 2012, which is attached as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include additional costs of two thousand six hundred twenty-five dollars (\$2,625.00) up-front, and six hundred forty-nine dollars (\$649.00) per month as detailed in Exhibit A. Client's Granicus solution shall now include additions to the Agreement as detailed in Exhibit A.
2. Client has the right to keep any purchased hardware, provided that Client removes and/or uninstalls any Granicus Software on such hardware. However, if Client has received managed hardware as part of a Granicus Open Platform Suite solution ("Open Platform Hardware"), Client understands that upon termination of this Agreement, Client shall immediately return the Open Platform Hardware to Granicus, Inc. The Open Platform Hardware must be returned within fifteen (15) days of termination, and must be in substantially the same condition as when originally shipped, subject only to normal wear and tear
3. Except as amended by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
4. In the event of any inconsistency between the provisions of this First Amendment and the documents comprising the Agreement, the inconsistency shall be resolved by giving precedence to the documents in the following order:
  - A. Paragraphs set forth in the body of the First Amendment
  - B. Paragraphs set forth in the body of the Services Agreement

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives,

**CITY OF JONESBORO, AR**

**GRANICUS, INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Ed Roshitsh  
President

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

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

**CITY OF JONESBORO, AR**

By: \_\_\_\_\_

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

**EXHIBIT A**

**PROPOSAL**

# Proposal for the City of Jonesboro, Arkansas

Government Transparency and Workflow Efficiency Solutions



Proposal presented to:  
Donna K. Jackson  
Jonesboro City Clerk  
Jonesboro, Arkansas  
December 18<sup>th</sup>, 2012





## Granicus Proposal to the City of Jonesboro

December 18<sup>th</sup>, 2012

Dear Donna,

Thank you for your continued consideration of Granicus. We have appreciated the opportunity to work with the City over the past year and to continue to discuss the unique needs of Jonesboro. We're excited to support your transparency, citizen participation, and public meeting workflow initiatives/needs and we look forward to continuing our rewarding, long-term relationship with you.

Jonesboro would like to "go live" with these additional products its first meeting by May, 2013. We can typically deploy new solutions within 60-90 days from receiving the Purchase Order. In an effort to keep us on goal with your preferred "go live" date we will need the PO and authorized service agreement submitted to Granicus by January 31<sup>st</sup>, 2012.

Below you will find a detailed proposal of the solution Jonesboro has chosen. The proposal and pricing includes all training, software, hardware, 24/7/365 support, professional services, installation and implementation.

If I or any other member of the Granicus team can be of further assistance, please contact me at 415 357 3618 x1759.

Most Sincerely,

Erin English  
Account Manager  
Granicus, Inc.

## Primary Business Mission

During our conversations and assessment of Jonesboro's primary business challenges, we discovered the following issues and needs:

- Jonesboro is currently in the planning stages of moving into a new City Hall and Council Chambers in April 2013. The Clerk's Office would like to utilize this move to upgrade their video offering to staff and citizens.
- The City is already recording and publishing meetings. However, the current process of publishing meeting content lacks the necessary security levels desired by the City. The cable station delivers the recording to IT, who then publishes the content.
- The Clerk's Office would like to leverage current systems and investments to augment the City's video offering.
- The Mayor's Office would like to offer access to higher quality video of public meetings. The current video broadcasted by the Access Channel is poorer quality than what the Mayor's Office would prefer.

## Discussed Solutions

We have discussed some specific ways to address the challenges Jonesboro is facing. Below is a list that I believe represents the best possible solutions.

- The City would ideally like to implement a seamless process where content is delivered directly to a secure database, at which point content can be published to the web via a secure login based system.
- Security is key – the City would like to do away with the current process for publishing video, as this method is not up to security standards.
- Live video streaming would be beneficial, but is not completely necessary.
- City staff would benefit from the ability for council members and staff to access and review agendas on the iPad prior to and during council meetings as a replacement to current paper-heavy agenda delivery process. The ability to implement this type of functionality should not require many more steps to the current workflow.
- Utilizing current investments and systems would be the most cost effective method and far less labor intensive than constructing and in-house process for web streaming the City's content.
- Jonesboro would ideally like to implement a video solution that is comprised of multiple cameras, which pan in on individual speakers when necessary, and similarly pan out to show the Council as a whole when necessary.

## Budgetary Impact

<u>Product Component</u>	<u>Upfront Cost</u>	<u>Monthly</u>
Open Platform Suite	\$0.00	\$189.00
Government Transparency Suite <ul style="list-style-type: none"> <li>• View Template Configuration</li> <li>• Agenda Parser Configuration</li> <li>• Live Manager Installation</li> <li>• Agenda Template Configuration</li> <li>• Web Training Series</li> <li>• Player Template Configuration</li> </ul>	\$0.00	\$360.00
Government Transparency – Managed Hardware	\$0.00	\$100.00
Granicus Encoding Hardware Configuration	\$2,500.00	\$0.00
Shipping	\$125.00	\$0.00
Tax	\$0.00	\$0.00
<b><u>Grand Total</u></b>	<b><u>\$2,625.00</u></b>	<b><u>\$649.00</u></b>

Up-front costs are a one-time fee.

This proposal expires on January 31<sup>st</sup>, 2013.

\*\*\* NOTE: The pricing in this preliminary proposal is SUBJECT-TO-CHANGE. While this preliminary proposal will provide you with our best possible estimate of what your solution will look like, it is not considered complete until a network assessment has been completed. Our goal here at Granicus is to make sure that every new client has a successful deployment and to make sure that our products exceed your expectations. We believe that spending the time to accurately conduct an assessment of your network and documents will help us meet our goals and will ensure that you have the best experience possible. \*\*\*

# Granicus Proposed Solution

## Granicus® Open Platform

The Granicus® Open Platform is the cloud-based foundation for all Granicus applications. It allows government organizations to manage and store an unlimited amount government public meeting data. It is the core of our content management, administration and distribution tools and includes free access to our APIs and SDKs, helping you seamlessly connect your Granicus solution to systems in place. The Granicus Platform includes the ability to upload and publish content including videos and documents. [Click here](#) for more information on the Granicus Open Platform.

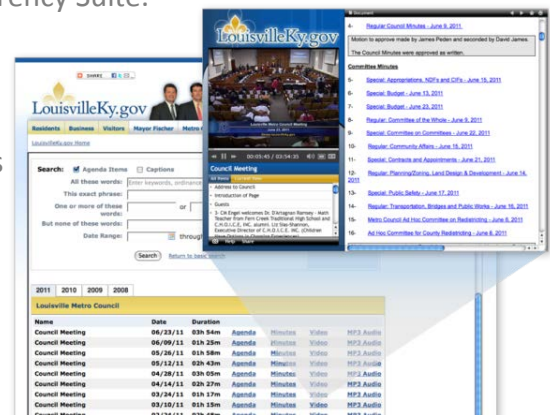
- Unlimited content storage and distribution
- Open architecture and SDK
- Archived video editing and indexing
- Citizen web portal
- On-demand streaming to mobile devices\*

\* Available for on-demand playback only

## Government Transparency Suite

The Government Transparency Suite gives your citizens greater access to public meetings and records online. Take the next step towards transparency and stream meetings and events live, link related documents to your video and provide advanced searching of archives. The Government Transparency Suite gives you unlimited cloud bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. This Suite also allows you to connect agenda data to the iPad to review agendas and supporting documents, take notes and more through the iLegislate application. [Click here](#) for more information on the Government Transparency Suite.

- Stream unlimited meeting bodies and events live
- Intelligent media routing
- Index video in real-time and link to relevant materials
- Build reports and analytics on visitor trends
- Paperless agenda for the iPad
- Offer downloadable media formats



## Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance.

The Granicus team works around-the-clock to ensure your applications are protected and operating smoothly. You also receive continual access to advanced learning tools and the hands-on support, knowledge, and expertise of our skilled Support Engineers and Customer Advocacy professionals.

## Granicus Implementation Timeline

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Professional Services	Open Platform	Government Transparency	Citizen Participation	Meeting Efficiency	Legislative Management	
<b>Managed Deployment</b>						
Encoding Appliance	•	•		•		One-time installation of an on-premise unified encoding and storage appliance.
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Agenda Parser		•	•	•		Installation of the agenda parser to read and parse documents automatically.
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Self-Paced Online	•	•	•	•	•	On-demand online training courses accessible anytime, anywhere.
Instructor-led Online Training Series		6 hrs/ 8 Users		12 hrs/ 1 MB	5 Day Combo w/ Onsite	Live online training led by a training professional in a classroom environment.
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Customized Website Integration		•	•	•		Custom design and integration of a media player and media portal to match the look and feel of the customer's branded website.
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## Granicus Differentiators

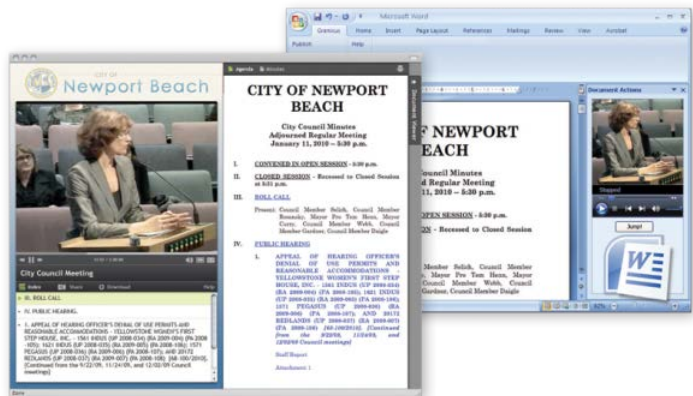
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## Future Possibilities

### Meeting Efficiency Suite

The Meeting Efficiency Suite is a live meeting workflow solution that combines minutes with a meeting's recording. Capture and publish minutes, saving staff time and cutting administrative costs. Record roll-call, agenda items, speakers, motions, votes, and notes through a simple interface. After the meeting, finalize minutes quickly and easily in Microsoft Word™. With VoteLog, allow the public to track legislation, ordinances and even voting member records through your website. This Suite you can seamlessly integrate with agenda solutions already in place. [Click here](#) for more information on the Meeting Efficiency Suite.

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- Minutes editing and publishing
- Generate linked minutes



### Electronic Voting and Public Displays (suite add-ons)

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- Touch-screen displays
- Digital speaker queue
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# Proposal for the City of Jonesboro, Arkansas

Government Transparency and Workflow Efficiency Solutions



Proposal presented to:  
Donna K. Jackson  
Jonesboro City Clerk  
Jonesboro, Arkansas  
December 18<sup>th</sup>, 2012



## Granicus Proposal to the City of Jonesboro

December 18<sup>th</sup>, 2012

Dear Donna,

Thank you for your continued consideration of Granicus. We have appreciated the opportunity to work with the City over the past year and to continue to discuss the unique needs of Jonesboro. We're excited to support your transparency, citizen participation, and public meeting workflow initiatives/needs and we look forward to continuing our rewarding, long-term relationship with you.

Jonesboro would like to "go live" with these additional products its first meeting by May, 2013. We can typically deploy new solutions within 60-90 days from receiving the Purchase Order. In an effort to keep us on goal with your preferred "go live" date we will need the PO and authorized service agreement submitted to Granicus by January 31<sup>st</sup>, 2012.

Below you will find a detailed proposal of the solution Jonesboro has chosen. The proposal and pricing includes all training, software, hardware, 24/7/365 support, professional services, installation and implementation.

If I or any other member of the Granicus team can be of further assistance, please contact me at 415 357 3618 x1759.

Most Sincerely,

Erin English  
Account Manager  
Granicus, Inc.

## Primary Business Mission

During our conversations and assessment of Jonesboro's primary business challenges, we discovered the following issues and needs:

- Jonesboro is currently in the planning stages of moving into a new City Hall and Council Chambers in April 2013. The Clerk's Office would like to utilize this move to upgrade their video offering to staff and citizens.
- The City is already recording and publishing meetings. However, the current process of publishing meeting content lacks the necessary security levels desired by the City. The cable station delivers the recording to IT, who then publishes the content.
- The Clerk's Office would like to leverage current systems and investments to augment the City's video offering.
- The Mayor's Office would like to offer access to higher quality video of public meetings. The current video broadcasted by the Access Channel is poorer quality than what the Mayor's Office would prefer.

## Discussed Solutions

We have discussed some specific ways to address the challenges Jonesboro is facing. Below is a list that I believe represents the best possible solutions.

- The City would ideally like to implement a seamless process where content is delivered directly to a secure database, at which point content can be published to the web via a secure login based system.
- Security is key – the City would like to do away with the current process for publishing video, as this method is not up to security standards.
- Live video streaming would be beneficial, but is not completely necessary.
- City staff would benefit from the ability for council members and staff to access and review agendas on the iPad prior to and during council meetings as a replacement to current paper-heavy agenda delivery process. The ability to implement this type of functionality should not require many more steps to the current workflow.
- Utilizing current investments and systems would be the most cost effective method and far less labor intensive than constructing and in-house process for web streaming the City's content.
- Jonesboro would ideally like to implement a video solution that is comprised of multiple cameras, which pan in on individual speakers when necessary, and similarly pan out to show the Council as a whole when necessary.

## Budgetary Impact

<u>Product Component</u>	<u>Upfront Cost</u>	<u>Monthly</u>
Open Platform Suite	\$0.00	\$189.00
Government Transparency Suite <ul style="list-style-type: none"> <li>• View Template Configuration</li> <li>• Agenda Parser Configuration</li> <li>• Live Manager Installation</li> <li>• Agenda Template Configuration</li> <li>• Web Training Series</li> <li>• Player Template Configuration</li> </ul>	\$0.00	\$360.00
Government Transparency – Managed Hardware	\$0.00	\$100.00
Granicus Encoding Hardware Configuration	\$2,500.00	\$0.00
Shipping	\$125.00	\$0.00
Tax	\$0.00	\$0.00
<b><u>Grand Total</u></b>	<b><u>\$2,625.00</u></b>	<b><u>\$649.00</u></b>

Up-front costs are a one-time fee.

This proposal expires on January 31<sup>st</sup>, 2013.

\*\*\* NOTE: The pricing in this preliminary proposal is SUBJECT-TO-CHANGE. While this preliminary proposal will provide you with our best possible estimate of what your solution will look like, it is not considered complete until a network assessment has been completed. Our goal here at Granicus is to make sure that every new client has a successful deployment and to make sure that our products exceed your expectations. We believe that spending the time to accurately conduct an assessment of your network and documents will help us meet our goals and will ensure that you have the best experience possible. \*\*\*

## Granicus Proposed Solution

### Granicus® Open Platform

The Granicus® Open Platform is the cloud-based foundation for all Granicus applications. It allows government organizations to manage and store an unlimited amount government public meeting data. It is the core of our content management, administration and distribution tools and includes free access to our APIs and SDKs, helping you seamlessly connect your Granicus solution to systems in place. The Granicus Platform includes the ability to upload and publish content including videos and documents. [Click here](#) for more information on the Granicus Open Platform.

- Unlimited content storage and distribution
- Open architecture and SDK
- Archived video editing and indexing
- Citizen web portal
- On-demand streaming to mobile devices\*

\* Available for on-demand playback only

### Government Transparency Suite

The Government Transparency Suite gives your citizens greater access to public meetings and records online. Take the next step towards transparency and stream meetings and events live, link related documents to your video and provide advanced searching of archives. The Government Transparency Suite gives you unlimited cloud bandwidth and storage as well as local live and on-demand streaming for up to 50 concurrent viewers. This Suite also allows you to connect agenda data to the iPad to review agendas and supporting documents, take notes and more through the iLegislate application. [Click here](#) for more information on the Government Transparency Suite.

- Stream unlimited meeting bodies and events live
- Intelligent media routing
- Index video in real-time and link to relevant materials
- Build reports and analytics on visitor trends
- Paperless agenda for the iPad
- Offer downloadable media formats



## Managed Services

Granicus provides a comprehensive Managed Services package with every solution to ensure long-lasting success with our technologies while maximizing your solution's performance. Our fully managed and hosted infrastructure offers unlimited bandwidth, storage and the highest security standards of your data through a cloud-based platform. Our remote, proactive systems monitoring guarantees faster response time, predicts problems before they arise, and helps reduce the cost of IT support and maintenance.

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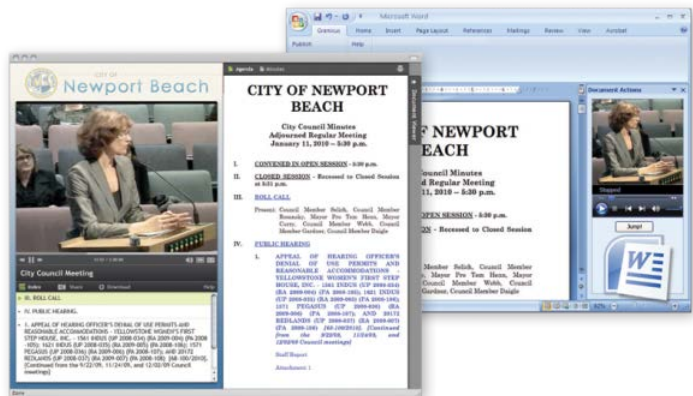
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## Legislation Details (With Text)

<b>File #:</b>	RES-12:234	<b>Version:</b>	1	<b>Name:</b>	Contract with Brenda Sharp for training
<b>Type:</b>	Resolution	<b>Status:</b>		<b>Status:</b>	To Be Introduced
<b>File created:</b>	12/20/2012	<b>In control:</b>		<b>In control:</b>	Finance & Administration Council Committee
<b>On agenda:</b>		<b>Final action:</b>		<b>Final action:</b>	
<b>Title:</b>	RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, TO ENTER INTO CONTRACT WITH BRENDA SHARP FOR ACCOUNT PAYABLE TRAINING FOR THE FINANCE DEPARTMENT				
<b>Sponsors:</b>	Finance				
<b>Indexes:</b>	Contract				
<b>Code sections:</b>					
<b>Attachments:</b>	<a href="#">Brenda Sharp contract</a>				

Date	Ver.	Action By	Action	Result
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### Title

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, TO ENTER INTO CONTRACT WITH BRENDA SHARP FOR ACCOUNT PAYABLE TRAINING FOR THE FINANCE DEPARTMENT

### Body

WHEREAS, The City of Jonesboro desires to enter into a contract with Brenda Sharp, an independent contractor for the purpose of providing account payable training to the Finance Department.

WHEREAS, It is in the best interest of the City of Jonesboro that the City Council authorize the Mayor and City Clerk to execute this contract;

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

1. This contract for the purpose of obtaining the services of Brenda Sharp for the purpose of providing account payable training to the Finance Department is in the best interest of the City of Jonesboro.
2. The Mayor and City Clerk are hereby authorized to execute said contract.

**CITY OF  
JONESBORO**

CONTRACT FOR SERVICES

**AGREEMENT**, entered into this 1st day, by and between Brenda Sharp and the City of Jonesboro. Now whereas, the City is desirous of obtaining accounts payable training services; KNOW THEREFORE, FOR AND IN CONSIDERATION OF THE PAYMENT OF \$ 20.50 per hour for a maximum number of 400 hours per year, payable on a semi-monthly basis, as of January 1, 2013. I, Brenda Sharp, agree to offer my services as an Accounts Payable Trainer in the Finance Department.

W-I-T-N-E-S-S-E-T-H

1. TERM. This contract shall continue in full force and effect from the date subscribed herein until it is deemed the services are no longer necessary.
2. PLACE OF PERFORMANCE. This Contract shall be performed within the city limits of Jonesboro, at the Mayor's request.
3. INDEPENDENT CONTRACTOR. The parties hereto do understand and agree that Brenda Sharp is an independent Contractor, not an employee of the City of Jonesboro. That neither party has the right or authority to direct or control the other or the agents in the performance of duties and each agrees to indemnify and hold the other harmless for any liability arising from their acts.
4. ASSIGNMENT. This contract is only assignable with the written consent of the parties hereto.
5. GOVERNING LAW. This contract shall be governed by the Laws of the State of Arkansas.
6. TOTAL INCORPORATION. This agreement is the entire agreement between The parties and may only be modified by mutual agreement in writing.
7. SAVINGS CLAUSE. This agreement and individual covenants and conditions set forth herein shall be severable. In the event that any provisions shall be held void, illegal or in conflict with applicable State or Federal Law, the remaining provisions shall remain in full force and effect.
8. WITHDRAWAL. Either party may withdraw from the contract at any time, for any reason.

9. NOTICES. Any necessary written notice as communications shall be directed as follows:

**Brenda Sharp  
2101 Apple Hill Dr  
Jonesboro, AR 72401**

**CITY OF JONESBORO  
Attn. Mayor Harold Perrin  
515 West Washington  
Jonesboro, AR 72401**

\_\_\_\_\_  
Brenda Sharp

\_\_\_\_\_  
Harold Perrin, Mayor

STATE OF ARKANSAS  
COUNTY OF CRAIGHEAD

Subscribed and sworn to before me a Notary Public this \_\_\_\_ day of \_\_\_\_\_ 2012

\_\_\_\_\_  
Donna Jackson, City Clerk

My commission expires \_\_\_\_\_