



**CITY OF JONESBORO**  
**Regular Meeting**  
**1859 CITY CENTER WAY**  
**November 11, 2024 – 6:00 pm**

NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Clerk's Office via telephone (770-478-3800) should you need assistance.

**Agenda**

- I. CALL TO ORDER - MAYOR DONYA L. SARTOR**
- II. ROLL CALL**
- III. INVOCATION**
- IV. PLEDGE OF ALLEGIANCE**
- V. ADOPTION OF AGENDA**
- VI. MAYOR'S PRESENTATION – DEI&B COMMUNITY LEARNING PROJECT**
- VII. PRESENTATIONS**
  1. Big Brothers Big Sisters of Metro Atlanta - Mentor Recruitment
- VIII. PUBLIC COMMENT (PLEASE LIMIT COMMENTS TO THREE (3) MINUTES)**
- IX. ECONOMIC DEVELOPMENT REPORT**
  1. Economic Development Report by Andrew Simpson
- X. FINANCIAL REPORT**
- XI. CONSENT AGENDA – No Items**
- XII. OLD BUSINESS**
  1. Consideration of Civic Plus - Bundle Proposal
    - a. Agenda Meeting Management - Total Investment - Initial Term - \$4,200
    - b. Next Request - Total Investment - Initial Term - \$3,499
    - c. ArchiveSocial - Standard - Initial Term - \$3,494

2. Consideration of Jonesboro Housing Authority Request for Commitment
3. Consideration of Ordinance No. 2024-008- Revision of License Fee Ordinance Insurance Companies - Second Read and Adoption
4. Consideration of Appointment of Members to the Ethics Board
  - a. Mayoral Appointment - 1 Member
  - b. Council Appointments - 2 Members
5. Discussion of Outside Council
6. Budget Review - FY2024 as Amended, FY2025 as Proposed
7. Consideration of Resolution 2024-004 - A Resolution by the Mayor and City Council of the City of Jonesboro, GA to fix the Millage Rate of Ad Valorem Property Taxes for the City of Jonesboro for the Fiscal Year 2024

### **XIII. NEW BUSINESS**

1. Consultant Agreement between the City of Jonesboro and Lenox Michael Forsythe CPA - Accounting and Financial Management Services
2. Employee Health Benefits Plan Renewal - Term Beginning January 1, 2025


### **XIV. REPORT OF CITY COUNCILMEMBERS**

### **XV. REPORT OF MAYOR/CITY MANAGER**

### **XVI. OTHER BUSINESS**

1. Executive Session for the purpose of discussing litigation, real estate or personnel matters.
2. Consider any action(s), if necessary, based on decision(s) made in Executive Session.

### **XVII. ADJOURNMENT**

	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>Section VI, Item No. 1</b>
			<b>COUNCIL MEETING DATE</b> November 4, 2024
<b>Requesting Agency (Initiator)</b> Administration		<b>Sponsor(s)</b> City Manager - CMThornton	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council discussion of a product bundle from Civic Plus for agenda meeting management, electronic open records, and social media archiving.			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i>			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i>			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> <p>The City's Administration has been made aware that the City's current meeting and agenda management software will no longer be supported beyond December 31, 2024. The Administration has been exploring other options for agenda, minutes, and meeting management products and is now recommending Civic Plus for the products and services needed.</p> <p>CivicPlus is already used by the City for its codification services and online Code access.</p> <p>Please see associated Statement of Work for the following products:</p> <p>Agenda Meeting Management -          NextRequest - Open Records Management          Archive Social - Organized Social Media Storage Capability</p> <p>In order to take advantage of the discounted bundle, the City must elect at least two (2) of the three (3) products.</p>			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> •			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> ChaQuias Miller-Thornton City Manager	<b>Date</b> November 11, 2024	
<b>Signature</b>	<b>City Clerk's Office</b>	



**CivicPlus**  
302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

Quote #:

Date:

Expires On:

Statement of Work

Q-86366-1

10/24/2024 9:54 AM

12/31/2024

Client:

City of Jonesboro, GA

Bill To:

JONESBORO CITY, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Austin Frank		austin.frank@civicplus.com		Net 30

Discount(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %
1.00	AMM: Year 1 Annual Fee Discount	Year 1 Annual Fee Discount	0

One-time(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %
1.00	Municode Meetings Ultimate – One-Time Build Cost	Up to 5 Boards, Up to 8 Hours of Virtual Training	0

Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION	DISCOUNT %
1.00	Agenda & Meeting Management Essential Ultimate Annual	Agenda & Meeting Management Essential Ultimate Annual	10

List Price - Initial Term Total	USD 5,567.67
Total Investment - Initial Term	USD 4,200.00
Annual Recurring Services (Subject to Uplift)	USD 3,240.00

Initial Term	11/15/2024 - 12/31/2025, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% invoiced January 1st, 2025

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.



Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

By (please sign):

Printed Name:

Title:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

CivicPlus

By (please sign):

Printed Name:

Title:

Date:

# Agenda and Meeting Management Essentials

Proposal valid for 60 days from date of receipt



# CivicPlus Company Overview

---

## CivicPlus History

CivicPlus began in 1998 when our founder, Ward Morgan, decided to focus on helping local governments work better and engage their residents through their web environment. Over the years, CivicPlus has continued to implement new technologies and merge with industry forerunners to maintain the highest standards of excellence and efficiency for our customers.



Our portfolio includes solutions for website design and hosting, parks and recreation management, emergency and mass communications, agenda and meeting management, 311 and CRM, process automation and digital services, codification, licensing and permits, web governance and ADA remediation, social media archiving, and FOIA management.

### EXPERIENCE

**25+** Years  
**12,500+** Customers  
**900+** Employees

### RECOGNITION

**Inc. 5000** 11-time Honoree  
**GovTech** 2023 Top 100 Company  
**Stevie® Awards** Recognized with multiple, global awards for sales and customer service excellence

Our commitment to deliver the right solutions in design and development, end-user satisfaction, and secure hosting has been instrumental in making us a leader in government web technology. We are proud to have earned the trust of our over 12,500 customers and their 100,000+ administrative users. In addition, over 340 million residents engage with our solutions daily.

### Primary Office

302 S. 4th Street Suite 500  
Manhattan, KS 66502  
Toll Free: 888.228.2233 | Fax: 785.587.8951  
[civicplus.com](https://civicplus.com)



civicplus.com

# Powering & Empowering Government

We empower municipal leaders to transform interactions between residents and government into consistently positive experiences that elevate resident satisfaction, increase revenue, and streamline operations.

Government leaders tell us that one of their most pressing needs is to improve how residents access and experience municipal services; however, they struggle with budget cutbacks and technology constraints. CivicPlus enables civic leaders to solve these problems, making consistently positive interactions between residents and government possible.

What sets us apart is our Civic Experience Platform. CivicPlus is the only government technology company exclusively committed to powering and empowering governments to efficiently operate, serve, and govern using our innovative and integrated technology solutions built and supported by former municipal leaders and award-winning support teams. With it, municipalities increase revenue and operate more efficiently while fostering trust among residents.



# Product Features

---

Feature	Premium	Ultimate
Native Microsoft Word Based Agenda Solution Ease-of-use with minimal use of HTML fields	✓	✓
Create Agendas (HTML and PDF versions)	✓	✓
Integration with Meetings Hub, Website, & Codification Optional Meetings web page with meetings, calendar, search integration	✓	✓
Unlimited Meetings	✓	✓
Unlimited Users	✓	✓
Create Meetings	✓	✓
Create Agenda Packets	✓	✓
Automatically Publish to the Website Optional meetings web page with meetings, calendar, search, agenda, agenda packet, minutes	✓	✓
Attach Agenda Item Files with No Limit on Number or File Size Files over 40MB will not be restricted, but will not be indexed for search terms	✓	✓
Submit/Add Agenda Items	✓	✓
Public In-Meeting Display Presentation screen to display current agenda item and voting results	✓	✓
Roll Call	✓	✓



Self-Service Video Timestamping of Agenda Items to Meeting Videos	✓	✓
Predefined User Roles & Permissions	✓	✓
Minutes Support Includes clerk-controlled voting	✓	✓
Minutes Support Includes electronic legislator voting		✓
One-step Tracking for Agenda Items Approved   Not Approved	✓	✓
Ability to Submit Item for Review Approve agenda items between five people		✓
Multiple Meeting Bodies i.e. Council = 1 Meeting Body   Council + Planning Commission = 2 Meetings Bodies	2	Up to 5
Meeting Agenda & Minutes Templates Choose from a list of fonts, headers, sections, and styles	Create 1	Create 2
Custom Staff Report with Bookmarking for Automation		✓
60-Minute Training Sessions	4	8

# Implementation

---

## Project Timeline

<b>PHASE 1</b> <b>Introduction &amp; Initial Configuration</b>	<b>Questionnaire:</b> Submit your Design <b>Project Manager:</b> Assigned
<b>PHASE 2</b> <b>Initial Review</b>	<b>Meeting:</b> Kickoff & Initial Review
<b>PHASE 3</b> <b>Training/Final Configuration &amp; Review</b>	<b>Training:</b> Agenda Managers <b>Meeting:</b> Publishing <b>Training:</b> Additional Users
<b>PHASE 4</b> <b>Additional Services (as Needed)</b>	<b>Meeting:</b> Additional Services <b>Meeting:</b> Transition to Support

## Phased Approach

### PHASE 1: INTRODUCTION & INITIAL CONFIGURATION

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Before introduction call:<ul style="list-style-type: none"><li>◦ Complete the design survey</li><li>◦ Provide Word versions of your agendas and item reports</li></ul></li><li>• During introduction call:<ul style="list-style-type: none"><li>◦ Confirm agenda template design</li><li>◦ Confirm agenda content (e.g., sections, items)</li><li>◦ Confirm workflow option</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Schedule introduction call</li><li>• Conduct introduction call:<ul style="list-style-type: none"><li>◦ Confirm design selections</li><li>◦ Present draft agenda based on design</li></ul></li><li>• Schedule Kickoff Call</li><li>• Configure System</li></ul>

## PHASE 2: INITIAL REVIEW

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Kickoff Call<ul style="list-style-type: none"><li>◦ Review templates</li><li>◦ Approve site configuration</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Complete site configuration</li><li>• Provide training materials and login info for primary users</li><li>• Schedule training sessions</li></ul>

## PHASE 3: TRAINING/FINAL CONFIGURATION & REVIEW

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Attend training sessions at agreed-upon times</li><li>• Complete all assigned tasks (e.g., practice packets, adding users, watching training videos)</li></ul>	<ul style="list-style-type: none"><li>• Lead training sessions (number of sessions dependent on solution tier)</li><li>• Configure publishing option</li></ul>

## PHASE 4: ADDITIONAL SERVICES (AS NEEDED)

Customer Responsibility	CivicPlus Responsibility
<ul style="list-style-type: none"><li>• Supply any supporting documents or communication for additional contracted work</li></ul>	<ul style="list-style-type: none"><li>• Complete any custom/additional contracted work</li></ul>





# Continuing Services

---

## TECHNICAL SUPPORT

With technology, unlimited support is crucial. Our live technical support engineers based in North America are ready to answer your staff members' questions and ensure their confidence. CivicPlus' support team is available 7 a.m. – 7 p.m. CST to assist with any questions or concerns regarding the technical functionality and usage of your new website.

CivicPlus Technical Support will provide a toll-free number as well as an online email support system for users to submit technical issues or questions. Emergency technical support is available 24/7 for designated, named points-of-contact, with members of CivicPlus' support teams available for urgent requests.

### Support at a Glance

- Technical support engineers available 7 a.m. – 7 p.m. (CST) Monday – Friday (excluding holidays)
- Accessible via phone and email
- 4-hour response during normal hours
- 24/7 emergency technical support for named points of contact
- Dedicated customer success manager
- Online self-service help with the CivicPlus Help Center ([civicplus.help](https://civicplus.help))

## AWARD-WINNING



CivicPlus has been honored with two Gold Stevie® Awards, three Silver Stevie® Awards, and seven Bronze Stevie® Awards in the categories of Front-Line Customer Service Team of the Year – Technology Industries, Customer Service Training or Coaching Program of the Year – Technology Industries, Customer Service Department of the Year – Computer Software – Up to 1,000 Employees, Most Valuable Response by a Customer Service Team (COVID-19), Best Customer Satisfaction Strategy, and Remote Customer Service Innovation of the Year. The Stevie Awards are the world's top honors for customer service, contact center, business development, and sales professionals.

## CIVICPLUS HELP CENTER

CivicPlus customers have 24/7 access to our online Help Center where users can review articles, user guides, FAQs, and can get tips on best practices. Our Help Center is continually monitored and updated by our dedicated Knowledge Management Team to ensure we are providing the information and resources you need to optimize your solution. In addition, the Help Center provides our release notes to keep your staff informed of upcoming enhancements and maintenance.

## SYSTEM MONITORING AND RECOVERY

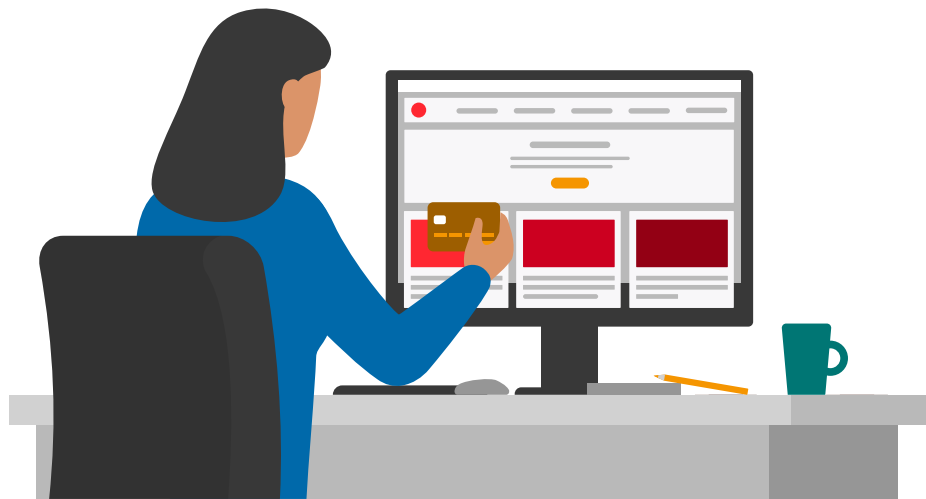
Our auto-monitoring software continually monitors performance and instantly alerts us when problems occur. We act as soon as possible and no later than two hours after detecting an issue.



# Project Costs

---

	Premium Agenda Management	Ultimate Agenda Management
One-Time Implementation Fee	\$1,000	\$1,500
Annual Subscription Fees	\$2,600	\$3,600
	20% Discount on Annual Fees If a CivicPlus Customer for Website <u>AND</u> Codification	
	10% Discount on Annual Fees If a CivicPlus Customer for Website <u>OR</u> Codification	



# Optional Enhancements

Feature	Cost
<b>Meetings Hub - Additional Details on Page 10</b> Public-facing page with advanced search and historical capabilities **10% Discount if purchased with Municode Codification	\$1,100 / year
<b>Email Subscriptions</b> Requires Meetings Hub – Includes 1 automated newsletter and ability to easily notify subscribers of Agenda publication	\$660 / year
<b>Auto-Import Historical Meeting Files (up to 7,500 files)</b> Requires Meetings Hub – Includes agendas, minutes, and search indexing of files provided in OCR format	\$1,500 one-time
<b>Additional Meetings Bodies (per one body)</b>	\$330 / year
<b>Custom Meeting Agenda or Minutes Template (per template)</b> i.e., custom font, custom kerning, etc. within system limits	\$1,000 one-time
<b>Custom Agenda Item Approval Workflow (per workflow)</b>	\$550 / year
<b>Custom User Roles and Permissions – Including Departments</b>	\$1,000 one-time
<b>Video Timestamping - Up to 36 meetings</b>	\$2,772 / year
<b>Post-Launch, Additional Training - Virtual, up to 2 Hours</b>	\$400 one-time

# Meetings Hub Features (Optional)

## BASE

- Public Meetings Portal
- ADA Compliant HTML/CSS (WCAG 2.1 AA)
- Custom header with logo, choice of colors, and links to existing website, meeting calendar, boards, and email subscription (if applicable)
- A best-in-class search engine that indexes the contents of PDF agendas and minutes created in the solution (imported files must be OCR and less than 40 MB to be indexed)
- Video integrations with Vimeo or YouTube
- Meeting calendar
- Create meetings and upload PDF agendas and minutes
- Integrations with web search Municode Online Code



## OPTIONAL ADDITIONS

- Add auto-import for historical agendas and minutes and search indexing of OCR documents
- Add email notifications



# Invoicing Details

- 100% of Year 1 costs upon contract signing.
- Annual recurring Services shall be invoiced on the start date of each Renewal Term.
- Annual Recurring Services shall be subject to a 5% annual increase beginning in Year 2 of service.
- All invoices are due within 30 days of the date of such invoice.

If the payment schedule and terms noted above does not meet your needs, please discuss with us so that we can try to accommodate your goals.

# Proposal as Non-Binding Document

A successful project begins with a contract that meets the needs of both parties. This proposal is intended as a non-binding document, and the contents hereof may be superseded by an agreement for services. Its purpose is to provide information on a proposed project we believe will meet your needs based on the information available.

A formal, summarized Statement of Work that delineates your chosen project scope will be provided for your review and final signature.

If awarded the project, CivicPlus reserves the right to negotiate the contractual terms, obligations, covenants, and insurance requirements before a final agreement is reached. We look forward to developing a mutually beneficial contract with you.

# Additional Solutions & Services

Our Civic Experience Platform provides a bridge between citizens and governments for positive interactions. We offer the following solutions and services for our customers:

- Municipal Websites
- Codification (Municode)
- Emergency and Mass Notifications
- Parks and Recreation Management
- 311 and Citizen Relationship Management
- Process Automation and Digital Services
- Public Works
- Fire and Life Safety Inspections
- Planning, Permitting, Licensing, and Code Enforcement
- Web Governance and ADA Remediation (ADA Compliance, Quality Assurance, Internal Policy Compliance, Site Functionality Optimization)
- Social Media Archiving
- FOIA Management

Visit our [website](#) or reach out to your Account Executive for additional information, a schedule a demo, or to obtain a quote.



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:****Date:****Expires On:**

Statement of Work

Q-76447-1

5/23/2024 2:13 PM

11/30/2024

**Client:**

City of Jonesboro, GA

**Bill To:**

JONESBORO, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Josh Taylor	984-664-1626	josh.taylor@civicplus.com		Net 30

## Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

## One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest Economy Implementation	NextRequest Economy Implementation (Virtual Only)

## Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	NextRequest PT Economy Plan	NextRequest Economy Plan for local agencies; Unlimited Staff Users, Up to 5 Admin-Publisher Users, Up to 1TB Storage. Core Features: Request Portal, Request Diversion, Public Reading Room, Email Notifications, Reminders, Reporting, Tasks, Time Tracking

List Price - Initial Term Total	USD 6,017.37
Total Investment - Initial Term	USD 3,499.00
Annual Recurring Services (Subject to Uplift)	USD 3,998.00

Initial Term	11/15/2024 - 12/31/2025, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% invoiced January 1st, 2025

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

## Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

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

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

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

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

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

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

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

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

\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)



# The CivicPlus® NextRequest Records Request Portal Solution

Increase efficiency, elevate compliance, mitigate risk, improve public trust, ensure security, and streamline end-to-end records request management with an all-in-one, centralized solution.





“Before implementing NextRequest, [records requests] took either the full 10 days or we had to ask for extensions.”

– Deputy City Clerk, Fairfield, CA

# Contents

---

**03**      **Why Choose CivicPlus**  
[Go to Section](#)

---

**04**      **Increase Efficiency**  
[Go to Section](#)

---

**05**      **Elevate Compliance**  
[Go to Section](#)

---

**06**      **Mitigate Risk**  
[Go to Section](#)

---

**07**      **Improve Public Trust**  
[Go to Section](#)

---

**08**      **Ensure Security**  
[Go to Section](#)

---

**09**      **Take the Next Step**  
[Go to Section](#)





# Why Choose CivicPlus

CivicPlus is a trusted technology company dedicated to empowering government staff and powering exceptional digital experiences for residents. With a comprehensive suite of solutions that combine to form THE Modern Civic Experience Platform, we strive to create one-stop, frictionless interactions that delight residents and help staff collaborate and work efficiently. As a result, government administrations that choose CivicPlus realize greater trust and satisfaction among their community members.

**Backed by over 25 years of experience and leveraging the insights of more than 850 team members, our solutions are chosen by over 10,000 global entities and are used daily by over 340 million people in the U.S. and Canada.**

**Those entities and people appreciate our:**

- Award-winning customer support
- Bundled discounting opportunities
- User-friendly, cloud-based software
- Modular, integrable software options
- Solutions that scale by need and budget
- Customer-driven roadmap for technology enhancements
- 99.99% uptime and AWS-secure data storage



# Increase Efficiency

## Optimize the entire records request management process from request to release.

Lose the paper trail and go digital. CivicPlus' NextRequest solution is a public records request management software purpose-built for government entities of all sizes to:

- Empower the public to self-service and pay online, submitting records requests through an easy-to-use digital portal.
- Divert requesters by publishing requests for repeat items and leveraging real-time keyword alerts on the intake page to redirect requesters to areas where information is already available (like on your CivicPlus website).
- Route requests to staff automatically, track fulfillment progress, auto-detect and redact sensitive information at the individual and batch levels, and release records to requesters or the public at large with ease.
- Fulfill public records requests in a timely manner, even as the number, frequency, and complexity of requests grow annually.
- Centralize records request management in an all-in-one solution, providing a single historical record. Instead of working from a spreadsheet to track, Adobe® to redact, a file-sharing program to collaborate or send records, email to communicate, etc., everything is done from a centralized platform.
- Customize recurring and ad-hoc reports and leverage visual dashboards to identify trends.
- **Coordinate across departments, set roles, and configure request routes with automated workflows.**

Save your team hours every week by automating your workflow with [NextRequest's RapidReview module](#). RapidReview helps you extract files, redact across documents, leave comments, automate redaction logs, and autosave work as you go – improving redaction and review efficiency by allowing for collaboration, drafting, batch redacting, and record staging.



**"NextRequest has saved me time, paper, and worry about staying up to date with the status of each request."**

**– Director of Communications,  
Judson Independent School  
District, Live Oak, TX**

The screenshot displays the 'REQUEST A PUBLIC RECORD' form in the NextRequest system. At the top, there's a navigation bar with links: PUBLIC RECORD REQUESTS, NEXTREQUEST, MAKE REQUEST, ALL REQUESTS, DOCUMENTS, and TASKS. The main heading is 'REQUEST A PUBLIC RECORD' with a subtitle 'Documents, photos, emails, texts, videos, data and other records.' A yellow warning box states: 'Everything in this request box will be displayed publicly if the agency makes your request public.' Below this is a rich text editor with formatting options (B, I, U, list, link) and a placeholder text: 'Enter a description - include the record's title and date or date range if known'. Further down, there's a section for 'Upload and attach files (optional)' with a 'Choose file(s)' button. The 'Departments' section has a text input field with the placeholder 'Assign departments (optional)'. The 'Case number' section has a text input field with the placeholder 'If applicable, please provide a case number along with your request.' The 'Jordans field' section has a text input field with the placeholder 'please input number'.



# Elevate Compliance

**Increase process efficiency and accuracy to reduce errors effectively and improve compliance.**

Since 1967, The Freedom of Information Act (FOIA) has allowed the public to request records from federal agencies. All 50 states and the District of Columbia have similar laws and statutes that may include different requirements and exemptions. To ensure compliance, it's vital for local governments to understand their state's laws and statutes.

Adopting an automated, all-in-one system, like the CivicPlus NextRequest solution, helps local governments improve the efficiency and accuracy of their records request management processes, effectively reducing errors to improve compliance. The CivicPlus NextRequest solution supports this by providing agencies the ability to:

- Track records requests, communications, and document production for proof of compliance.
- Detect and redact sensitive information, such as social security numbers, emails, and phone numbers, automatically.
- Leverage batch redaction, even across hundreds of documents or emails.

- **Maintain a clear audit trail so staff always know the status of requests.**

In the event of an accountability audit, having easy access to all public records is crucial. If public records are in a state that hinders access to freely available information, an agency may be held accountable for failing to protect public resources and could face consequences for non-compliance.



**"Prior to NextRequest, we struggled with tracking, time management, and redactions."**

**– Municipal Clerk, The Borough of Belmar, NJ**

Explore 1397 requests

Filters: 1397 / 1397

Request	Status	Due Date	Request Date	Requester	Request Description
22-101	Open	02/03/2022	01/20/2022	zac@nextrequest.com	This is a test submission
22-100	Open	01/31/2022	01/14/2022	Velma Ferry	Amet sunt cupiditate. Consequatur enim sunt ei
22-99	Open	01/31/2022	01/14/2022	Zac	Eius ipsa dolorum et velit nemo natus. Quo alias
22-98	Open	01/31/2022	01/14/2022	Emanuel Bednar	Error ea illo error animi omnis optio cum. Non ev
22-97	Open	01/31/2022	01/14/2022	Ruben Turner	Autem aspernatur vel dolor et fugit sed dignissim
22-96	Open	01/31/2022	01/14/2022	Naomi Nicolas	Aspernatur non natus tenetur corrupti similique
22-95	Open	01/31/2022	01/14/2022	Edna Ruecker	Alias incidunt sunt corporis voluptate. Dolorum m
22-94	Open	01/31/2022	01/14/2022	Gary Zboncak	Error et quos odio velit nisi fugit ipsam. Ut dolori
22-93	Open	01/31/2022	01/14/2022	EZE Requester	Sunt placeat ullam quia ratione molestiae digniss
22-92	Open	01/31/2022	01/14/2022	.rachel@nextreque...	Praesentium maiores qui. Sunt nobis enim vel oc
22-91	Open	01/31/2022	01/14/2022	EZE Requester	Harum non quis veritatis libero qui dicta veniam
22-90	Open	01/31/2022	01/14/2022	Mrs. Wendy Hoeger	Unde officia et occaecati voluptas nulla voluptate
22-89	Open	01/31/2022	01/14/2022	alf78@example.org	Odio illum dicta consequatur placeat soluta quae
22-88	Open	01/31/2022	01/14/2022	eleonore.altenwer...	Consequatur vitae et quas fugit doloribus sint v
22-87	Open	01/31/2022	01/14/2022	Cindy Koch	Ut at et repudiandae ullam repellendus qui distr
22-86	Open	01/31/2022	01/14/2022	Casey Schultz	Earum explicabo nihil consequatur aperiam enim
22-85	Open	01/31/2022	01/14/2022	anonymous	Sit non voluptas sunt quam et ullam quaeat offic
22-84	Open	01/31/2022	01/14/2022	anonymous	Tempora et omnis accusamus est. Sed illo rem ve
22-83	Open	01/31/2022	01/14/2022	Amanda Satterfield	Quis voluptatem modi sequi ex natus aut omnis.



# Mitigate Risk

**Safeguard against litigation, fines, job loss, negative public perception, and more.**

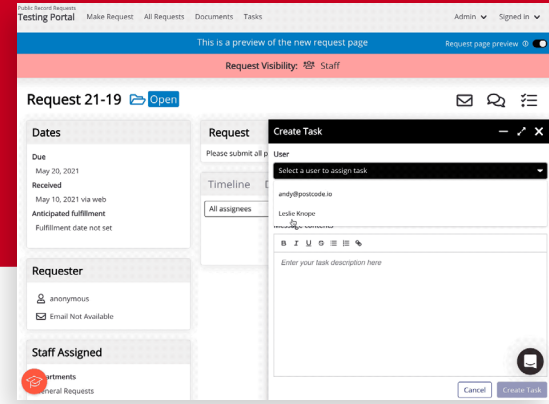
No matter what an agency's governing state public records laws are called (e.g., FOIA, APRA, Right to Know), non-compliance creates risk. This can occur in many ways, including but not limited to:

- **Missed records requests and deadlines for supplying information** – Non-response to records requests can damage your administration's reputation with residents. Even something as simple as a missed deadline can have costly consequences. In 2021, the City of Jackson, MS was fined \$170,397.50 to cover the legal fees of Gray Television after taking more than a year to fulfill a public records request. With the CivicPlus NextRequest solution, you can automate reminders to help staff stay within legal timeframes and set custom notifications to ensure nothing gets missed.
- **Inefficient payment processing** – When payment is required, inefficient payment processing can slow down the delivery of requested information, indirectly causing non-compliance. With the CivicPlus NextRequest solution, you can accept payments online, send and track invoices, and calculate staff billable hours, costs, and due dates automatically.
- **Decentralization** – Clerks and other agency staff do their best to respond to requests, but sometimes they get let down by a separate team responsible for helping to respond. This is one of the dangers of decentralized records request management. With [NextRequest's Risk module](#), you can leverage a single, all-in-one risk assessment dashboard that offers a centralized view of all documents across your portal, including their risk level, review status, and insight information, to coordinate and track reviews and handoffs across teams.
- **Failure to capture every record from social media** – Agencies must easily produce social media content if there is a public records request for it. Gaps in social content archival open agencies up to risk. In 2022, the Los Angeles County Board of Supervisors approved a \$185,000 settlement after a lawsuit alleging the LA County Sheriff's Department failed to adequately respond to a request for public records. The good news is that CivicPlus has an additional solution to cover the need to archive social content.



**"When you only have a short amount of time because it's not the only important part of your job, you need the big tools to help you do it and see it more clearly."**

– eGovernment Services Coordinator, State of Iowa





# Improve Public Trust

**Embrace transparency to grow public trust.**

**Agencies must track in detail each request from start to finish. If there is a compliance issue, it is often because an individual does not feel a government agency is being transparent. Anything agencies can do to provide more information and greater transparency is important.**

Preemptively publishing the public information that is most likely to be requested increases efficiency and transparency. Publishing information post-request, when appropriate, also increases transparency.

An agency's entire records request management process needs to give the public what they're looking for: information easily accessed and delivered. If an agency's software simplifies and streamlines the process of granting requests, individuals in the community will be more empowered and engaged.

At the same time, agencies that demonstrate efficiency and compliance with records requests through the use of software like the CivicPlus NextRequest solution meet public expectations for modernization in today's digital age. Demonstrating efficiency and compliance also builds credibility and trust. A CivicPlus study conducted with over 15,000 residents reveals that public trust increases with quicker response times by agencies

Document	Request	Upload Date	Downloads	Visibility
np.a.pdf	17-114	07/19/2017	6	staff
https://pilot.nextrequest.com/documents/7351482	21-22	05/25/2021	5	requester
https://pilot.nextrequest.com/documents/1396093	21-22	05/20/2021	5	requester
Teneka_Morley_8.1.17-8.31.17--teneka.morley@bremertonscho...		02/04/2020	5	staff
Draft: NOE & NORA - Canon St Pocket Park.html	21-556	11/29/2021	4	staff
2111 NW 23 Avenue Miami, FL 33142.html	20-130	06/06/2020	4	staff
[EXTERNAL] Wind Farm Town Hall Comments.html	21-13	03/18/2021	4	staff
2111 NW 23 Avenue - Unit Verification.html	20-130	06/06/2020	4	staff
Check Register FY2019 (1).Redacted (1) (1).pdf-redacted.pdf	20-151	10/14/2020	4	public
Check Register FY2019 (1).Redacted (1) (1).pdf-redacted.pdf	20-151	10/14/2020	4	public
Start Date: 1/28/02; HourAhead hour: 3; .txt	21-675	12/17/2021	4	staff
[EXTERNAL] Wind Farm Town Hall Comments.html	21-13	03/18/2021	3	staff
Public Records Request.mmg	20-122	04/24/2020	3	staff
Check Register FY2019 (1).Redacted (1) (1).pdf-redacted.pdf	20-151	10/14/2020	3	public
hamlet.pdf	21-26	07/01/2021	3	staff
Check Register First 50.pdf-redacted.pdf	20-151	10/14/2020	3	public
Check Register FY2019 (1).Redacted (1) (1).pdf-redacted.pdf	20-151	10/14/2020	3	public
Schedule Crawler: HourAhead Failure.txt	21-675	12/17/2021	3	staff
Screen Shot 2020-09-21 at 9:28:56 AM.png	20-146	09/21/2020	2	public
2017-11-30_Order_Form_template__DONTOVERWRITE_docx	18-48	04/06/2018	2	staff
Picture of Dogs	20-164	12/08/2020	2	staff
jonathan.goldberg@sfdpw.org (1).pst	21-17	04/29/2021	2	public



**"NextRequest allows us to meet the mission that the City has always had, to be transparent and to be open and to provide what we can."**

**– Records and Cemetery Manager,  
City of Orlando, FL**





# Ensure Security

At CivicPlus, we encrypt all data at rest and in transit, map to Health Insurance Portability and Accountability Act (HIPAA) and Criminal Justice Information Services (CJIS) security rule controls, and complete an annual Systems and Organization Controls 2 (SOC 2) audit. In addition, the NextRequest solution's online payment capabilities are PCI-compliant.

- **Encryption** – All data is encrypted at rest using AES-256 and in transit using TLS v1.2. Documents can only be accessed through a valid token that expires. For data, we encrypt in transit using TLS 1.2 and AES-256 at rest.
- **Application and Data Storage** – The CivicPlus NextRequest solution stores and manages data in highly secure data centers operated by AWS, which implements industry-leading security measures. AWS' certifications include ISO 27001, FISMA, and SOC. All data is hosted in the United States. NextRequest uses Amazon S3 to store customer image assets and documents.
- **Backups and Redundancy** – Data is backed up daily, weekly, and monthly. We maintain redundancy to prevent single points of failure, are able to replace failed components, and utilize multiple data centers designed for resiliency. We also have a step-by-step plan in place to take precautions and minimize the effects of a disaster.
- **Updates and Patches** – NextRequest uses a software-as-a-service (SaaS) delivery model. This means customers are always using the most up-to-date version of the application and don't have to wait for new releases, including security updates. Development is conducted on a two-week cycle.
- **Single Sign On (SSO)** – NextRequest can add SSO integrations like Active Directory and OAuth to improve password security and access controls across the enterprise organization, and it supports Okta or any SAML-based SSO.



"What's not to love? The ease of use, the functionality, the updates that are provided, the efficiency!"

– Clerk/Manager, Township of Eastampton, NJ







# Take the Next Step

Community members trust that their government agencies will promptly deliver the services they need while operating in their best interests. CivicPlus solutions build trust by fostering consistently positive digital experiences for community members and local government staff alike. As a result, the thousands of government agencies partnering with CivicPlus streamline operations, save money, and improve civic engagement. But don't just take our word for it.

**Explore the CivicPlus NextRequest solution firsthand. After all, seeing is believing:**

[Request a Demo Now](#)

*Still shopping around?* We get it: This [20-question checklist](#) helps ensure you consider every critical factor before signing a contract with a new software vendor.



**CivicPlus**

302 South 4th St. Suite 500  
Manhattan, KS 66502  
US

**Quote #:****Date:****Expires On:**

Statement of Work

Q-86358-1

10/24/2024 10:12 AM

11/30/2024

**Client:**

City of Jonesboro, GA

**Bill To:**

JONESBORO CITY, GEORGIA

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Josh Taylor	984-664-1626	josh.taylor@civicplus.com		Net 30

## Discount(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	ArchiveSocial Year 1 Annual Fee Discount	Year 1 Annual Fee Discount

## One-time(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	ArchiveSocial Provisioning Fee - Standard	ArchiveSocial Account Activation and Setup

## Recurring Service(s)

QTY	PRODUCT NAME	DESCRIPTION
1.00	ArchiveSocial - Standard	Social Media Archiving Subscription - Unlimited Accounts & Up To 3.5k Records Per Month - Includes Risk Management Analytics (RMA) and Web Snapshots

List Price - Initial Term Total	USD 9,121.78
Total Investment - Initial Term	USD 3,494.00
Annual Recurring Services (Subject to Uplift)	USD 5,988.00

Initial Term	11/15/2024 - 12/31/2025, Renewal Term 1/1 each calendar year
Initial Term Invoice Schedule	100% invoiced January 1st, 2025

Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date
Annual Uplift	5% to be applied in year 2

This Statement of Work ("SOW") shall be subject to the terms and conditions of the CivicPlus Master Services Agreement and the applicable Solution and Services terms and conditions located at <https://www.civicplus.help/hc/en-us/p/legal-stuff> (collectively, the "Binding Terms"), By signing this SOW, Client expressly agrees to the terms and conditions of the Binding Terms throughout the term of this SOW.

## Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By (please sign):

By (please sign):

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

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

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

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

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

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

Organization Legal Name:

\_\_\_\_\_  
Billing Contact:

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


\_\_\_\_\_  
Billing Phone Number:

\_\_\_\_\_  
Billing Email:

\_\_\_\_\_  
Billing Address:

\_\_\_\_\_  
Mailing Address: (If different from above)

\_\_\_\_\_  
PO Number: (Info needed on Invoice (PO or Job#) if required)

	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>Section VI, Item No. 3</b>
			<b>COUNCIL MEETING DATE</b> November 4, 2024
<b>Requesting Agency (Initiator)</b> Administration		<b>Sponsor(s)</b> CMThornton	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council review of Revision of License Fee Ordinance			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i>			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i>			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> <p>Revised 2024 Census figures have afforded the City of Jonesboro an opportunity to review and to consider increase of its municipal license fee charged to insurance companies. O.C.G.A. Section 33-8-8 permits Georgia municipalities to charge an annual flat fee to insurance companies transacting business within the City's incorporated limits. The amount charged is determined by the population of the city. The City's population has been revised to 6,000 according to the revised Census and accordingly the City can now charge an annual license fee to insurance companies in the amount of \$50.00. The City currently charges \$40.00 per annual license.</p> <p>The City must adopt a new ordinance by the end of 2024 to ensure that the change in the fee amount is effective as of the January 2025 license year.</p> <p>Please see sample ordinance attached. The same is under review with City Attorney Dreyer.</p> <p>As you are aware, an ordinance requires two (2) official reads by Council before it can official be adopted.</p>			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> <p>The Administration Office estimates that the financial impact of the change will be an approximate increas in licensing revenue in the amount of \$2,990.</p>			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> ChaQuias Miller-Thornton City Manager	<b>Date</b> November 11, 2024	
<b>Signature</b>	<b>City Clerk's Office</b>	

## **ORDINANCE 2024-008    DRAFT**

To impose license fees on insurers conducting business within the City of Jonesboro, Georgia; to impose a gross premiums tax on insurers operating within the State of Georgia; to provide an effective date; to repeal conflicting ordinances; and other purposes.

Be it ordained by the Mayor and Council of the City of Jonesboro, Georgia; and it is hereby ordained by authority thereof:

### **Section 1.   Insurers License Fees**

There is hereby levied for the year 2025 and for each year thereafter an annual license fee upon each insurer doing business within the City of Jonesboro, Georgia in the amount of fifty dollars (\$50.00). For each separate business location in excess of one not covered by Section 2, which is operating on behalf of such insurers within the City of Jonesboro, Georgia, there is hereby levied a license fee in the amount of fifty dollars (\$50.00). For the purposes of this ordinance, the term "insurer" means a company which is authorized to transact business in any of the classes of insurance designated in O.C.G.A. Sec. 33-3-5.

### **Section 2.   License Fees for Insurers Insuring Certain Risks at Additional Business Locations**

For each separate business location, not otherwise subject to a license fee hereunder, operated and maintained by a business organization which is engaged in the business of lending money or transacting sales involving term financing and in connection with such loans or sales offers, solicits or takes application for insurance through a licensed agent of an insurer for insurance said insurer shall pay an additional license fee of seventeen and 50/100 dollars (\$17.50) per location for the year 2025 and for each year thereafter.

**Section 3. Gross Premiums Tax Imposed on Life Insurers**

There is hereby levied for the year 2025 and for each year thereafter an annual tax based solely upon gross direct premiums upon each insurer writing life, accident and sickness insurance within the State of Georgia in an amount equal to one percent (1%) of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. Sec.33-8-8.1. Gross direct premiums as used in this section shall mean gross direct premiums as used in O.C.G.A. Sec.33-8-4. The premium tax levied by this section is in addition to the license fees imposed by Section 1 of this ordinance.

**Section 4. Gross Premiums Tax, All Other Insurers**

There is hereby levied for the year 2025 and for each year thereafter an annual tax based solely upon gross direct premiums upon each insurer, other than an insurer transacting business in the class of insurance designated in subsection 1 of O.C.G.A. Sec.33-3-5, doing business within the State of Georgia in an amount equal to two and one-half percent (2.5%) of the gross direct premiums received during the preceding calendar year in accordance with O.C.G.A. Sec.33-8-8.2. Gross direct premiums as used in this section shall mean gross direct premiums as used in O.C.G.A. Sec.33-8-4. The premium tax levied by this section is in addition to the license fees imposed by Section 1 of this ordinance.

**Section 5. Due Date for License Fees**

License fees imposed in Sections 1 and 2 of this ordinance shall be due and payable on the first day of 2025 and on the first date of each subsequent year.

**Section 6. Administrative Provisions**

The City Clerk is hereby directed to forward a duly certified copy of this ordinance to the Insurance Commissioner of the State of Georgia within 45 days of its enactment.

**Section 7. Effective Date**

This ordinance shall become effective January 1, 2025.

**Section 8. Severability**

In the event any portion of this ordinance shall be declared or adjudged invalid or unconstitutional, it is the intention of the City Council of the City of Jonesboro, Georgia, that such adjudication shall in no manner affect the other sections, sentences, clauses or phrases of this ordinance which shall remain in full force and effect, as if the invalid or unconstitutional section, sentence, clause or phrase were not originally a part of the ordinance.

**Section 9. Repealer**

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Ordained this \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Mayor and Council of the City of Jonesboro, Georgia.

\_\_\_\_\_  
Mayor

Attest:\_\_\_\_\_


\_\_\_\_\_  
Asst. City Clerk

I hereby certify that the foregoing is a true and accurate copy of an ordinance of the City of Jonesboro, Georgia adopted on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

City Seal

\_\_\_\_\_  
City Clerk



	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>XII – 7</b>
			<b>COUNCIL MEETING DATE</b> November 11, 2024
<b>Requesting Agency (Initiator)</b> Office of the City Manager		<b>Sponsor(s)</b>	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Following 3rd Public Hearing regarding millage rate adoption for upcoming year and notice of property tax increase Council is asked to consider adoption of the final millage rate for ad valorem property for the 2024 tax year.			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i> Conduct 3 required Hearings, advertise as required.			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> The City of Jonesboro has tentatively adopted a millage rate of 14.000 mils and is set to consider final adoption of the 2024 mil rate for ad valorem tax purposes on Monday, November 11, 2024. The final mil rate is scheduled to be considered by resolution approval, after conducting the 3rd and final hearing of three (3) required public hearings.			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> See above.			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> <ul style="list-style-type: none"> <li>Resolution 2024-004 as proposed.</li> </ul>			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> CMThornton, City Manager	<b>Date</b> October 8, 2024	
<b>Signature</b>	<b>City Clerk's Office</b>	

**STATE OF GEORGIA**

**CITY OF JONESBORO**

**RESOLUTION NO. 2024-004**

1 A RESOLUTION BY THE MAYOR AND CITY COUNCIL OF THE CITY OF JONESBORO,  
2 GEORGIA TO FIX THE MILLAGE RATE FOR AD VALOREM PROPERTY TAXES OF THE  
3 CITY OF JONESBORO FOR THE FISCAL YEAR 2024; TO PROVIDE AN EFFECTIVE  
4 DATE; AND FOR OTHER PURPOSES.

5 **WHEREAS**, the governing body of the City of Jonesboro, Georgia (the “City”) is the  
6 Mayor and Council thereof;

7 **WHEREAS**, the governing authority is charged with operating and maintaining City  
8 Government pursuant to its Charter to provide for the assessment of ad valorem property taxes on  
9 all real and personal property subject to such taxation; and

10 **WHEREAS**, Chapter 5 of Title 48 of the Official Code of Georgia Annotated authorizes  
11 municipalities to impose ad valorem taxes on property; and

12 **WHEREAS**, pursuant to O.C.G.A. 48-5-32 *et seq.* the City has given proper notice and  
13 held three (3) public hearings for the purpose of receiving relevant evidence, testimony, and public  
14 comment concerning the tentative millage rate for ad valorem property taxes; and

15 **WHEREAS**, the Mayor and City Council, after hearing and duly considering all such  
16 relevant evidence, testimony, and public comment, have determined that it is in the best interest  
17 of, and necessary to meet the expenses and obligations of, the City of Jonesboro to fix the millage  
18 rate as provided herein.

19 **BE IT AND IT IS HEREBY RESOLVED**, by the Mayor and Council of the City of  
20 Jonesboro, Georgia, and by the authority thereof, that: the City hereby adopts and fixes the  
21 millage rates for calendar year 2024 and Fiscal Year 2024 at \_\_\_\_\_ on each \$1,000.00  
of taxable

value or any part thereof of the value of all real and personal property, which under the laws of this state are subject to taxation within the corporate limits of the City for this purpose.

**BE IT FURTHER RESOLVED**, the Tax Commissioner of Clayton County, or other designated tax collector is hereby authorized to provide services related to billing and collecting ad valorem taxes for the City of Jonesboro based on the millage rate set herein and to take, on behalf of the City, such actions authorized by the approved contract between the City and the Tax Commissioner and state law as may be necessary for these purposes.

**BE IT FURTHER RESOLVED**, the City Manager or their designee is hereby authorized to execute the Millage Rate Rollback Calculation Worksheet based upon the millage rate hereby adopted by the Mayor and Council and submit same and any other necessary documents to the Clayton County Tax Commissioner.

**BE IT FURTHER RESOLVED**, that all resolutions and parts of resolutions in conflict herewith are hereby expressly repealed to the extent they conflict with this Resolution.

**BE IT FURTHER RESOLVED**, that the effective date of this Resolution shall be the date of adoption.

**SO RESOLVED AND ADOPTED** this \_\_\_\_\_ day of \_\_

**CITY OF JONESBORO, GEORGIA**

\_\_\_\_\_  
**Donya L. Sartor**, Mayor

**ATTEST:**

\_\_\_\_\_  
Pat Daniel, Assistant City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
City Attorney

# City of Jonesboro, GA

## Memo

**To:** Mayor and Council  
**From:** ChaQuias M. Thornton, City Manager  
**Date:** 11/01/2024  
**Re:** Mil Rate Scenarios Update – Updated Digest and Rollback Info (pp. 3-4)

**HISTORY:** Please see the following computation of roll back rate for the City's 2024 Digest at a tentative adoption rate of 14.000 mills.

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2024				
COUNTY:		TAXING JURISDICTION:		
ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW				
DESCRIPTION	2023 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2024 DIGEST
REAL	170,940,921	9,809,056	4,236,524	184,986,501
PERSONAL	20,051,440		2,015,174	22,066,614
MOTOR VEHICLES	1,094,190		522,930	1,617,120
MOBILE HOMES			0	
TIMBER -100%			0	
HEAVY DUTY EQUIP	3,579		10,032	13,611
GROSS DIGEST	192,090,130	9,809,056	6,784,660	208,683,846
EXEMPTIONS	13,805,596		(13,558,302)	247,294
NET DIGEST	178,284,534	9,809,056	20,342,962	208,436,552
	(PYD)	(RVA)	(NAG)	(CYD)
2023 MILLAGE RATE:	7.500	2024 MILLAGE RATE:		14.000
CALCULATION OF ROLLBACK RATE				
DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA	
2023 Net Digest	PYD	178,284,534		
Net Value Added-Reassessment of Existing Real Property	RVA	9,809,056		
Other Net Changes to Taxable Digest	NAG	20,342,962		
2024 Net Digest	CYD	208,436,552	(PYD+RVA+NAG)	
2023 Millage Rate	PYM	7.500	PYM	
Millage Equivalent of Reassessed Value Added	ME	0.353	(RVA/CYD) * PYM	
Rollback Millage Rate for 2024	RR - ROLLBACK RATE	7.147	PYM - ME	
CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES				
If the 2024 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)		Rollback Millage Rate	7.147	
		2024 Millage Rate	14.000	
		Percentage Tax Increase	95.89%	

As requested by Mayor and Council, the following tables provide the estimated tax increase for average homestead and non-homestead properties at average fair market values of \$175,000 and \$525,000 respectively. Millage rates included in the comparison scenario are:

- 7.500 mils
- 8.500 mils
- 9.500 mils
- 14.000 mils

The formula for calculating the tax increase is determined by the Georgia Department of Revenue.

The table below depicts tax increase at various mil rates for a home with a fair market value of \$175,000.					
\$175,000 X 40% = \$70,000 rounded to the nearest \$25,000 equals \$75,000					
	Mil Rate Scenarios				
	7.147	7.500	8.500	9.500	14.000
\$ 75,000.00	\$ 536.03	\$ 562.50	\$ 637.50	\$ 712.50	\$ 1,050.00
Tax Increase		\$ 26.47	\$ 101.47	\$ 176.47	\$ 513.97

The table below depicts tax increase at various mil rates for a nonhomestead property with a fair market value of \$525,000.					
\$525,000 X 40% = \$210,000 rounded to the nearest \$25,000 equals \$200,000					
	Mil Rate Scenarios				
	7.147	7.500	8.500	9.500	14.000
\$ 200,000.00	\$ 1,429.40	\$ 1,500.00	\$ 1,700.00	\$ 1,900.00	\$ 2,800.00
Tax Increase		\$ 70.60	\$ 270.60	\$ 470.60	\$ 1,370.60

On the following page, I have included the following that were forwarded to the local news organ for publishing in the 10/23/2024 edition of the Clayton Daily News:

- The Millage Rate Press Release
- The 5-year History of Digest
- The Notice of Property Tax Increase

NOTE: I have reached out to the Clayton County Tax Commissioner regarding the Exemptions M&O amount that was shown on the final digest presented to the City. As we work to clarify property totals with updated exemption amounts, I will update both the Council and the Public regarding. I do expect to have revised results and confirmations before the first of 3 scheduled public hearings.

Hearings are scheduled for:

Monday, November 4<sup>th</sup>, 2024 at 11am

Monday, November 4<sup>th</sup>, 2024 at 6pm

Monday, November 11, 2024 at 6pm

I am working to schedule both the Government 101 for public education on the mil rate and the Budget Retreat. Please be on the lookout for more information regarding.

Please do contact me if you should have any questions.

Thank you, CMThornton

#### **MEMO UPDATE: ROLLBACK RATE – 7.137**

Based on the most recent and updated digest submitted to the City by the Clayton County Tax Commissioner's Office and confirmed with the City Manager's Office on 10/24/2024, the following represents an updated Computation of Rollback. The change in roll back is affected, in large part, by the update of Exemptions M&O from \$247,294 to \$5,437,630. City exemptions are calculated for 519 parcel numbers with Homestead Exemption in the amount of \$10,000 per parcel. The exemption amount is \$10,000 for the 2024 tax year.

FOR INFORMATION: Please see **updated** Computation of Rollback shown on the next page.

PT-32.1 - Computation of MILLAGE RATE ROLLBACK AND PERCENTAGE INCREASE IN PROPERTY TAXES - 2024				
COUNTY:		TAXING JURISDICTION:		
ENTER VALUES AND MILLAGE RATES FOR THE APPLICABLE TAX YEARS IN YELLOW HIGHLIGHTED BOXES BELOW				
DESCRIPTION	2023 DIGEST	REASSESSMENT OF EXISTING REAL PROP	OTHER CHANGES TO TAXABLE DIGEST	2024 DIGEST
REAL	170,940,921	9,809,056	2,133,989	182,883,966
PERSONAL	20,051,440		1,991,033	22,042,473
MOTOR VEHICLES	1,094,190		522,930	1,617,120
MOBILE HOMES			0	
TIMBER -100%			0	
HEAVY DUTY EQUIP	3,579		10,032	13,611
GROSS DIGEST	192,090,130	9,809,056	4,657,984	206,557,170
EXEMPTIONS	13,805,596		(8,367,966)	5,437,630
NET DIGEST	178,284,534	9,809,056	13,025,950	201,119,540
	(PYD)	(RVA)	(NAG)	(CYD)
2023 MILLAGE RATE:		7.500	2024 MILLAGE RATE: 14.000	
CALCULATION OF ROLLBACK RATE				
DESCRIPTION	ABBREVIATION	AMOUNT	FORMULA	
2023 Net Digest	PYD	178,284,534		
Net Value Added-Reassessment of Existing Real Property	RVA	9,809,056		
Other Net Changes to Taxable Digest	NAG	13,025,950		
2024 Net Digest	CYD	201,119,540		
(PYD+RVA+NAG)				
2023 Millage Rate	PYM	7.500	PYM	
Millage Equivalent of Reassessed Value Added	ME	0.366	(RVA/CYD) * PYM	
Rollback Millage Rate for 2024	RR - ROLLBACK RATE	7.134	PYM - ME	
CALCULATION OF PERCENTAGE INCREASE IN PROPERTY TAXES				
If the 2024 Proposed Millage Rate for this Taxing Jurisdiction exceeds Rollback Millage Rate computed above, this section will automatically calculate the amount of increase in property taxes that is part of the notice required in O.C.G.A. § 48-5-32.1(c) (2)		Rollback Millage Rate	7.134	
		2024 Millage Rate	14.000	
		Percentage Tax Increase	96.24%	

Based on updated values and exemptions at the time of presentation of the updated digest, the Rollback Rate is calculated at 7.134 mils. This tentative increase will result in a millage rate of 14.000 mils, an increase of 6.866 mils over the updated rollback millage rate. Without this tentative tax increase, the millage rate will be no more than 7.134 mils. The proposed tax increase for a home with a fair market value of \$175,000 is approximately \$514.95 and the proposed tax increase for a non-homestead property with a fair market value of \$525,000 is approximately \$1,373.20.

Change in advertised rollback of 7.147 (based on certified digest) and updated rollback of 7.134 (based on updated digest) is 0.18%. Change in proposed tax increase based on the same factor is 0.19% for a home with a fair market value of \$175,000 with proposed tax increase going from \$513.97 as advertised (based on certified digest) to \$514.95 (based on updated digest) and 0.19% for a non-homestead property with a fair market value of \$525,000 with

proposed tax increase going from \$1,370.60 as advertised (based on certified digest) to \$1,373.20 (based on updated digest).

**Please note that Digest values are fluid and therefore are subject to change based on appeals and other factors relating to the valuation of properties.**

**Please let me know if you should have any questions regarding. CMT**



## CONSOLIDATION AND EVALUATION OF DIGEST 2024

COUNTY NAME: Clayton				COUNTY NO: 31				Sheet # 11 - 11 - JONESBORO				Total Parcel Count: 1,570			
----------------------	--	--	--	---------------	--	--	--	-----------------------------	--	--	--	---------------------------	--	--	--


RESIDENTIAL				FOREST LAND CONSERVATION USE				EXEMPT PROPERTY				SUMMARY			
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	Code	Count	40% Value	PROPERTY CLASS	COUNT	ACRES	ASSESSED VALUE	
R1	1,112		67,786,127	J3	0	0.00	0	E0	0	0	Residential Real	1,206	100.55	76,604,292	
R3	1,200	59.35	8,631,205	J4	0	0.00	0	E1	105	87,766,040	Residential Personal	5		9,296	
R4	6	41.20	186,960	J5	0	0.00	0	E2	32	11,489,200	Residential Total	1,211	100.55	76,613,588	
R5	0	0.00	0	J6	0	0	0	E3	6	580,920	Residential Trans.	0	0.00	0	
R6	0		0	FLPA FAIR MARKET ASMT				E4	5	175,800	Historic	0	0.00	0	
R9	0	0.00	0					Code	Count	Acres	40% Value	E5	0	0	Agricultural Real
RA	0		0	F3	0	0.00	0	E6	13	23,687,640	Agricultural Personal	6		25,400	
RB	5		9,296	F4	0	0.00	0	E7	0	0	Agricultural Total	6	0.00	25,400	
RF	0		0	F5	0	0.00	0	E8	0	0	Preferential	0	0.00	0	
RI	0		0	F6	0	0	0	E9	8	372,640	Conservation Use	1	9.96	38,000	
RZ	0		0	Total		0	0	TOTAL	169	124,072,240	Environmentally Sen	0	0.00	0	
RESIDENTIALTRANSITIONAL				ENVIRONMENTALLY SENSITIVE				HOMESTEAD & PROPERTY EXEMPTIONS				Commercial Real			
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	Code	Count	M&O AMOUNT	BOND AMOUNT	Commercial Personal	1,197		22,031,918
T1	0		0	W3	0	0.00	0	S1	0	0	0	Commercial Total	1,527	416.00	102,943,939
T3	0	0.00	0	W4	0	0.00	0	SC	0	0	0	Industrial Real	33	171.88	20,167,640
T4	0	0.00	0	W5	0	0.00	0	S3	0	0	0	Industrial Personal	0		0
HISTORIC				COMMERCIAL				S4	0	0	0	Industrial Total	33	171.88	20,167,640
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	S5	0	0	0	Forest Lnd Con Use	0	0.00	0
H1	0		0	C1	281		63,997,741	SD	0	0	0	Brownfield Property	0	0.00	0
H3	0	0.00	0	C3	312	255.63	13,303,400	SE	0	0	0	Qualified Timberland	0	0.00	0
AGRICULTURAL				C4	18	160.37	3,610,880	S6	0	0	0	Real Total	1,570	698.39	177,721,953
Code	Count	Acres	40% Value	C5	0	0.00	0	S8	0	0	0	Personal Total	1,208		22,066,614
A1	0		0	C9	0	0.00	0	S9	0	0	0	Digest Total	2,778	698.39	199,788,567
A3	0	0.00	0	CA	0		0	SG	0	0	0	Public Utility	16	0.00	7,264,548
A4	0	0.00	0	CB	1		3,042	S8	0	0	0	Motor Vehicle	1,350		1,617,120
A5	0	0.00	0	CF	662		12,619,713	SF	0	0	0	Mobile Home	0		0
A6	0		0	CI	531		5,462,620	SA	0	0	0	Timber - 100%	0		0
A9	0	0.00	0	CP	3		3,946,543	SB	0	0	0	Heavy Duty Equip.	2		13,611
AA	0		0	CZ	0		0	SP	222	212,042	212,042				
AB	0		0	INDUSTRIAL				SH	0	0	0	Gross Digest Total	4,146	698.39	208,683,846
AF	3		24,800	Code	Count	Acres	40% Value	ST	0	0	0	Exemptions-Bonds			247,294
AI	3		600	I1	22		17,732,560	SV	1	35,252	35,252	Net Bond Digest			208,436,552
AZ	0		0	I3	21	31.32	464,440	SJ	0	0	0				
PREFERENTIAL				I4	11	123.19	1,776,080	SW	0	0	0	Gross Digest Total	4,146	698.39	208,683,846
Code	Count	Acres	40% Value	I5	1	17.37	194,560	SN	0	0	0	Exemptions-M & O			247,294
P3	0	0.00	0	I9	0	0.00	0					Net M & O Digest			208,436,552
P4	0	0.00	0	IA	0		0	DO NOT USE L1 THRU L9 CODES ON STATE SHEET				TYPE			
P5	0	0.00	0	IB	0		0	L1	0	0	0	MILLAGE			
P6	0		0	IF	0		0	L2	0	0	0	ASSESSSED			
CONSERVATION USE				II	0		0	L3	0	0	0	VALUE			
Code	Count	Acres	40% Value	IP	0		0	L4	0	0	0	M & O			
V3	0	0.00	0	IZ	0		0	L5	0	0	0	0.008000			
V4	0	0.00	0	PUBLIC UTILITY				L6	0	0	0	208,436,552			
V5	1	9.96	38,000	Code	Count	Acres	40% Value	L7	0	0	0	208,436,552			
V6	0		0	U1	1		40,440	L8	0	0	0				
BROWNFIELD PROPERTY				U2	15	0.00	7,224,108	L9	0	0	0				
Code	Count	Acres	40% Value	U3	0	0.00	0	L10	0	0	0				
B1	0		0	U4	0	0.00	0	L11	0	0	0				
B3	0	0.00	0	U5	0	0.00	0	L12	0	0	0				
B4	0	0.00	0	U9	0	0.00	0	L13	0	0	0				
B5	0	0.00	0	UA	0		0	L14	0	0	0				
B6	0		0	UB	0		0	L15	0	0	0				
Q - QUALIFIED TIMBERLAND				UF	0		0	L16	0	0	0				
Code	Count	Acres	40% Value	UZ	0		0	TOTAL	223	247,294	247,294				
Q4	0	0.00	0												
Q5	0	0.00	0												

I, Danielle H. Smith, receiver of tax returns in and for said county, do hereby certify that the above and foregoing is a true and correct consolidation of all tax returns received from the taxpayer (or assessed against defaulters) in said County of Clayton, and duplicate digests have been made and delivered to the county governing authority and tax collector of said county as required by law.			
Witness my hand and official signature, this <u>August 26</u> day of <u>2024</u> .			
<div style="text-align: right;">             Receiver of Tax Returns         </div>			

CONSOLIDATION AND EVALUATION OF DIGEST 2024

COUNTY NAME: Clayton				COUNTY NO: 31		Sheet # 11 - 11 - JONESBORO				Total Parcel Count: 1,571					
RESIDENTIAL				FOREST LAND CONSERVATION USE				EXEMPT PROPERTY				SUMMARY			
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	Code	Count	40% Value	PROPERTY CLASS	COUNT	ACRES	ASSESSED VALUE	
R1	1,112		67,602,237	J3	0	0.00	0	E0	0	0	Residential Real	1,206	100.55	76,412,023	
R3	1,200	59.35	8,622,826	J4	0	0.00	0	E1	105	87,766,040	Residential Personal	5		9,296	
R4	6	41.20	186,960	J5	0	0.00	0	E2	32	11,489,200	Residential Total	1,211	100.55	76,421,319	
R5	0	0.00	0	J6	0	0	0	E3	6	580,920	Residential Trans.	0	0.00	0	
R6	0		0	FLPA FAIR MARKET ASMT				E4	5	175,800	Historic	0	0.00	0	
R9	0	0.00	0	Code	Count	Acres	40% Value	E5	0	0	Agricultural Real	0	0.00	0	
RA	0		0	F3	0	0.00	0	E6	13	23,687,640	Agricultural Personal	6		25,400	
RB	5		9,296	F4	0	0.00	0	E7	0	0	Agricultural Total	6	0.00	25,400	
RF	0		0	F5	0	0.00	0	E8	0	0	Preferential	0	0.00	0	
RI	0		0	F6	0	0	0	E9	8	372,640	Conservation Use	1	9.96	38,000	
RZ	0		0	Total		0	0	TOTAL	169	124,072,240	Environmentally Sen	0	0.00	0	
RESIDENTIALTRANSITIONAL				ENVIRONMENTALLY SENSITIVE				HOMESTEAD & PROPERTY EXEMPTIONS				Commercial Real	331	416.06	80,537,555
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	Code	Count	M&O AMOUNT	BOND AMOUNT	Commercial Personal	1,193		22,007,777
T1	0		0	W3	0	0.00	0	S1	0	0	0	Commercial Total	1,524	416.06	102,545,332
T3	0	0.00	0	W4	0	0.00	0	SC	0	0	0	Industrial Real	33	171.88	18,631,840
T4	0	0.00	0	W5	0	0.00	0	S3	0	0	0	Industrial Personal	0		0
HISTORIC				COMMERCIAL				S4	0	0	0	Industrial Total	33	171.88	18,631,840
Code	Count	Acres	40% Value	Code	Count	Acres	40% Value	S5	0	0	0	Forest Lnd Con Use	0	0.00	0
H1	0		0	C1	281		63,620,235	SD	0	0	0	Brownfield Property	0	0.00	0
H3	0	0.00	0	C3	312	255.63	13,303,400	SE	0	0	0	Qualified Timberland	0	0.00	0
AGRICULTURAL				C4	19	160.43	3,613,920	SG	0	0	0	Real Total	1,571	698.45	175,619,418
Code	Count	Acres	40% Value	C5	0	0.00	0	S6	0	0	0	Personal Total	1,204		22,042,473
A1	0		0	C9	0	0.00	0	S8	0	0	0	Digest Total	2,775	698.45	197,661,891
A3	0	0.00	0	CA	0		0	S9	0	0	0	Public Utility	16	0.00	7,264,548
A4	0	0.00	0	CB	1		3,042	SF	0	0	0	Motor Vehicle	1,350		1,617,120
A5	0	0.00	0	CF	660		12,598,574	SA	0	0	0	Mobile Home	0		0
A6	0		0	CI	529		5,459,618	SB	0	0	0	Timber - 100%	0		0
A9	0	0.00	0	CP	3		3,946,543	SP	222	212,378	212,378	Heavy Duty Equip.	2		13,611
AA	0		0	CZ	0		0	SH	0	0	0				
AB	0		0	INDUSTRIAL				ST	0	0	0	Gross Digest Total	4,143	698.45	206,557,170
AF	3		24,800	Code	Count	Acres	40% Value	SV	1	35,252	35,252	Exemptions-Bonds			247,630
AI	3		600	I1	22		16,196,760	SJ	0	0	0	Net Bond Digest			206,309,540
AZ	0		0	I3	21	31.32	464,440	SW	0	0	0				
PREFERENTIAL				I4	11	123.19	1,776,080	SN	0	0	0	Gross Digest Total	4,143	698.45	206,557,170
Code	Count	Acres	40% Value	I5	1	17.37	194,560	DO NOT USE L1 THRU L9 CODES ON STATE SHEET				Exemptions-M & O			5,437,630
P3	0	0.00	0	I9	0	0.00	0	L1	519	5,190,000	0	Net M & O Digest			201,119,540
P4	0	0.00	0	IA	0		0	L2	0	0	0				
P5	0	0.00	0	IB	0		0	L3	0	0	0	TYPE	MILLAGE	ASSESSED	TAX
P6	0		0	IF	0		0	L4	0	0	0			VALUE	
CONSERVATION USE				IP	0		0	L5	0	0	0	M & O	0.008000	201,119,540	1,608,956
Code	Count	Acres	40% Value	IZ	0		0	L6	0	0	0	BOND		206,309,540	
V3	0	0.00	0	PUBLIC UTILITY				L7	0	0	0	I, Danielle H. Smith, receiver of tax returns in and for said county, do hereby certify that the above and foregoing is a true and correct consolidation of all tax returns received from the taxpayer (or assessed against defaulters) in said County of Clayton , and duplicate digests have been made and delivered to the county governing authority and tax collector of said county as required by law.			
V4	0	0.00	0	Code	Count	Acres	40% Value	L8	0	0	0				
V5	1	9.96	38,000	U1	1		40,440	L9	0	0	0				
V6	0		0	U2	15	0.00	7,224,108	L10	0	0	0				
BROWNFIELD PROPERTY				U3	0	0.00	0	L11	0	0	0				
Code	Count	Acres	40% Value	U4	0	0.00	0	L12	0	0	0				
B1	0		0	U5	0	0.00	0	L13	0	0	0				
B3	0	0.00	0	U9	0	0.00	0	L14	0	0	0				
B4	0	0.00	0	UA	0		0	L15	0	0	0				
B5	0	0.00	0	UB	0		0	L16	0	0	0				
B6	0		0	UF	0		0	TOTAL	742	5,437,630	247,630	Witness my hand and official signature, this _____ day of _____, 20_____.  Receiver of Tax Returns			
Q - QUALIFIED TIMBERLAND				UZ	0		0								
Code	Count	Acres	40% Value												
Q4	0	0.00	0												
Q5	0	0.00	0												

	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>XIII – 1</b>
			<b>COUNCIL MEETING DATE</b> November 11, 2024
<b>Requesting Agency (Initiator)</b> Office of the City Manager		<b>Sponsor(s)</b>	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Council consideration of Consulting Agreement for Accounting and Financial Management Services			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i> Majority vote of Council required to engage in the contract services presented.			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i> Yes			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i> <p>As Council is aware, vacancies in the City's finance department has resulted in the halt or delay of service functions assigned to the department. The Administration is currently engaged in the recruitment process for the position of Finance Director. However, and in the interim, there are some high level finance department functions that are necessary to be attended to in an urgent fashion - the most urgent of which is substantial completion of audit preparatory functions for the FY2023 audit.</p> <p>Mr. Forsythe is a Certified Public Accountant who is experienced and well versed in local government accounting and financial management. He has previously served as an auditor and is therefore equipped to engage with the City in its responsibility to meet audit compliance. Mr. Forsythe may also be engaged to aid the City in its reconciliation of funds and accounts for FY2024 audit preparation.</p> <p>The finance department - which has human capital capacity for 2 full-time staff members and one seasonal part-time member - is currently staffed with one full-time staff member who primarily services the accounts payables and payroll function. It is my recommendation that hiring of a full-time finance director to manage day-to-day functions, to monitor treasury accounts, and to evaluate current condition of finance related operations (entity wide), coupled with the engagement of Mr. Forsythe for the specific purpose of audit preparation and compliance, is key in the accomplishment of necessary, time-sensitive tasks.</p>			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i> At \$150/hour for approximately 20 hours per week, for the next (approx) 8 weeks, the cost for FY2024 services is estimated at \$21,000.			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i> <ul style="list-style-type: none"> <li>Draft Consulting Agreement Attached. Note, edits may follow legal review.</li> </ul>			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> CMThornton, City Manager	<b>Date</b> October 8, 2024	
<b>Signature</b>	<b>City Clerk's Office</b>	

Lenox Michael Forsythe  
Certified Public Accountant  
1250 Interlaken Pass  
Jonesboro, Ga. 30238  
[Forsythe.lenox@gmail.com](mailto:Forsythe.lenox@gmail.com)  
C-404-915-3483 or W-404-916-0319

## CONSULTANT AGREEMENT

This Consultant Agreement ("Agreement") dated November 11, 2024, is made by and between City of Jonesboro Ga ("the City") whose address is 1859 City Center Way, Jonesboro, GA 30236 and Lenox Michael Forsythe CPA, whose address is 1250 Interlaken Pass, Jonesboro, GA 30238 and who by signing this Agreement represents that the person is legally authorized to conduct consulting services in the United States.

1. **Services.** The City of Jonesboro, GA hereby contracts with Lenox Michael Forsythe CPA to perform accounting and financial consulting services. Lenox Michael Forsythe CPA shall perform the services as stated herein, unless otherwise agreed upon in writing by the parties. Lenox Michael Forsythe CPA shall comply with all policies, procedures, instructions, and directions of City of Jonesboro, GA, and all applicable laws in the performance of such services requested under this contract will be referenced to as "deliverables" or "scope of work." Accordingly, Lenox Michael Forsythe CPA will submit bi-weekly invoices or Time Sheets that include a listing of work performed pursuant to the Scope of Work.
2. **Scope of work.** The scope of work as agreed upon with The City of Jonesboro should include: Assisting with the completion of the Annual Comprehensive Financial Report (ACFR), assuming the lead role in completing schedules and reports prepared by client (PBC) for the City's 2023 Fiscal Year financial audit and any other accounting services as requested by the City as listed out in the attached Letter dated November 3, 2024 received from ChaQuias Miller-Thornton and hereto attached and part of the scope of work commitment..
3. **Term of Agreement/Termination** This Agreement shall become effective upon signing by the appropriate City personnel, to continue to the end of April 30, 2025, with the option to extend. The parties may elect to extend this Agreement through written correspondence signed by both parties. Electronic notice of both parties' intent to extend this agreement shall be acceptable where the notice adequately describes the deliverables, rate of compensation and duration of extension. Parties may terminate this agreement by providing thirty (30) days' written notice.
4. **Compensation Method Selected -**    A. \_\_\_\_\_    B. \_\_\_\_\_
  - A. **Independent contractor/Form 1099 Recipient-** As payment for the services to be rendered by Lenox Michael Forsythe CPA in connection with this Agreement, the City of Jonesboro, GA will pay Lenox Michael Forsythe CPA at a rate of \$150 per hour for satisfactory services rendered.

**Payment Terms.** Lenox Michael Forsythe CPA will be paid by the fifth business day of the subsequent month of service. All payments will be made payable to Lenox Michael Forsythe, whose address is 1250 Interlaken Pass, Jonesboro GA 30238.



Lenox Michael Forsythe  
Certified Public Accountant  
1250 Interlaken Pass  
Jonesboro, Ga. 30238  
[Forsythe.lenox@gmail.com](mailto:Forsythe.lenox@gmail.com)  
C-404-915-3483 or W-404-916-0319

**B. Part-time Salaried Employee/W-2 Recipient.** As payment for the services to be rendered by Lenox Michael Forsythe CPA in connection with this Agreement, the City of Jonesboro, GA will pay Lenox Michael Forsythe CPA at a rate of \$150 per hour for satisfactory services rendered. If Compensation B is preferred and selected both the City of Jonesboro and Lenox Michael Forsythe CPA agree that Lenox Michael Forsythe CPA will function as a Part-time Salaried Employee with the application of relevant tax withholding for Federal and Georgia State taxes in the performance of the duties under this contract.

**Payment Terms.** Lenox Michael Forsythe CPA will be paid on a bi-weekly payroll basis and supported by a Time Sheet submitted on the Monday of Payroll week with hours worked and specified type and area of work performed . All payments will be submitted to Lenox Michael Forsythe's bank checking account at Chase Bank to account number 536160331, hereby, provided to the City.

- 5. Place Where Services Will Be Rendered.** Lenox Michael Forsythe CPA will perform services remotely, at Client's place of business or an alternate location, as assigned.
- 6. Confidential Information.** Each party agrees that, at all times, it will hold in strict confidence and not disclose to any third party the confidential or proprietary information ("Confidential Information") of the other party, except as may be approved in writing by the other party to the Agreement, or as may be necessary to comply with applicable law.
- 7. Internet and Systems Access:** During the term of this Agreement, Lenox Michael Forsythe CPA may be granted access to certain internet, electronic, internal, and remote systems.
- 8. Conflict of Interest Disclosure.** During the term of this agreement, Lenox Michael Forsythe CPA agrees that they shall avoid any conflict of interest and or disclose any potential conflicts as they may arise.
- 9. Miscellaneous.** The headings contained herein are for the convenience of the parties only and shall not be interpreted to limit or affect in any way the meaning of the language contained in this Agreement. If any provision of this Agreement shall be held void, voidable, invalid or inoperative, no other provision of this Agreement shall be affected as a result thereof, and accordingly, the remaining provisions of this Agreement shall remain in full force and effect as though such void, voidable, invalid or inoperative provision had not been contained herein. The contract falls under the governance of the laws of the State of Georgia.
- 10. Documentation and work papers** All work papers and documentation created and produced as part of the duties performed during the execution of the duties outlined in this contract are to be considered the property of The City of Jonesboro and will be delivered to appropriate persons as requested and or at the termination of this contract.

Lenox Michael Forsythe  
Certified Public Accountant  
1250 Interlaken Pass  
Jonesboro, Ga. 30238  
[Forsythe.lenox@gmail.com](mailto:Forsythe.lenox@gmail.com)  
C-404-915-3483 or W-404-916-0319

This Agreement shall not be construed more strongly against either party hereto regardless of which party is responsible for its preparation.

City of Jonesboro, GA :

Lenox Michael Forsythe CPA

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

Date: November 4, 2024

\_\_\_\_\_  
City representative/Print name

Lenox Michael Forsythe  
Print name

\_\_\_\_\_  
City representative/Signature

LM Forsythe  
Signature

## Lenox Forsythe

---

**From:** ChaQuias Miller-Thornton <CMThornton@jonesboroga.gov>  
**Sent:** Sunday, November 3, 2024 7:47 AM  
**To:** Lenox Forsythe  
**Subject:** Financial Management Services  
**Attachments:** Job Description - Finance Director Revised.pdf

Mr. Lenox,

Good morning,

Please see the attached job description for the Finance Director for the City of Jonesboro. Currently I am set to participate in interviews for the Finance Director position. However, there are several audit functions and day-to-day and regular posting and reconciliation functions that are in need of immediate attention and would therefore warrant additional financial management services as can be contracted by the City.

These services include, but may not be limited to the following functions:

- Writes journal entries and makes adjustments as needed to the City's accounts receivable, accounts payable and payroll records.
- Verifies all revenues and expenditures have been entered into the proper financial account.
- Prepares various financial reports as required; reviews financial reports to ensure accuracy and completeness.
- Serves as interface with auditors and accountants.
- Provides special financial status reports to City officials as required.
- Coordinates City of Jonesboro year-end financial audit
- Approves purchase orders; reviews accuracy of coding on invoices and payroll, and ensures budgeted amount is available for payment.
- Creates budget overview documents for presentation to the Mayor and City Council, and the public.
- Administers payroll, reports, and other financial records to ensure compliance with Federal, State, County, and City laws, ordinances, rules and regulations.
- Monitors payroll and budget, approving new hires and promotions.
- Presents monthly financial status reports to City Manager and Mayor who presents to City Council
- Processes transactions affecting plan coverage, premium payments and other administrative matters regarding the City's property and liability insurance plans and retirement plan; monitors related plan expenditures.
- Processes transactions affecting plan coverage, premium payments and other administrative matters regarding the City's property and liability insurance plans and retirement plan; monitors related plan expenditures.

- Ensures retention of financial records in accordance with established laws and City policies governing records retention
- Operates a computer to enter, retrieve, review, or modify data utilizing various computer software programs.
- Assists employees by providing information and instructions, explains procedures and answers questions regarding applicable questions on budget, financial procedures, and methods; resolves problems.
- Communicates effectively with others as needed to coordinate work activities, review status of work, exchange information, and resolve problems.
- Ensures proper implementation of millage rate including compliance with state laws and interpretation of the tax digest.
- Works with the public regarding City finances and collections; explains and enforces City policies and procedures regarding finances; and
- Maintains accounting, computer and budgetary systems that provide control of expenditures within all applicable guidelines, rules, regulations, legal constraints and budgetary controls.

#### ADDITIONAL DUTIES AND RESPONSIBILITIES

- Any other duties as assigned.

NOTE: Highlighted functions are the most important and time-sensitive at present. The major function of the contracted position will be to provide audit preparation services for the City's FY2023 audit.


Please use the information provided in this communication to inform your proposal for contracted services and present the draft proposal/agreement to me at your earliest and best convenience.

Do let me know if you should have any questions. I can be reached by cell at 470-423-7956.



ChaQuias Miller-Thornton | City Manager | City of Jonesboro, GA  
 Tel: 770-478-3800 | Direct: 470-726-1594 | [cmthornton@jonesboroga.gov](mailto:cmthornton@jonesboroga.gov) |  
 1859 City Center Way | Jonesboro, Georgia 30236 | [www.jonesboroga.gov](http://www.jonesboroga.gov)



	<b>CITY OF JONESBORO, GEORGIA COUNCIL</b> <b>Agenda Item Summary</b>		<b>Agenda Item #</b> <b>XIII – 2</b>
			<b>COUNCIL MEETING DATE</b> November 11, 2024
<b>Requesting Agency (Initiator)</b> Office of the City Manager		<b>Sponsor(s)</b>	
<b>Requested Action</b> <i>(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)</i> Discussion of Employment Heath Plan Renewal			
<b>Requirement for Board Action</b> <i>(Cite specific Council policy, statute or code requirement)</i>			
<b>Is this Item Goal Related?</b> <i>(If yes, describe how this action meets the specific Board Focus Area or Goal)</i>			
<b>Summary &amp; Background</b> <i>(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)</i>  The City is approaching term renewal for its Employee Health Benefit Plan. The new term begins January 1, 2025. The Administration will address Council with an update on the process leading to renewal, including a tentative schedule for open enrollment. The Administration is set to received additional information regarding renewal on Monday, November 11, 2024 and will include that information in its update regarding.			
<b>Fiscal Impact</b> <i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
<b>Exhibits Attached</b> <i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
<b>Staff Recommendation</b> <i>(Type Name, Title, Agency and Phone)</i>			

FOLLOW-UP APPROVAL ACTION (City Clerk)		
<b>Typed Name and Title</b> CMThornton, City Manager	<b>Date</b> October 8, 2024	
<b>Signature</b>	<b>City Clerk's Office</b>	