

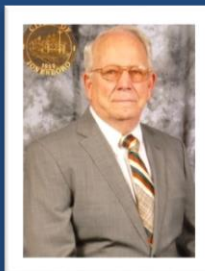


*Publication by the*  
**OFFICE OF THE CITY CLERK**

"Dedicated to providing exceptional service by offering avenues that allow the public to fully participate in the governmental process and public records."



Billy Powell  
Councilman



Jack Bruce  
Councilman



Wallace Norrington  
Mayor Pro Tem



*Mayor Joy B. Day*



Pat Sebo  
Councilwoman



Bobby Wiggins  
Councilman



Randy Segner  
Councilman

# 2014

*Annual Report*

# Table of Contents

	<u>Page</u>
Executive Report.....	3
History	
The Clerk.....	4
City Clerks.....	5
The City.....	6
The City Clerk	
Statistical Facts.....	7
Roles & Responsibilities.....	8-10
Board Appointment Mgmt.....	11
Record Management.....	12
Meeting Support & Summaries.....	13
The Council	
Council Members' Actions.....	14
The Clerk's Office	
Economic Development Outlook.....	15
Additional Duties.....	16
City Clerk Office Staff.....	17
Frequently Asked Questions.....	18
In Memoriam.....	19

## Memorandum:



TO: Honorable Mayor & Council

cc: Department Heads

FROM: Ricky L. Clark, Jr., City Clerk

DATE: December 19, 2014

---

As we begin to wrap up yet another great year within the City of Jonesboro we take a moment to statistically ascertain our accomplishments for the year. This year, the City has undergone several initiatives to enhance the quality of life for its constituency. As some of our advancements are evident, some of them are existent within our everyday approaches.

Furthermore, we continue to improve our communication practices by streamlining approaches and enhancing the level of training we offer to our employees. In addition to our communication practices, we continuously strive to enhance our efforts of being a transparent government. Having been with the City now roughly three (3) months, I have had the chance to see, feel and continuously look for innovative ways to make our approaches and delivery better.

For example, the Clerk's Office, under my administration has completed implementation of electronic databases for resolutions, ordinances, contracts & minutes to help with faster searches of information. In addition, we have launched the new City of Jonesboro's official website to also assist our citizenry in informational searches as well as keeping them informed of events throughout the City of Jonesboro. Finally, to keep intact with a consistent brand, we have begun implementing new forms with consistent formatting.

We look forward to 2015 and beyond. Although we will face challenges, we will also encounter opportunities to attain higher levels of service in creating, maintaining, and providing the City records. Our steadfast commitment to serve the City of Jonesboro officials and citizens will always remain at the forefront of our goals, objectives, and priorities as we aspire to achieve excellence in service to the City.

Respectfully submitted,  
Ricky L. Clark, Jr., City Clerk

# HISTORY

## The Clerk

The modern Hebrew translation of town clerk is “mazkir ha’ir,” which literally translated means city or town “reminder.” The early keepers of archives were often called “remembrances,” and before writing came into, use their memory served as the public record.

Before there were commissioners, mayors, town councils, and town managers, there were town clerks. The Clerk is the oldest of public servants in local government, along with the tax collector, the profession traces back before Biblical times. Then and now, the Clerk’s Office serves as a direct link between citizens of the community and their government. Every town, city, county, village , and tribe in the world has at least one person who- by whatever title he or she is known- serves in the role of town clerk; custodian of official public records; communicator of public policy; organizer of public business; recorder of the community’s history’ and performer of many varied tasks that assist in the smooth operation of local governance. In writing one of the first-ever textbooks published on municipal administration, Professor William Bennett Munro stated in 1934, “No other office in municipal service has so many contacts. The Clerk’s Office serves the citizens, the mayor, the council members, the city administrator, and all administrative and operational departments of the city without exception. All of them call upon it, almost daily, for some service or information. Its work is not spectacular, but it demands versatility, alertness, accuracy, and no end of patience. The public does not realize how many loose ends of city administration this office pulls together.”

For more than a century, the Jonesboro City Clerk has faithfully prepared, maintained, and provided the City records.



**City Clerk**

**Ricky L. Clark, Jr.**

***From September 2, 2014 until Present***

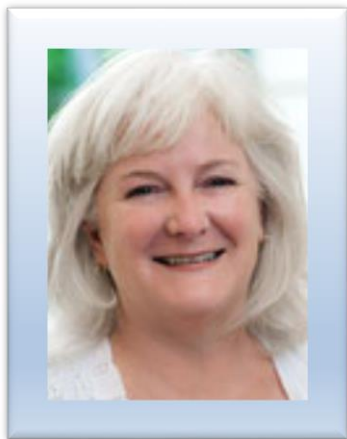
# HISTORY of JONESBORO CITY CLERK'S



**City Clerk  
Irene Arnold**  
*From 1953 to 1976*



**City Clerk  
Katherine Smith**  
*From 1977 to 2004*



**City Clerk  
Joan Jones**  
*From 2004 to 2007*



**City Clerk  
Janice Truhan**  
*From 2007 to 2014*

# HISTORY

## The City

The history of Jonesboro as a settlement goes back to the early days when settlers arrived in upper middle Georgia. Jonesboro was originally called Leaksville, and records show that as early as 1823, the State of Georgia granted a charter for the Leaksville Academy, in what was then Fayette County. The region comprising Clayton County was first settled by pioneers in 1821, as a result of the Treaty of Indian Springs, in which the Creek Indians ceded a vast portion of their domain to the State of Georgia. Counties were promptly laid off, and settlers immediately began to arrive from older parts of Georgia and the Southern coastal states. Clayton County was created in 1858 from portions of Henry and Fayette, and was named for Augustin S. Clayton, a distinguished judge of Western Circuit of Georgia. Jonesboro was designated the County Seat.

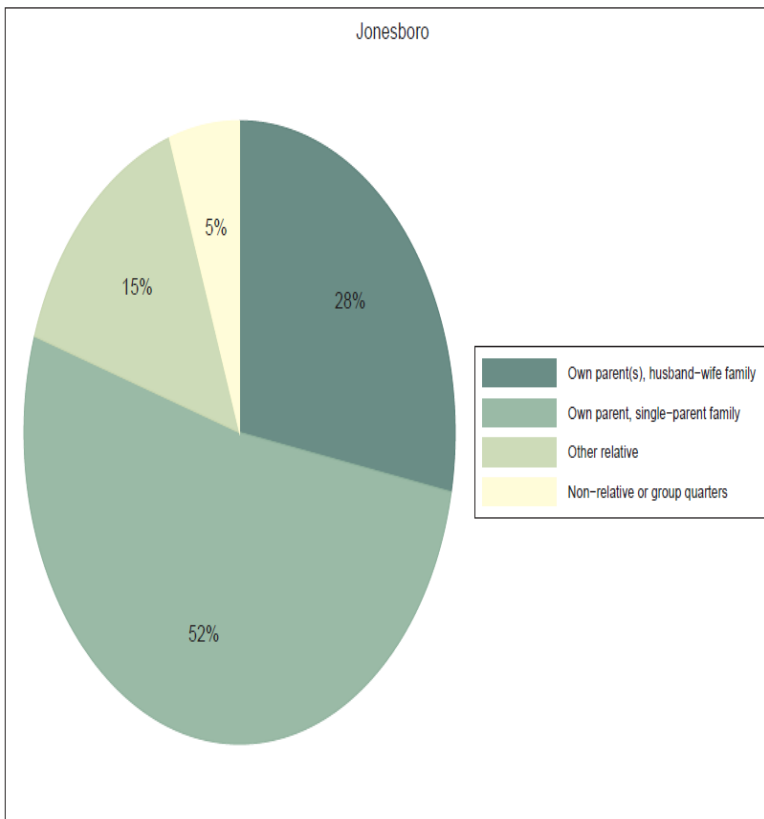
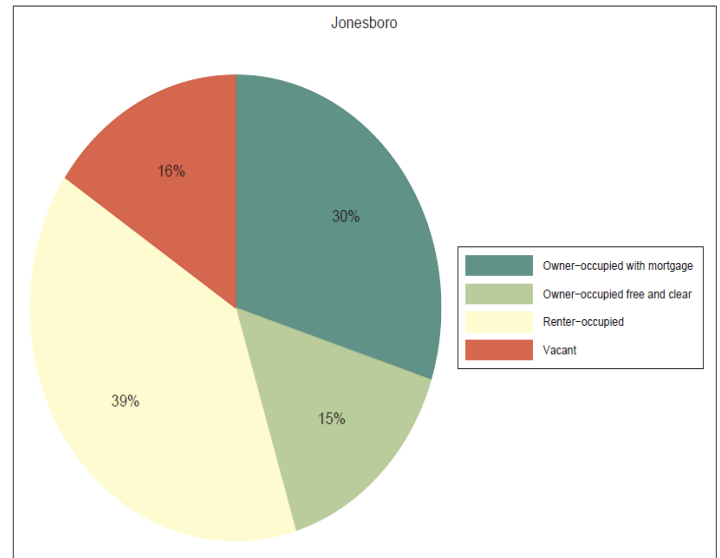
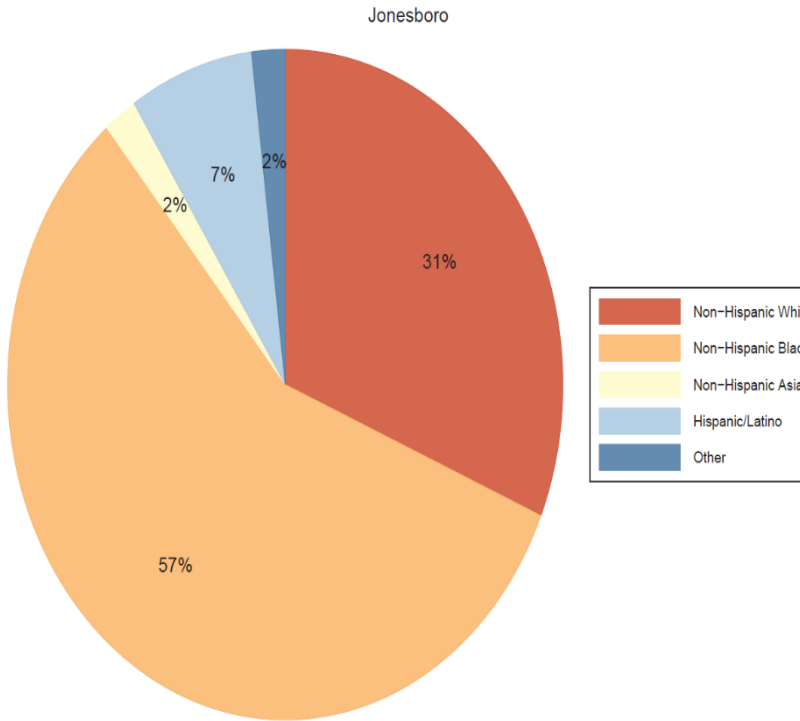
Jonesboro was incorporated as a town in 1859, by which time it was the center of a prosperous community. In 1860, its assets included several substantial brick business houses, a new Baptist Church representing the Classical style of architecture, and a brick courthouse which was then under construction. In November, 1860 the Clayton County Superior Court made the following observations: "We can state with pleasure the society in Jonesboro and its vicinity are much improving. This to a considerable extent is attributed to a rigorous enforcement of our incorporation laws; we are proud also to say that we have one of the most flourishing High Schools in the State of Georgia under the guidance of our efficient teachers whose services have been procured for the next year."

Council Members: Seven  
Employees: 48  
Citizens: 4,724  
Total Land Area: 2.7 square miles  
Median Resident Age: 32.8

# STATISTICAL FACTS



## Housing Tenure



SEX AND AGE	Number	Percent
<b>Total population</b>	4,724	100.0%
Under 5 years	229	4.8%
5 to 9 years	242	5.1%
10 to 14 years	208	4.4%
15 to 19 years	359	7.6%
20 to 24 years	561	11.9%
25 to 29 years	505	10.7%
30 to 34 years	434	9.2%
35 to 39 years	385	8.1%
40 to 44 years	348	7.4%
45 to 49 years	342	7.2%
50 to 54 years	309	6.5%
55 to 59 years	257	5.4%
60 to 64 years	175	3.7%
65 to 69 years	103	2.2%
70 to 74 years	95	2.0%
75 to 79 years	85	1.8%
80 to 84 years	46	1.0%
85 years and over	41	0.9%
<b>Median age (years)</b>	32.8	(X)
16 years and over	4,004	84.8%
18 years and over	3,895	82.5%
21 years and over	3,571	75.6%
62 years and over	476	10.1%
65 years and over	370	7.8%

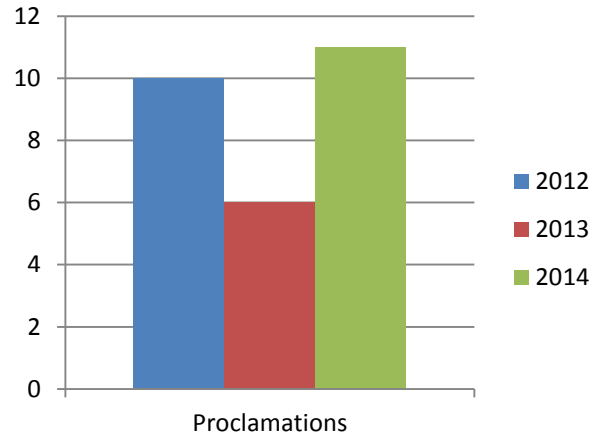


# Roles & Responsibilities

## Functions of the Clerk's Office and Support to the Mayor & Council

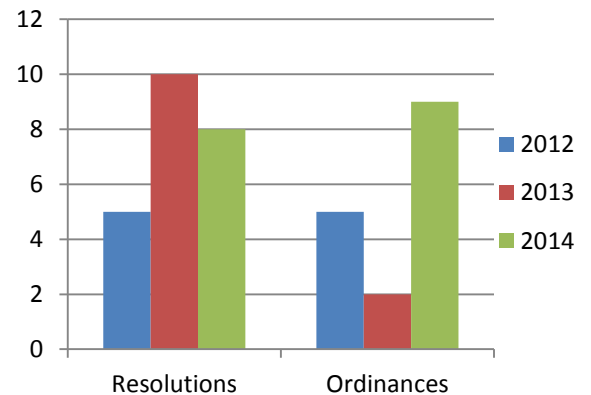
### Proclamations

As a liaison for the Council, the Clerk office prepares all Proclamations for ratification by the Council. Proclamations are ceremonial documents signed by the Mayor and City Clerk. Jonesboro issues proclamations for such topics as public awareness, charitable fundraising campaigns, arts and cultural celebrations and special community recognition and honors.



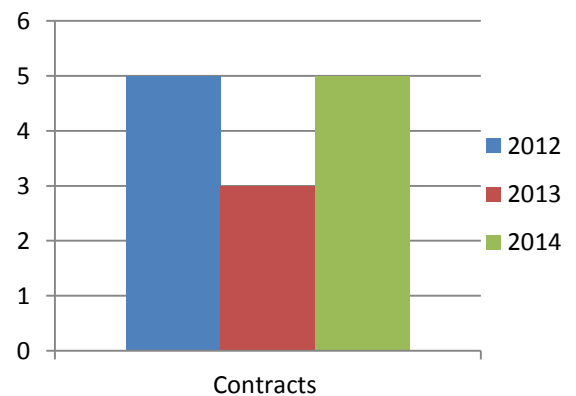
### Resolutions/Ordinances

The Jonesboro Council periodically approves resolutions and ordinances. A resolution is temporary and used anytime that a formal expression of the governing body's opinion or will needs to be expressed, in lieu of the governing body enacting its own legislation (ordinance), which would be due law. Most of the City ordinances and resolutions are prepared and drafted by the City Attorney. After each ordinance is approved, the City Clerk's Office is responsible for codification.



### Contracts Management

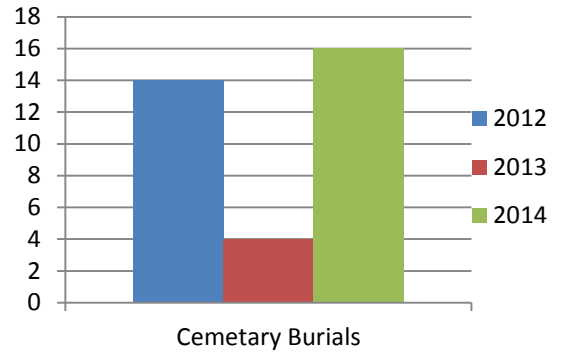
The City Clerk is also responsible for insuring that all contracts are maintained and filed. In addition to maintenance and filing, the City Clerk is also responsible for maintaining the Official City Seal. In an effort to make documentation easy to access, the Clerk's Office created and maintains a comprehensive database for all contracts dating back to the early 90's.





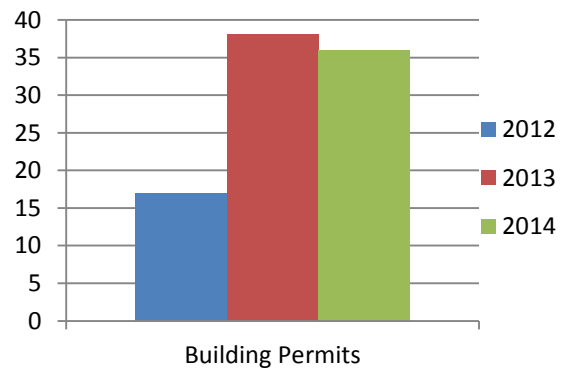
### Jonesboro Cemetery Burial

Staff is responsible for issuing permits for the City of Jonesboro Cemetery. For record keeping purposes, our offices maintains the original files and mapping of the cemetery. There are three sections of the cemetery: Adamson, Johnson & Arnold.



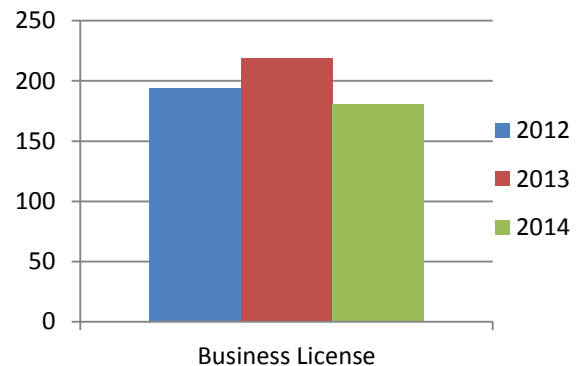
### Building Permits

Staff is responsible for issuing permits for building. It is unlawful to excavate or fill any lot for the purpose of construction of any building, to construct any building, to move or alter any building or to develop land for a use not involving a building prior to issuance of a permit for such work.



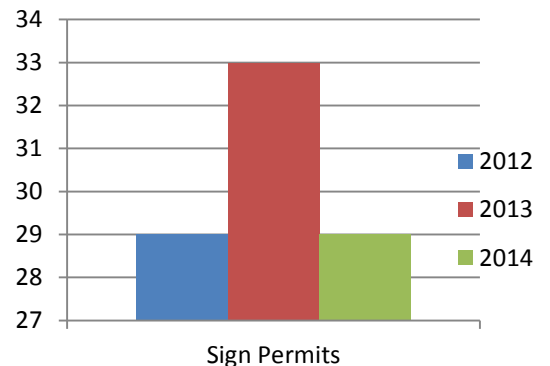
### Business Licenses

Staff is responsible for issuance of Business License. Any business wishing to operate within the City Limits of Jonesboro must obtain a business license. To begin the process, a zoning verification is conducted. Once complete and approve, the applicant must fill out the necessary documentation for a proper business license.



### Sign Permits

Staff is responsible for the issuance of sign permits. It is unlawful for any person, firm or corporation to post, display, substantially change, change or modify sign face or face panels, alter, or erect, reconstruct, replace or reset a sign or advertising device in the City of Jonesboro, Georgia without first having obtained an authorization to erect a sign and thereafter a permit in the manner prescribed herein.



### Plumbing Permits

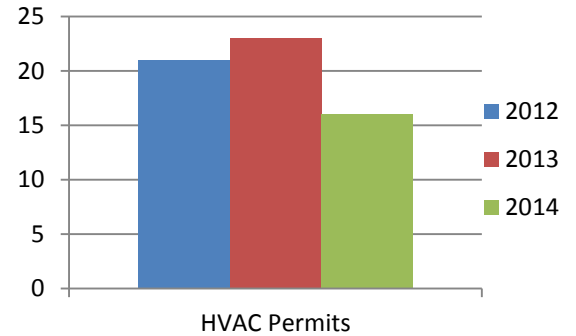
Staff is responsible for issuing permits for plumbing. A permit is required anytime you replace water heaters and underground piping, alter piping inside a wall or ceiling, or beneath a floor, and for plumbing in all new installations. Emergency repair, alteration, or replacement of freeze-damaged or leaking concealed piping, if new piping exceeds 5 feet.

Remodel or add on to your one- or two-family dwelling when existing plumbing is to be relocated. This includes installation of building sewers, water service, and exterior rain drains.



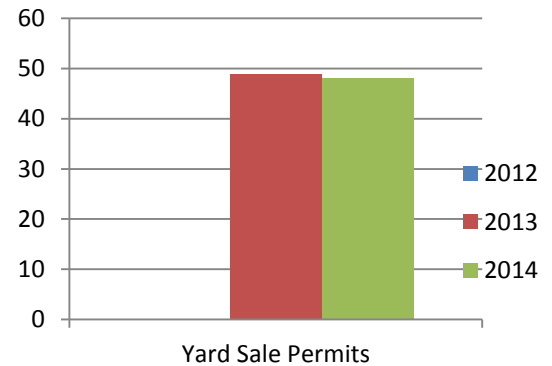
### HVAC Permits

Staff is responsible for the issuance of HVAC Permits. A heating, venting and air conditioning permit is required for all work done on heating, air conditioning, exhaust, ventilation and gas supply systems.



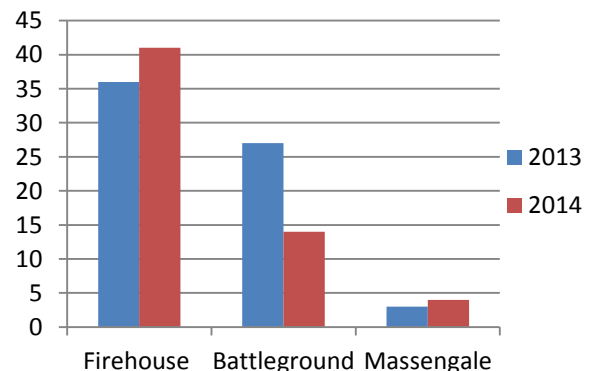
### Yard Sale Permits

The City Clerk Office Staff is also responsible for the issuance Yard Sale Permits. At least 24 hours prior to conducting a yard sale, a permit for said sale shall be secured from the City Clerk.



### Park/Venue Rental Applications

The City Clerk Office Staff is also responsible for the processing applications for rental of the City Parks. The City rents three venues: Firehouse Museum, Battleground Park & Massengale Park.



## Board Appointment Management

The City has two Boards, Authorities, and Commissions that provide a variety of services for the City of Jonesboro Government. Members of the Council either serve or appoint citizens to serve on these organizations.

**Board Appointment Management responsibilities for the City Clerk include:**

- Update contact information of appointees; receive and file supporting documentation.
- Maintain information for points of contact and operating procedures for each Board, Authority, Commission and Task force.
- Maintain historical legislation and general information about each Board, Authority, Commission and Task Force.
- Notify the City Council of vacancies, term expirations, and resignations of the various Boards.
- Prepare and mail correspondence to announce when the Board takes action on the appointments.
- Maintain and update lists of elected officials with the City of Jonesboro.

## Boards, Authorities, and Commissions

Jonesboro Historic Preservation  
Committee

Jonesboro Housing Authority



**Jonesboro City Council**

## Records Management Responsibilities

- Adhere to the records retention schedule as adopted by the GA Secretary of State
- Provide certification of records. The Clerk's records are frequently used in several different types of proceedings, and often are required to be certified. When a request is made to certify a document, the Clerk authenticates the document by verifying the content and attaching it to a special form that is embedded with the City seal. When a record is certified by the Clerk, it shall be taken and received in all courts, public offices, and official bodies as prima-facie evidence of action taken by the Jonesboro City Council or evidence of documents on file in the Clerk's office.
- Develop and implement systems for the efficient processing of all City contracts, resolutions, ordinances, proclamations, minutes and agreements.
- Sign/attest to the Mayor's and Council Member's signatures on all City contracts, resolutions, proclamations and agreements.
- Respond to open records requests and routine/complex research requests.

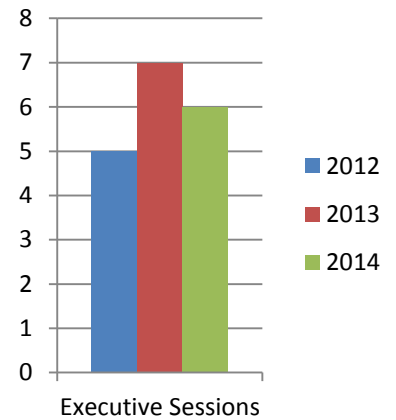
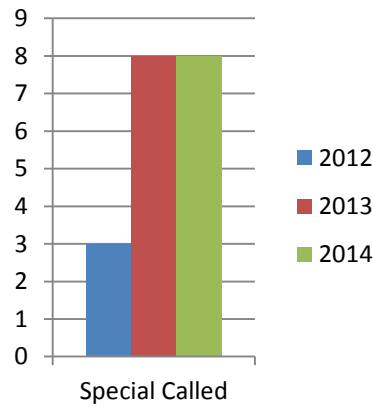
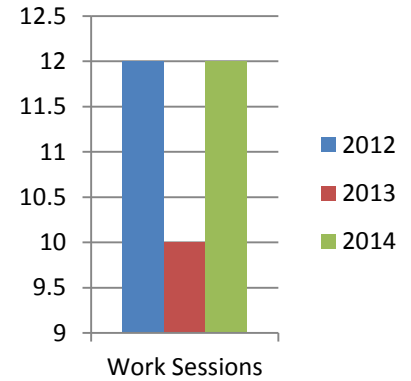
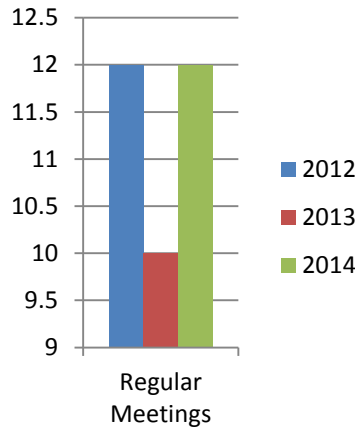


# Meeting Support & Summaries

## Board Meeting Coordination

- Develop Agendas, Post Agendas, and minutes in coordination with the Mayor, City Council and other City Departments. Post Agendas and minutes in accordance with deadlines of 48 hours and the next regular scheduled meeting, respectively.
- Record motions and directives during meetings.
- Create and maintain an official audio (digital) recording of the City Council meetings.
- Prepare and distribute letters to companies, individuals regarding City Council's actions.
- Prepare agenda packet and documentation for Council.

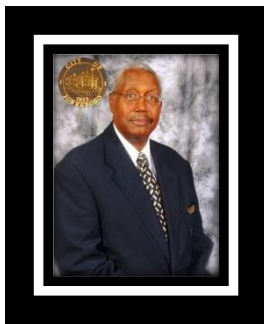
## Board Meetings



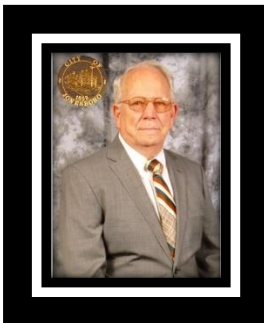
# Council Members' Actions



Joy Day  
Mayor



Wallace Norrington  
Mayor Pro Tem



Jack Bruce  
Council Member



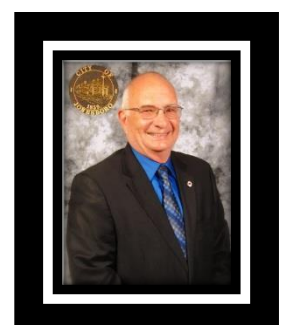
Billy Powell  
Council Member



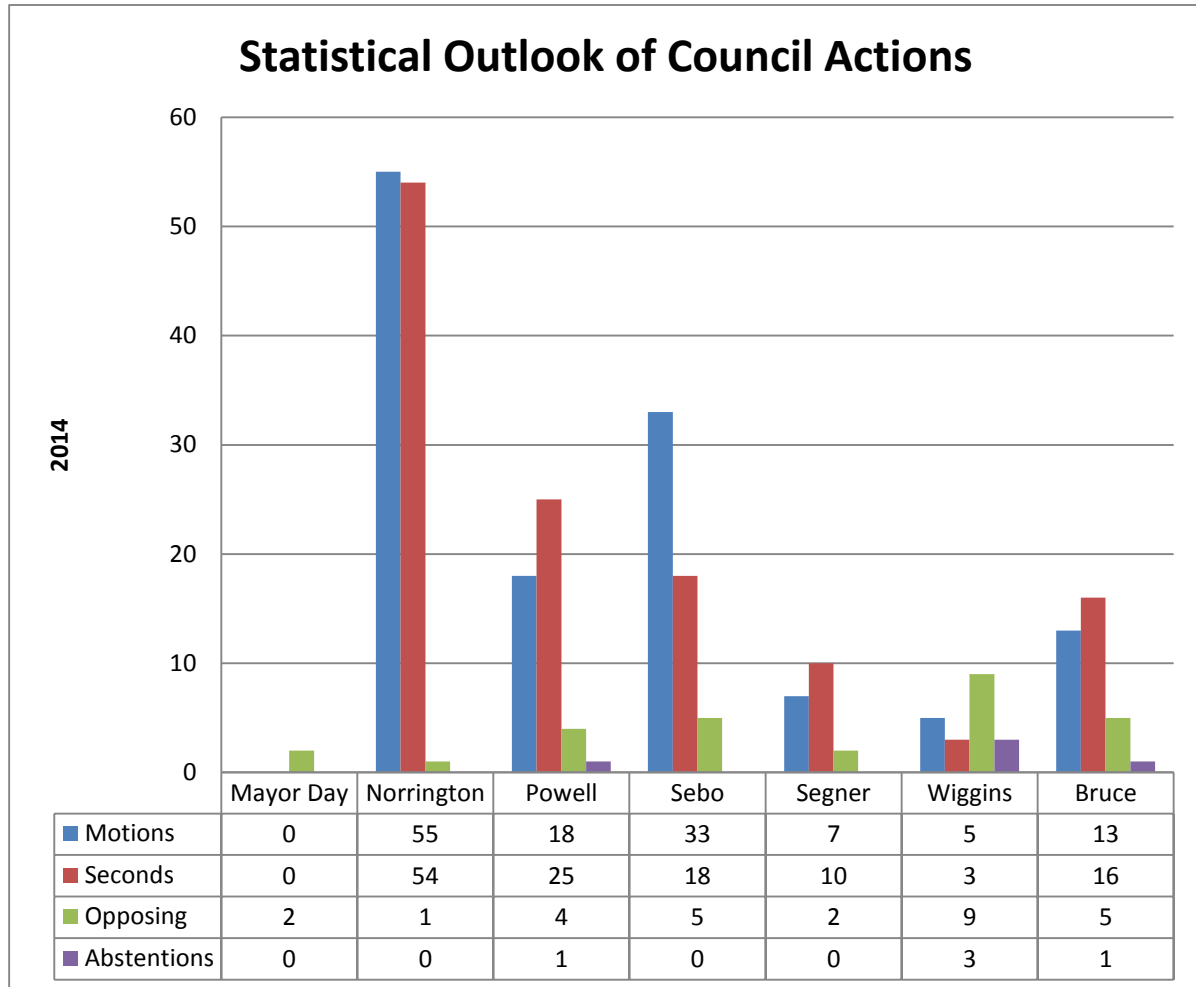
Pat Sebo  
Council Member



Randy Segner  
Council Member



Bobby Wiggins  
Council Member



# Economic Development Outlook

The City's Economic Development division is diligently working to develop strategies for the redevelopment of the City's distressed commercial areas, neighborhood revitalization, and expanding employment opportunities for local residents and the region as a whole.

As a method to address those challenges, the City Planner is currently developing many initiatives for the future growth and sustainability of Jonesboro. Those initiatives include a community-wide inventory report, the development of an Urban Redevelopment Plan, Annexation Master Plan, and the creation of a number of local incentives for future businesses.

Over the last four years, the City of Jonesboro has seen change in a number of areas. Since 2010, the US Census Bureau has seen a decrease in the Cities population, an increase in the younger population, and a slight increase in the median household income. Shayla Harris, Urban/Economic Development Planner is steadfastly working to create a number of local incentives to attract new jobs and resources in an effort to enhance the City's quality of life.

	2010 Statistics	2013 Estimated
Population	4,724	4,671
Population Between 20-29	1,425	1,899
Median Age	32.8	28.2
Median Household Income	\$33,000	\$37,000

Source: United States Census Bureau: American Factfinder (2010 and 2009-2013 American Community Survey 5-Year Estimates)

Jonesboro's future is secure. Our economy reflects the efforts of many local entrepreneurs and small businesses and furthers in the support of citizens who value local investment. Our future is bright and filled with opportunities of expanding in our growth.

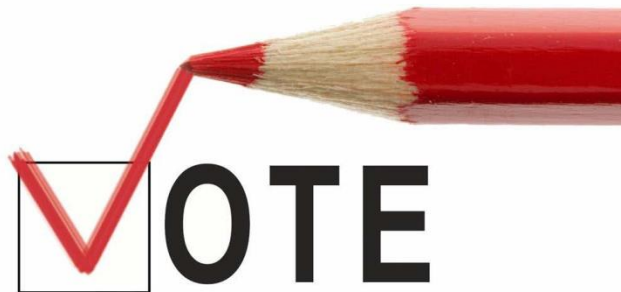




# City Clerk's Office Additional Duties

## Elections Superintendent

Elections are perhaps the most fundamental element of representative democracy, Steps, therefore, must be taken to insure that elections comport with requirements of the state and federal Constitution, federal statutes (most prominently the Voting Rights Act), state statutes, and city charters. The City Clerk serves as the Chief Deputy Registrar for the City; duties involve maintaining the City's election records as required by State law; approving the City's final voter's list; accepting candidate's applications for the office of Mayor and City Council.

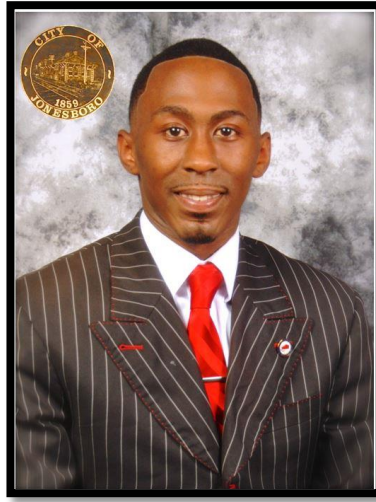


## Human Resources Program

The City Clerk also serves as the Human Resources Director for the City of Jonesboro. The Clerk is responsible for creation of job postings, benefit programs, interviews, etc.



## CITY CLERK'S OFFICE STAFF



Ricky L. Clark, Jr.  
City Clerk



Pat Daniel  
Assistant City Clerk



Sandra Meyers  
Finance Officer



Shayla Harris  
City Planner



Robin Cave  
Administrative Asst.

# Frequently Asked Questions (FAQs)

## 1. How do I request a proclamation?

To have a proclamation considered for issuance by the Mayor, please complete the appropriate request form. All requests must be submitted at least two (2) weeks in advance. The request forms may be submitted to City Hall.

All proclamations are returned to the requester after being signed by the Mayor.

## 2. How do I obtain public records?

To obtain a public record, please complete a City of Jonesboro Public Records form. The form is available both online and at City Hall. The completed form may be submitted in-person to the City Clerk or by fax at (770) 478-3775.

## 3. How do I contact members of the City Council?

To contact Jonesboro Councilmembers please contact City Hall at (770) 478-3800 for contact information.

## 4. How do I schedule a meeting with the Mayor?

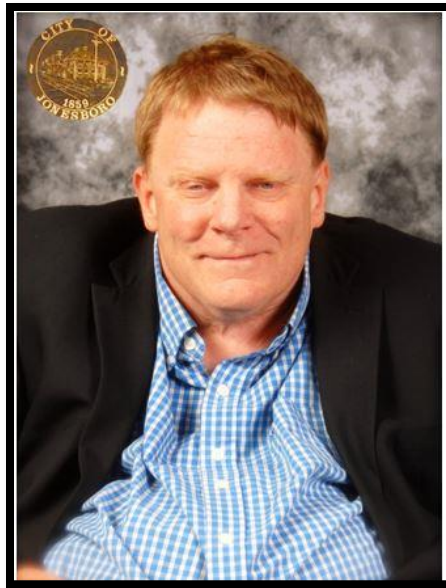
In order to schedule a meeting with the Mayor, please contact (770) 478-3800.



**FAQ**

*In Memoriam....*

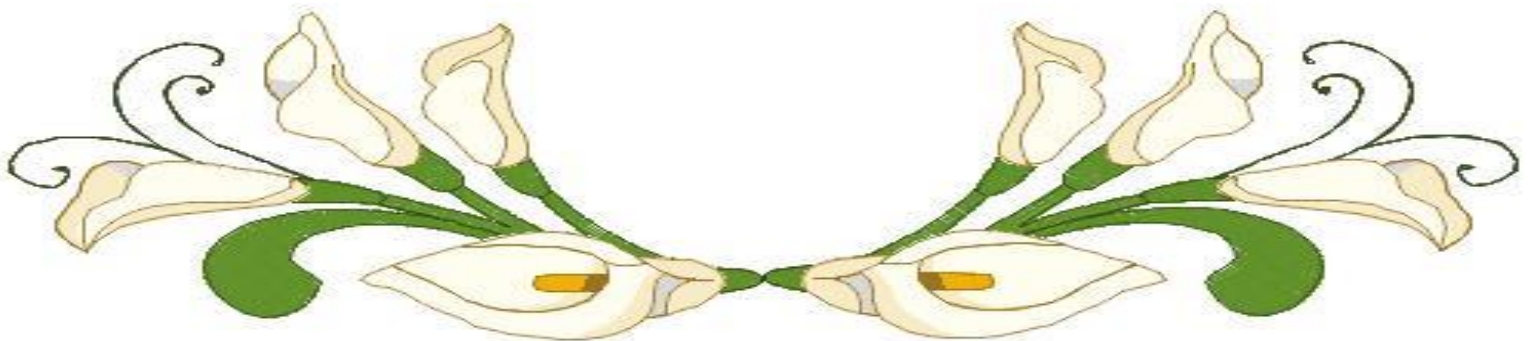
*Councilman Randy Segner*



“The city has lost a good man and a good friend. His progressive views have helped our city to move forward during his term on the council. Randy provided all of us an example of courage and perseverance. He will be sorely missed. He was my friend, my neighbor and my colleague.”

*Mayor Joy Day*

May his heart & soul live on forever...





# *Historic Downtown Jonesboro*

