



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, October 27, 2015

4:00 PM

Municipal Center

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### 1. Call To Order

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### 2. Roll Call by City Clerk Donna Jackson

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*Mayor Perrin was also in attendance.*

**Present** 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and Todd Burton

**Absent** 1 - Rennell Woods

### 3. Approval of minutes

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**MIN-15:095**

Minutes for the Finance Committee meeting on October 13, 2015

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

**A motion was made by Councilman John Street, seconded by Councilman Todd Burton, that this matter be Passed . The motion PASSED with the following vote.**

**Aye:** 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and Todd Burton

**Absent:** 1 - Rennell Woods

### 4. New Business

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*Resolutions To Be Introduced*

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**RES-15:157**

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO,

ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY

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**Sponsors:** Human Resources

*Human Resources Director Gloria Roark explained the city's current policy says the pay plan will be increased every year as the employee's get a COLA. There is now a problem with compression because new hire employees are being hired in at the same rate as employees who have been here for six or seven years. She further explained the resolution will change the wording to "may" to allow the mayor the flexibility of deciding when to raise the rates, as needed.*

*Chairman Dover stated the Longevity Committee is meeting with the Johansen Group on November 12th. He asked if this is something that should be done before that date or if it should be done after. Mayor Perrin answered it won't make a difference because their recommendation is going to be the same as what this resolution is reflecting. When former Chief Financial Officer Ben Barylske met with the Johansen Group several months ago, they indicated to him that the city will never be able to handle the compression problem if COLA's keep being adding to the different pay scales. Ms. Roark added if the resolution isn't passed until after January 1, then the city is bound to have to raise the salary plan again this year.*

**A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and Todd Burton

**Absent:** 1 - Rennell Woods

## **5. Pending Items**

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### **RES-15:060**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY SALARY & ADMINISTRATION PLAN FOR THE CITY OF JONESBORO TO ADD A DEPUTY CITY CLERK POSITION TO THE CITY CLERK'S OFFICE

[play video](#)

**Sponsors:** City Clerk

**Attachments:** [Deputy clerk job description](#)  
[Salary & Administration Plan 2010](#)  
[Salary & Administration Plan 2015](#)

*Chairman Dover noted this position has been discussed for a while. Mayor Perrin agreed, saying the position has been approved but the salary has not been set.*

*City Clerk Donna Jackson explained they have been working on this position since January 1 and in that time the city has had about 8 to 12 positions adopted. She stated she's having a hard time understanding why she's being put through this process. She feels like she has worked with the system and would like an answer. She's gone all year without being able to replace the vacancy in her office.*

Chairman Dover asked Ms. Roark to clarify the process of adding a new position to the salary plan. Ms. Roark explained several years ago the city adopted the Johansen Plan, which is a piece of software that is a job description writer. There are 15 factors that determine the importance of a job. She discussed the survey that the department head fills out to write the job description. Once the information is in the system, it evaluates the information and gives each description a weight. That weight determines how many points each job is given and each job is given a break off as set by the points. After she receives the information, she meets with the mayor to make sure the new position is approved. She noted in the past she almost met with former Chief Financial Officer Ben Barylske to determine whether the new position looked right. They use a "sore thumbing" process in which similar jobs across the city are compared.

Councilman Burton clarified that the actual increase is only about \$2,000. City Clerk Jackson explained based on the figures they were given, Office Manager Nikki Nottingham currently makes \$42,212, with the new position earning \$52,770, for a difference of \$10,560. The office manager position that will be vacant once Ms. Nottingham takes the new position will start at the lowest salary. She noted that the majority of approved positions on her list did not start at the lowest; rather, they started closer to midrange and then were given merit increases. The office manager position will pay \$8,423 less than what Ms. Nottingham is currently making, resulting in an overall difference of \$2,137. In return, she will get two college graduated employees with technical abilities. She noted she is trying to work with fewer employees and go with the technology as opposed to larger staff, which has been her goal for a long time.

City Clerk Jackson explained Ms. Nottingham currently has a Bachelor of Science degree in Information Systems and is working on another degree in Accounting through Penn State. She noted Ms. Nottingham is paying for the schooling herself; the city is not funding it. She added they are trying to cross-train. The position requires an understanding of state statutes regarding abandonments, elections, annexations, ordinance preparation and publication, FOI law, personnel matters and filing requirements with state agencies. Accuracy is critical to the day to day operations of the Clerk's Office. Ms. Nottingham has been an employee for ten years and has been performing extra duties for two or more years. Some added duties include budget development and oversight, as well as auditing accounts with outside agencies such as Municode and Legistar.

City Clerk Jackson stated they have followed the salary plan and even adjusted it three or four times. She added since she is another elected official she feels like Ms. Roark should've been communicating with her instead of the mayor. She explained several years ago she was told they could do a merit increase. But, for good government there needs to be a balance of power and with what her office does it is important to remain neutral, which is what she is trying to do here.

Councilwoman Williams asked if other cities have deputy city clerk positions. City Clerk Jackson answered yes, but the difference is that Jonesboro has opted for the technology with Legistar. Jonesboro is the only city in the state who uses Legistar in that fashion and Ms. Nottingham is key to that software. She noted Ms. Nottingham is her IT person similar to how Information System Director Erick Woodruff is for the city. City Clerk Jackson added the software now has videos, as well as other pieces of software, that enable users to pull up the information from anywhere and Ms. Nottingham is good at the job.

City Clerk Jackson continued by saying when you compare Ms. Nottingham's position to other elected officials departments, to be compared to a secretarial

*position or an office manager is not doing her justice.*

*Parks Director Wixson Huffstetler stated he has nothing against City Clerk Jackson or Ms. Nottingham because they are both great people and he works with both of them. His concern is that the grade is more than his grade as Parks & Recreation Director. He supervises 75 people, works seven days a week and works with over 6,000 parents per year. He stated this job doesn't work seven days a week, instead it works 8 to 5. City Clerk Jackson disagreed.*

*Chairman Dover stated the job description sets up the salary. He's having problems with some of the factors. He questioned who decides everything and who makes the call. Ms. Roark explained the history of the salary plan. Once the groundwork was laid, she took on the responsibility of administering the pay plan and making her recommendations to the mayor. She noted other grade 125's are director of planning and chief operations officer for the mayor. She questioned whether Ms. Nottingham's job is comparable to LM Duncan, Chief Operations Officer. City Clerk Jackson answered yes. She stated her office is an elected office just the Mayor's Office and the City Attorney's office. But, her office tends to be treated like secretarial staff, yet they handle the same data. She stated she her office is more critiqued and has more detail that has to be completed. Minutes have to be done the next day. But, there is a mentality that has been going on in the city for a long time. She added for anyone to say that Ms. Nottingham's position is less important than Mr. Duncan's or anyone else's in the city is wrong.*

*Chairman Dover explained he would like to get a handle on job descriptions since that determines what the computer program kicks out. Mr. Huffstetler agreed, saying his job description was made in 2009 and his department has grown since then. His job description states he has 2-3 supervises, when in reality he has 10.*

*Chairman Dover expressed concern that they were getting to where people are saying their jobs are more important than others. City Clerk Jackson said that it's interesting to her that wasn't a concern until this job title change came up. This has not happened with any other position that has come up, but now there's a department head from another elected office coming up and objecting to the position.*

*Councilman Burton stated the question is whether there is a need for the position. Chairman Dover stated there is an obvious need for the position.*

*Mayor Perrin noted Johansen is coming back on November 12th to meet with the Longevity Committee. He would like to talk to Johansen, then talk to City Clerk Jackson about the salary range and then present the resolution. City Clerk Jackson stated the committee has already put a motion on the floor. She went on the say she's waited a solid year. No one has spoken with her. Mayor Perrin stated the position is needed, but it appears, based on information from around the state, that the salary range could be too high for the position. City Clerk Jackson asked whose opinion that was based on. She stated the reasoning is vague and she has not been given one piece of concrete proof and evidence; rather, the problem is opinions. She reiterated she's been trying to get someone to communicate with her for months.*

*Chairman Dover stated what everyone else makes immaterial. City Clerk Jackson disagreed because the comparison to what other people makes is exactly what just happened. Chairman Dover explained his issue is with job description. City Clerk Jackson stated she calls this discrimination. Chairman Dover disagreed. City Clerk Jackson added Chairman Dover stated he would talk with her about the situation in two weeks and that was three months ago and she never heard another word. Chairman Dover agreed. City Clerk Jackson explained someone can be called*

*difficult, but she's worked within the system, gone to everybody, but it's not until the resolution comes up on the agenda that something gets said. She added the mayor doesn't like to be blindsided and neither does she.*

*Chairman Dover reiterated his issue is with the job description. City Clerk Jackson stated they followed the Johansen study. Chairman Dover stated there has to be checks and balances in the system because however you write the job description is how the salary is determined. City Clerk Jackson referred to a current office manager who received their title change and a raise that almost maxed them out on salary range, yet the job qualifications were lowered.*

*Chairman Dover asked when the resolution would go to full Council. Mayor Perrin answered the next Council meeting is November 3rd, but Johansen won't be here until November 12th and he won't be meeting with City Clerk Jackson until November 16th.*

*Councilman Coleman stated Mr. Huffstetler has done an outstanding job and his salary is out of kilter. He added he thinks Ms. Nottingham's salary is out of kilter for the type of position she is doing. He thinks both positions need to be looked at. He explained when you have a person who supervises ten people and they're being paid peanuts, that bothers him. If you've got another person who helps handle legal issues with the city, that's even more dynamite to him and if that's out of kilter then the city has problems. He stated he doesn't think Mr. Huffstetler nor Ms. Nottingham are getting paid the money they should be getting paid.*

*City Clerk Jackson stated when they look at this situation she thinks they need to start looking at how the different elected offices are handled when it comes to budgets and personnel. She noted the mayor does not run the day to day operations of the clerk's office.*

*Mayor Perrin asked if there would be an office manager in addition to this position. City Clerk Jackson answered yes, but the secretarial position will not be filled.*

*Councilman Coleman asked if the Mayor's Office can take care of a merit raise for the parks director. Mayor Perrin answered yes. Councilman Coleman then asked if that would be on top of the Johansen salary. Mayor Perrin answered yes.*

**A motion was made by Councilman Todd Burton, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.**

**Aye:** 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and Todd Burton

**Absent:** 1 - Rennell Woods

## **6. Other Business**

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## **7. Public Comments**

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## **8. Adjournment**

[play video](#)

**A motion was made by Councilman John Street, seconded by Councilman Charles Coleman, that this meeting be Adjourned . The motion PASSED with the following vote.**

**Aye:** 5 - Ann Williams;John Street;Darrel Dover;Charles Coleman and Todd Burton

**Absent:** 1 - Rennell Woods