



City of Jonesboro

900 West Monroe
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, December 15, 2009

5:45 PM

Huntington Building

Special Called Meeting

1. Call To Order

2. New Business

Ordinances To Be Introduced

ORD-09:113 AN ORDINANCE PROVIDING FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2010, AND ENDING DECEMBER 31, 2010, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, AND FOR OTHER PURPOSES.

Sponsors: Mayor's Office and Finance

ORD-09:115 AN ORDINANCE OF THE CITY OF JONESBORO TO APPROVE A TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE JETS FUND FOR THE PURPOSE OF ENSURING A POSITIVE CASH FLOW FOR THE REMAINDER OF THE 2009 CALENDAR YEAR.

Sponsors: Mayor's Office and Finance

Attachments: [12142009 JETS Projected Spending](#)

3. Pending Items

ORD-09:109 AN ORDINANCE TO APPROPRIATE MONIES NECESSARY FOR IMPLEMENTATION OF THE SALARY AND ADMINISTRATION POLICY

Sponsors: Finance and Human Resources

Attachments: [Salary Plan Implementation Costs](#)

Legislative History

12/8/09	Finance & Administration Council Committee	Tabled
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RES-09:201 A RESOLUTION ADOPTING THE CITY OF JONESBORO, ARKANSAS, SALARY SCHEDULE AND ADMINISTRATION POLICY

Sponsors: Finance and Human Resources

Attachments: [Salary Administration Plan \(2\)](#)

Legislative History

12/8/09	Finance & Administration Council Committee	Tabled
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4. Adjournment



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-09:113 **Version:** 2 **Name:**
Type: Ordinance **Status:** First Reading
File created: 12/14/2009 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**

Title: AN ORDINANCE PROVIDING FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2010, AND ENDING DECEMBER 31, 2010, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, AND FOR OTHER PURPOSES.

Sponsors: Mayor's Office, Finance

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
12/15/2009	2	Finance & Administration Council Committee		

title
AN ORDINANCE PROVIDING FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2010, AND ENDING DECEMBER 31, 2010, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, AND FOR OTHER PURPOSES.

body
BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

WHEREAS, the City Council has made a comprehensive study and review of the proposed budget submitted; and,

WHEREAS, it is the opinion of the City Council that the schedules and exhibits of financial information prepared and reviewed revealing anticipated revenues and expenditures for the calendar year appear to be as accurate as possible for budgetary purposes.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF JONESBORO, ARKANSAS:

Section 1. This ordinance shall be known as the budget ordinance for the City of Jonesboro, Arkansas, for the twelve (12) month period beginning January 1, 2010, and ending December 31, 2010, reflecting estimated revenues and expenditures as hereinafter set forth on succeeding pages. All revenues herein are estimated and subject to change and all appropriations are calculated upon available revenues.

Section 2. The respective amounts of funds for each and every item of expenditure classification herein proposed in the budget for 2010 are hereby approved by the City of Jonesboro, Arkansas, and are hereby authorized and appropriated for the purposes herein set forth for the calendar year ending December 31, 2010.

Section 3. Expenditure of funds appropriated by this ordinance shall not be restricted to the line item expenditure but shall be restricted to office/departmental expenditures except for funds appropriated for personnel salaries and wages and related employee benefits. Personnel expenditures shall not exceed the dollar amounts, number of employees and salary or wage rates specified in the annual budget or an amendment thereto.

Section 4. WHEREAS, it is necessary for the efficient operation of city government that a budget be planned and adopted, now therefore an emergency is hereby declared to exist and this ordinance being necessary for the preservation of the public peace, health, and safety, shall take effect and be in force from and after its passage and approval.



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-09:115 **Version:** 1 **Name:**
Type: Ordinance **Status:** First Reading
File created: 12/15/2009 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE OF THE CITY OF JONESBORO TO APPROVE A TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE JETS FUND FOR THE PURPOSE OF ENSURING A POSITIVE CASH FLOW FOR THE REMAINDER OF THE 2009 CALENDAR YEAR.
Sponsors: Mayor's Office, Finance
Indexes:
Code sections:
Attachments: [12142009 JETS Projected Spending](#)

Date	Ver.	Action By	Action	Result
12/15/2009	1	Finance & Administration Council Committee		

title
AN ORDINANCE OF THE CITY OF JONESBORO TO APPROVE A TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE JETS FUND FOR THE PURPOSE OF ENSURING A POSITIVE CASH FLOW FOR THE REMAINDER OF THE 2009 CALENDAR YEAR.

body
WHEREAS, the Jonesboro Economical Transit System (JETS) is a Department of the City of Jonesboro operating under the regulation of the Federal Transit Authority and the Arkansas Highway and Transportation Department for the purposes of providing public transportation for the City of Jonesboro; and

WHEREAS, the majority of JETS funding comes from Federal Transit Authority reimbursement under provisions of 49 U.S.C. 5307, and such funding is available only after qualifying, documented expenses have been filed with, and approved by the Federal Transit Authority; and,

WHEREAS, JETS has experienced a shortage in its operating account, and the receipt and timing of reimbursements from the Federal Transit Authority will be inadequate to provide monies for daily operations; and,

WHEREAS, the City of Jonesboro has sufficient cash reserves to provide a transfer of funds in the amount of \$45,000 into the JETS Fund for the relief of the shortage in JETS operating account.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: The city authorizes an interfund transfer in the amount of \$45,000.00 to the JETS Fund from the City of Jonesboro General Fund for the purpose of sustaining a positive cash flow and to provide for the continued operation of JETS.

SECTION 2: This ordinance being necessary for the financial continuity of the City of Jonesboro, there is hereby declared to be an emergency and the ordinance shall take effect from and after its passage and approval.



J.E.T.S. Cash Flow Review - 12/14/2009
Projected Expenses / Revenue December 16 thru 31, 2009

Bank Balance Per Liberty Bank 12.14.09		\$ (5,804.17)
Payroll 15th	outstanding	-12,081.26
Bill Pay Dec 10th	outstanding	-20,308.16
Dep Fed Draw Down 12.10.09	pending	24,855.00
Dep Fed Draw Down 12.11.09.	*waiting on review	6,065.00
Dep. Monday Genfare 12.14.09	outstanding	1,165.33
Projected Bank Balance		<u><u>\$ (6,108.26)</u></u>

	Projected Expense	Reimbursement Percentage	Projected Drawdown
Salaries / Part-time / Payroll Taxes	(32,500.00)	50%	16,250.00
Salary Adjustment per Johansen	(6,963.73)	50%	3,481.87
Auto Expense	(4,000.00)	80%	3,200.00
Fuel	(12,000.00)	50%	5,000.00
Uniform Service	(510.00)	50%	255.00
Telephone	(210.00)	50%	105.00
Supplies	(150.00)	50%	75.00
Rental	(6,200.00)	80%	3,100.00
Communications	(290.00)	50%	145.00
Utilities	(80.00)	50%	40.00
Total Projected Expenses	<u><u>\$ (62,903.73)</u></u>		<u><u>\$ 31,651.87</u></u>
Projected amount of cash needed thru 12.31.09	(69,011.99)		
Projected Drawdown(s)	31,651.87		
Projected amount needed after drawdowns	<u><u>\$ (40,841.99)</u></u>		



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: ORD-09:109 **Version:** 1 **Name:**
Type: Ordinance **Status:** First Reading
File created: 12/3/2009 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: AN ORDINANCE TO APPROPRIATE MONIES NECESSARY FOR IMPLEMENTATION OF THE SALARY AND ADMINISTRATION POLICY
Sponsors: Finance, Human Resources
Indexes:
Code sections:
Attachments: [Salary Plan Implemention Costs](#)

Date	Ver.	Action By	Action	Result
12/15/2009	1	Finance & Administration Council Committee		
12/8/2009	1	Finance & Administration Council Committee		

title

AN ORDINANCE TO APPROPRIATE MONIES NECESSARY FOR IMPLEMENTATION OF THE SALARY AND ADMINISTRATION POLICY

body

WHEREAS, the City of Jonesboro enlisted the services of Johanson Group, a professional firm, to conduct a salary survey; and,

WHEREAS, the Johanson Group conducted said salary survey and made recommendations concerning a salary schedule and administration plan to the Mayor and the Finance and Committee; and,

WHEREAS, the Mayor and the Finance and Administration Committee recommends the implementation of the Johanson Group salary schedule and administration policy to replace the Condrey Pay Plan; and,

WHEREAS, the implementation of the Plan requires appropriations for adjustments to salaries of affected individuals;

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

SECTION 1: Monies shall be appropriated for salary adjustments in accordance with the attached schedule.

TITLE	NAME	2009
Operations Director	Gary Harpole	1728.94
Transit Director	Steve Ewert	3133.2
911 Director	Jeff Presley	2754.24
Facilities Mnt Dir	Keith Sanders	920.28
Police Officer	Anderson Blake A	1543.88
Police Officer	Beasley Joshua R	1275.38
Police Officer	Branscum Payton R	469.88
Police Officer	Burns Timothy J	1275.38
Police Officer	Coleman Nathan D	192.84
Police Officer	Coleman Phillip E	192.84
Police Officer	Coley Cody L	469.88
Police Officer	Davenport Christopher S	782.63
Police Officer	Dean Nicholas D	469.88
Police Officer	Fitzgerald Tommy L	1275.38
Police Officer	Holley Nick R	1275.38
Police Officer	Johnson Nathan E	469.88
Police Officer	King Larry R	469.88
Police Officer	Lovins Brian C	469.88
Police Officer	Schmersal Chad D	1275.38
Police Officer	Stone Brandon T	469.88
Police Officer	Throesch Jeremy W	1275.38
Police Officer	Wiest Josh T	469.88
Police Officer	Wilcoxson Joshua K	469.88
Police Officer	Wheeler Christopher N	469.88
Police Officer	Robinson Joe K	782.63
Police Officer	Loggains Heath D	782.63
Police Officer	Myers Jason W	192.84
Firefighter	Carter Kacey Adam	586.43
Firefighter	Key Jason A	587.58
Account Tech	Simpkins Dana Carol	1038.16
Maint Tech	Horton Steven Lawrence	385.72
Trans Acct Asst	Hall Brenda Fay	385.71
Transit Drivers	Free Charles Edward	322.52
Transit Drivers	Hill Joyce	322.52
Transit Drivers	Huff Mark S	322.52
Transit Drivers	Mans-Chamberlain Christy	268.77
Transit Clerk	Kelly Rena	199.51
Street Helper	Falls Kerry Forrest	432.92
Street Helper	Willey Randy Joel	432.92

30643.31



City of Jonesboro

515 West Washington
Jonesboro, AR 72401

Legislation Details (With Text)

File #: RES-09:201 **Version:** 1 **Name:**
Type: Resolution **Status:** Recommended to Council
File created: 12/3/2009 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: A RESOLUTION ADOPTING THE CITY OF JONESBORO, ARKANSAS, SALARY SCHEDULE AND ADMINISTRATION POLICY
Sponsors: Finance, Human Resources
Indexes:
Code sections:
Attachments: [Salary Administration Plan \(2\)](#)

Date	Ver.	Action By	Action	Result
12/15/2009	1	Finance & Administration Council Committee		
12/8/2009	1	Finance & Administration Council Committee		

title

A RESOLUTION ADOPTING THE CITY OF JONESBORO, ARKANSAS, SALARY SCHEDULE AND ADMINISTRATION POLICY

body

WHEREAS, the City of Jonesboro enlisted the services of Johanson Group, a professional firm, to conduct a salary survey and,

WHEREAS, the Johanson Group conducted said salary survey and made recommendations concerning a salary schedule and administration plan to the Mayor and the Finance and Committee; and,

WHEREAS; the Mayor and the Finance and Administration Committee recommends the implementation of the Johanson Group salary schedule and administration policy to replace the Condrey Pay Plan;

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

Section 1: The attached Salary Schedule and Administration Policy is hereby adopted.



City of Jonesboro

Salary Schedule Effective January 1, 2009

And Administration Policy Effective

January 1, 2010

The City of Jonesboro believes that it is in the best interest of both the community we serve and our employees to fairly compensate our work force for the value of the work provided. An independent firm was engaged by the City of Jonesboro to evaluate salaries of employees and provide a compensation program with the following objectives:

- To provide salary ranges that are fair and internally equitable;
- To provide salary ranges that are externally competitive with relevant labor markets

This salary structure supersedes the Condrey Classification and Compensation Policy for full-time employees of the City of Jonesboro. These policies will be reviewed on an ongoing basis and necessary changes addressed through approval of the Mayor and City Council.

Base and/or Merit adjustments, as available, will be established annually and may carry different allocations from year to year.

NEW HIRES

No employee will be hired below the minimum of the salary range for the classification. Department Supervisors will have the discretion to request a new hire salary up to halfway between minimum and mid-point of the salary range of the grade, based upon the employee's qualifications with approval of the Human Resources Manager and Mayor. Any salary recommendation in excess of this will require the approval of the Mayor and City Council prior to the salary offer.

Department Supervisors should ensure that internal equity exists in the salary structure before a salary is offered to an applicant.

PROMOTIONS

A promotion is a process by which a regular full-time employee moves to a job title that has a higher grade and salary range. When moving to a position with a new job description and higher salary range, the promotional increase will be the greatest of five percent (5%) of base pay or the minimum of

the new position salary range. In no instance shall a promotional increase result in a salary that exceeds the maximum of the salary range of the new position.

DEMOTIONS

Due to organizational re-adjustments or demotions caused by personal matters or inadequate performance, employee may be transferred to a position having a lesser salary range. This type of transfer may necessitate a decrease in salary due to lesser duties and accountabilities but shall not reduce the salary below the minimum of the salary range of the new position.

If the demotion occurs within one year of a promotion, the employee will be returned to his previous salary with addition of any cost of living adjustments made in the interim when returned to the position from which they were promoted or to job of similar duties

LATERAL TRANSFERS

A lateral transfer is defined as the movement of a regular full-time employee to a classification which has the same grade and salary range. Lateral transfers do not result in salary adjustments.

SALARY INCREASES

Annually the Mayor and City Council will consider increasing the salaries within all pay grades. Market Adjustments or Cost of Living Adjustments, if any, will change the salary ranges for each pay grade.

Additional increases, if available, are eligible only to increase salary up to the maximum of the position range. In no event, will an employee's current salary increase above the maximum for the position.

STATUS CHANGE PROCEDURE

If a supervisor has reason to believe a position needs to be reclassified due to change in duties, increased educational or experience requirements, etc. a request may be submitted to Human Resources along with a job description with the additional or changes duties. If the review results in an upgrade in Job Class the employee will be eligible for an increase equal to no less than the minimum of the new salary range. Such requests may not be submitted more than once in a twelve month period.

CITY OF JONESBORO

JESAP Job Titles - Grades - Policy Pay Ranges

Job Title	Grade	32.1616	Points	20,145.89
	Level	Min (80%)	Midpoint	Max. (120%)
Chief of Police	131	\$ 71,435	\$ 89,293	\$ 107,152
Fire Chief	131			
Operations Manager	131			
Finance Director	130	\$ 68,862	\$ 86,077	\$ 103,293
Public Works Director	129	\$ 66,289	\$ 82,861	\$ 99,433
Human Resources Director	127	\$ 61,143	\$ 76,429	\$ 91,714
Information Systems Director	127			
Assistant Chief of Police	126	\$ 58,570	\$ 73,213	\$ 87,855
Director of Parks and Recreation	126			
Assistant Fire Chief	126			
Director of Planning	125	\$ 55,997	\$ 69,996	\$ 83,996
Transit Director	124	\$ 53,424	\$ 66,780	\$ 80,136
911 Director	124			
Police Captain	123	\$ 50,851	\$ 63,564	\$ 76,277
Transportation Director	122	\$ 48,278	\$ 60,348	\$ 72,417
Chief Building Official	122			
Sanitation Superintendent	122			
Assistant Parks & Recreation Director	121	\$ 45,705	\$ 57,132	\$ 68,558
Project Manager	121			
Fire Training Officer - Div Chief	121			
Battalion Chief	121			
Assistant City Attorney	121			
Fire Marshall	121			
Facilities Maintenance Director	121			
Police Lieutenant	120	\$ 43,132	\$ 53,916	\$ 64,699
CDBG Grants Coordinator	119	\$ 40,560	\$ 50,699	\$ 60,839
Network Administrator	119			
Fire Captain	119			
Purchasing Manager	119			
Parks Maintenance Superintendent	118	\$ 37,987	\$ 47,483	\$ 56,980
Facilities & Program Planner	118			
Sanitation Supervisor	118			

Software Engineer	118			
Transit Field Supervisor	117	\$ 36,057	\$ 45,071	\$ 54,085
Police Sergeant	117			
Collector	117			
Youth Sports Coordinator	116	\$ 34,770	\$ 43,463	\$ 52,156
Senior Planner	116			
Street Maintenance Supervisor	116			
Street Supervisor	116			
Signalization Supervisor	115			
Financial Accountant	115			
Network Technician	115			
Sexton	114	\$ 32,198	\$ 40,247	\$ 48,296
Traffic Coordinator	114			
Firefighter - Driver/Operator	114			
Senior Construction Inspector	114			
Fleet Supervisor	113	\$ 30,911	\$ 38,639	\$ 46,367
Records Clerk Supervisor - Police	113			
HR Safety Technician	113			
Office Manager - Streets	113			
Office Manager	113			
Police Officer	112	\$ 29,625	\$ 37,031	\$ 44,437
911 Shift Leader	112			
Computer Technician	112			
Electronic Technician	112			
Street Crew Leader	112			
Crew Leader-Parks	112			
Inspection Coordinator	112			
HVAC Technician	112			
Contract Coordinator	111	\$ 28,338	\$ 35,423	\$ 42,507
Inspector	111			
Construction Inspector	111			
Cartographer	111			
Special Projects Technician	111			
Planning Technician	111			
Firefighter	111			
Budget Specialist	110	\$ 27,052	\$ 33,815	\$ 40,577
Budget Specialist	110			
Accounting Technician	110			
Mechanic - Transit	110			
Signal Technician	110			
Fleet Technician I	110			
Paralegal	110			
Transit Route Coordinator	109	\$ 25,765	\$ 32,206	\$ 38,648
Accounts Payable Specialist	109			
Admin Assistant - Public Works	109			
911 Dispatchers	109			

Administrative Assistant - Police Dept.	109			
Legal Assistant-Secretary	109			
Maintenance Technician	109			
Admini Secretary - Clerk's Office	109			
Code Enforcement Officer	109			
Transit Accounting Assistant	109			
Equipment Operator II	109			
Administrative Assistant to the Mayor	109			
Administrative Secretary - Streets	109			
Administrative Secretary - Fire Dept.	109			
Animal Control Officer	109			
Welder	108	\$ 24,479	\$ 30,598	\$ 36,718
Permit Clerk	108			
Transit Driver	108			
Paratransit Coordinator	108			
Cemetery Groundskeeper/Assistant	108			
Equipment Operator II - Street	108			
CID Secretary	108			
Administrative Assistant - Planning	108			
Administrative Assistant - Parks & Rec	108			
Administrative Secretary - CDBG	108			
Transit Advertising/Marketing Asst	107	\$ 23,192	\$ 28,990	\$ 34,788
Administrative Secretary - Engineering	107			
Transit Clerk	107			
Equipment Operator I	107			
Equipment Operator I - Street	107			
Sanitation Worker	106	\$ 21,263	\$ 26,578	\$ 31,894
Custodian	106			
Fleet Service Worker	106			
Records Clerk - Police	106			
Kennel Master	106			
Park Maintenance Worker	106			
Maintenance/Custodian	106			
Street Maintenance Laborer	106			
Maintenance Worker	106			