



# City of Jonesboro

Municipal Center  
300 S. Church Street  
Jonesboro, AR 72401

## Meeting Minutes Finance & Administration Council Committee

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Tuesday, October 18, 2016

5:10 PM

Municipal Center

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### Special Called Meeting

#### 1. Call To Order

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

**Present** 6 - Ann Williams; John Street; Darrel Dover; Charles Coleman; Todd Burton and Rennell Woods

#### 3. New Business

#### *Resolutions To Be Introduced*

##### RES-16:143

RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY

**Attachments:** [Salary Administration Plan October 2016.pdf](#)  
[Exhibit A Fire Plan Steps.pdf](#)  
[Exhibit A Police Plan Steps.pdf](#)

*Chairman Dover stated with the aid of City Attorney Carol Duncan, CFO Suzanne Allen, and the Finance Department, they have written a resolution that will cover all of the pay plans that we are considering. He read the City of Jonesboro Salary Schedule and Administration Policy. Chairman Dover asked if the second section on page 5 for Status Change Procedure needed to reflect that section is for Non-Uniform Employees only. City Attorney Carol Duncan said yes that does need to reflect that it applies to Non-Uniform Employees only. City Clerk stated that they need to make a motion to amend that section. Ms. Duncan said that it wouldn't hurt to do that. Councilman Coleman stated they had just received this by email yesterday. He wanted to know if anyone had spoken with Department Heads or anyone else about this plan before this meeting. City Attorney Carol Duncan stated she thought it went out to everyone because her employees got it yesterday but she cannot speak for everyone else. City Clerk Donna Jackson stated that it was just put into Legistar today.*

*Chairman Dover said this basically was a culmination of several months as we have gone through this. This process started way back last year and when we came back with the initial raise and then we came with the Public Safety Committee's recommendation. Once that was passed, we followed up with a recommendation from Council members to develop a plan for the other groups. CFO Suzanne Allen can speak better to the process of all of this. Her staff put a lot of time into this and tried to touch base with everybody. This goes back to trying to come up with a plan*

*that anyone can pick up, read it, and understand it. That is the purpose of this one resolution from recommendations from our City Attorney to try to have one resolution to do this.*

*Chairman Dover said the one issue that has not been put into concrete is the effective date of this. The Police Plan had an effective date of September 20, 2016 when it was passed and so that was the assumption. Let me back up. The assumption was that this would back date to January 1, 2016 and we made the other two like that. The effective date of these plans is something that this council is going to have to decide. Obviously, that is going to have an impact on the amount of money that comes out of the reserves. We will have to discuss that tonight at the full council meeting. Councilman Street said we actually passed the one in September for the Police. He wanted to know if they would go ahead and do the Firefighter's and Non-Uniformed employees back to that date. Chairman Dover said that is a choice, but it would have to go back to amend the ordinances that are on second reading for tonight. Councilman Burton said he thought that would be the most consistent thing to do. Chairman Dover said that is an issue we deal with there. CFO Suzanne Allen said it would be simpler to make it to the first of the month since the pay starts there and that is October 1st.*

*Councilman Street stated that we already passed the Police Plan in September. City Attorney Carol Duncan stated that it was passed on September 20, 2016, but she assumes it would go on the next paycheck which would be October 1, 2016 which would make it retro. Councilman Burton stated that we need to be consistent with that. Chairman Dover said that was something we would decide at the Council meeting. Ms. Duncan stated that those ordinances are to appropriate funds and one of them does say going back to January 1, 2016 so that will need to be amended. Chairman Dover said the intent was to be consistent. Ms. Duncan said there is also a typo if you are amending. She said page 3 says regarded instead of re-graded and that makes a big difference.*

*Councilman Burton stated that along the lines of consistency there is an issue with non-uniform being at step grades every year and the police and fire being at different steps. Chairman Dover stated he would let CFO Suzanne Allen address that. Ms. Allen said we did discuss that with the police ordinance already passing and the fire ordinance on the table with the scale, we left them as is. She said they can be changed. Ms. Duncan said that means you are going to have to do another attachment and bring this back. Chairman Dover said we cannot amend something that is not on the agenda. Ms. Duncan said technically what that ordinance did was appropriate the money with an attachment suggesting how the money would be spent. It mostly appropriated the money. This was adopting how the actual pay plan will work which is why we incorporated all three together. You could amend this to do that, but I don't know that we have those numbers ready for you to have in front of you tonight. She said she didn't know if they had the actual numbers ready to substitute into this. You would need that document in order to substitute it onto the record to know what you are voting on.*

*Ms. Allen asked if the scale was attached to the ordinance. She asked if they need to amend that ordinance as well, wasn't that attached. Ms. Duncan said there was a scale attached midway through, but that had a lot of changes in it already. Remember, it had errors in it as well. Ms. Allen said the numbers of the people had errors, but the scale is the same. Ms. Duncan said yes the scale is the same. Ms. Allen asked if we would have to amend the ordinance and said she didn't know because that was her department. Ms. Duncan stated that is going to make things more complicated and we would have to bring it back one more time.*

Chairman Dover stated that right now the pressing item is the wish of the council concerning resolution 16:143. Do we want to forward that to be walked on the full council this evening where that might be the appropriate time to discuss amending it or not? Councilman Coleman stated it needed to be walked on and at the same time those changes could be attached to it. Ms. Duncan stated that you will not have the numbers in front of you. I suppose you could order them. You could move to amend it to say that the scale is 1, 2, 3, 4, 5 for police and fire. However those numbers work out so they would be equal to if they got it at 1, 3, 5. You would divide it out. Chairman Dover said the numbers are going to be the same whether you get it every year or every other year. Ms. Duncan said the numbers will be the same. Chairman Dover stated that the total amount is the same. It's just what budget year you spend it in. Councilman Coleman said as long as you don't keep going backwards.

Ms. Allen said the ordinance was for one year anyway, the amount was. Not moving forward. Ms. Duncan said it appropriated funds for this year. She said she thinks it is doable if you all choose to change it to 1, 2, 3, 4, 5, 6 to amend it. Chairman Dover asked which one do they amend. Ms. Duncan said you will amend Exhibit A. Chairman Dover asked if we walk this on this evening, the ordinance that is on the agenda, we still have to pass that for the amount of money. Ms. Duncan said you still have to appropriate the funds through the ordinance. The resolution is to say how it works. Chairman Dover asked if they would have to amend the ordinance. Ms. Duncan said other than having to take out that back pay issue. Chairman Dover said yes, the starting date. Ms. Duncan said yes. Ms. Allen said and establishing one for the fire because it didn't have one.

Councilman Burton asked if they could have that discussion at full council. Chairman Dover said yes and the thing they need to do now is he needs a motion and second to walk this onto the full council agenda this evening.

Ms. Allen said that if the council decides to amend exhibit A, she can do that prior to bringing it up in the council meeting. Councilman Burton said it is something we need to discuss.

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

**Aye:** 6 - Ann Williams;John Street;Darrel Dover;Charles Coleman;Todd Burton and Rennell Woods

#### **4. Adjournment**

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

**Aye:** 6 - Ann Williams;John Street;Darrel Dover;Charles Coleman;Todd Burton and Rennell Woods