



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, October 27, 2015

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-15:095](#) Minutes for the Finance Committee meeting on October 13, 2015

Attachments: [Minutes](#)

4. New Business

Resolutions To Be Introduced

[RES-15:157](#) RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY

Sponsors: Human Resources

5. Pending Items

[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

Sponsors: City Clerk

Attachments: [Job Description](#)

Legislative History

5/12/15	Finance & Administration Council Committee	Postponed Indefinitely
7/28/15	Finance & Administration Council Committee	Postponed Temporarily

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-15:095 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 10/14/2015 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on October 13, 2015
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance Committee meeting on October 13, 2015



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, October 13, 2015

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

Mayor Perrin was not in attendance.

Present 4 - Ann Williams; John Street; Darrel Dover and Charles Coleman

Absent 2 - Todd Burton and Rennell Woods

3. Approval of minutes

MIN-15:090

Minutes for the Finance Committee meeting on September 29, 2015

Attachments: [Minutes](#)

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

Aye: 3 - Ann Williams; John Street and Charles Coleman

Absent: 2 - Todd Burton and Rennell Woods

4. New Business

Resolutions To Be Introduced

RES-15:152

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING A SETTLEMENT ON THE JIMMY ASHLEY VS. CITY OF JONESBORO LAWSUIT

Sponsors: Mayor's Office

Councilman Street stated it has to do with the JETS bus stops. He questioned whether the city would have any recourse on the company the city bought the bus stops from because the bus stops should have been ADA compliant when they were purchased. He asked that be looked into.

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: 3 - Ann Williams; John Street and Charles Coleman

Absent: 2 - Todd Burton and Rennell Woods

5. Pending Items

6. Other Business

Councilman Street motioned, seconded by Councilwoman Williams, to suspend the rules and place ORD-15:054 on the agenda. All voted aye.

ORD-15:054

AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2015 ANNUAL BUDGET FOR THE POLICE DEPARTMENT AND DECLARING AN EMERGENCY FOR THE OPERATIONAL CONTINUITY OF THE CITY OF JONESBORO, ARKANSAS

Sponsors: Police Department

Police Chief Rick Elliott explained they are creating a sergeant position for community outreach. This person will head the Citizen Police Academy at two to three times per year. They are also looking at adding other public relations duties to the position.

Chairman Dover asked how many people have taken classes at the Citizen Police Academy. Police Chief Elliott answered about 60 people have participated in two classes. They are also hoping to build the program to help connect with the citizens. Discussion was held concerning the academy. He explained the program gives the citizens a complete overview of how the department works. They are looking at doing a third class during next summer because of the high demand of the class.

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: 3 - Ann Williams;John Street and Charles Coleman

Absent: 2 - Todd Burton and Rennell Woods

7. Public Comments

8. Adjournment

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 3 - Ann Williams;John Street and Charles Coleman

Absent: 2 - Todd Burton and Rennell Woods



Legislation Details (With Text)

File #: RES-15:157 **Version:** 1 **Name:** Amend salary plan concerning salary increases
Type: Resolution **Status:** To Be Introduced
File created: 10/9/2015 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY
Sponsors: Human Resources
Indexes: Policy - creation/amendment
Code sections:
Attachments:

Date	Ver.	Action By	Action	Result
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RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO AMEND THE CITY'S SALARY AND ADMINISTRATION POLICY

WHEREAS, Resolution Number 09:201 adopted the City Salary & Administration Plan; and

WHEREAS, a need has been identified to modify the City of Jonesboro's current Salary Administration Plan to insure an optimum performance and effectiveness level for all employees.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Jonesboro that the 2nd sentence under SALARY INCREASES be changed to read "Market Adjustments or Cost of Live Adjustments, if any, may (instead of will) change the salary range for each pay grade."



Legislation Details (With Text)

File #: RES-15:060 **Version:** 1 **Name:** Amend salary plan to add Deputy City Clerk position to City Clerk's Office

Type: Resolution **Status:** In Committee

File created: 4/7/2015 **In control:** Finance & Administration Council Committee

On agenda: **Final action:**

Title: 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

Sponsors: City Clerk

Indexes: Position - creation/amendment

Code sections:

Attachments: [Job Description](#)

Date	Ver.	Action By	Action	Result
7/28/2015	1	Finance & Administration Council Committee	Postponed Temporarily	Pass
5/12/2015	1	Finance & Administration Council Committee	Postponed Indefinitely	Pass

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

WHEREAS, RES-09:201 adopted the City Salary & Administration Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the City Clerk's Office that the position of Deputy City Clerk, Grade 125, with a salary range of \$52,770 - 65,963 - 79,156 be added to the Salary & Administration Plan.

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

SECTION 1: The City Salary & Administration Plan is amended by the addition of a Deputy City Clerk position to the City Clerk's Office with the position to take effect January 1, 2016.

May 2014

Deputy City Clerk

Job Description

Exempt: Yes
Department: City Clerk
Reports To: City Clerk
Location: 300 S. Church Street Jonesboro, AR Room 105A
Date Prepared: March 23, 2015
Date Revised: May 14, 2015

GENERAL DESCRIPTION OF POSITION

To support the Office of City Clerk, fulfilling the duties as prescribed by law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administrator for Legistar software , and Granicus hardware. This duty is performed weekly.
2. Trains city employees from each department on Legistar software, troubleshoots for every department. This duty is performed daily.
3. Create and maintain City Clerk web site. This duty is performed monthly.
4. Budget preparation, Reconciliation of Accounts. This duty is performed monthly.
5. Agenda preparation, notification and distribution. This duty is performed weekly.
6. Preparation of minutes, resolutions, ordinances, and contracts for execution by the Mayor and City Clerk. This duty is performed weekly.
7. Maintains property deeds, cemetery plots, plats, videos and contracts. This duty is performed weekly.
8. Assist citizens on the proper process for zoning changes, abandonment, Technical Codes etc. This duty is performed daily.
9. Maintains appointments for City Boards and Commissions. This duty is performed monthly.
10. Assists with the codification of the Jonesboro Code of Ordinances. This duty is performed monthly.
11. Handles legal publications. This duty is performed weekly.
12. Maintains office equipment and supplies. This duty is performed monthly.
13. Supervisor of one or more employees. This duty is performed daily.
14. Assists other city departments with research of city documentation. This duty is performed daily.

15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 2 years related experience and/or training, and 12 to 18 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

ACCRT, IIMCM, AML Certifications

SOFTWARE SKILLS REQUIRED

Advanced: Database, Other, Word Processing/Typing

Intermediate: 10-Key, Accounting, Alphanumeric Data Entry, Contact Management, Payroll Systems, Presentation/PowerPoint, Spreadsheet

Basic: Human Resources Systems, Programming Languages

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a group of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Oversight. Activities covered by expansive policies and objectives, and oversight as to execution and review. High order of analytical, interpretative, and constructive thinking in varied situations covering multiple areas of the organization.

RESPONSIBILITY FOR WORK OF OTHERS

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include but not limited to interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

Supervises a small group (1-3) of employees in the same or lower classification. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments:

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization.

EMPLOYEE CONTACT

Continuous contacts frequently involving difficult negotiations which require a well-developed sense of strategy and timing. Involves contacts with senior level internal officials.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Computer software programming, level ii technician support, project management; system analyst and comprehensive computer software support/help and/or web site development and connectivity.

WORKING CONDITIONS

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to fumes or airborne particles, outdoor weather conditions. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, low physical. Highly repetitive type of work which requires concentration in the performance of tasks for consistent time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk; and frequently required to sit, use hands to finger, handle, or

feel, reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Not indicated.