



Legislation Details (With Text)

**File #:** ORD-06:142    **Version:** 1    **Name:** Addition of administrative secretary to the salary plan  
**Type:** Ordinance    **Status:** Passed  
**File created:** 3/16/2006    **In control:** Finance & Administration Council Committee  
**On agenda:**    **Final action:** 3/21/2006  
**Title:** AN ORDINANCE TO AMEND THE 2006 ANNUAL BUDGET AND THE PAY PLAN FOR THE CITY OF JONESBORO TO ADD THE POSITION OF ADMINISTRATIVE SECRETARY TO THE PLANNING DEPARTMENT

**Sponsors:**  
**Indexes:** Budget amendment, Position - creation/amendment

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
3/21/2006	1	City Council	Passed	Pass
3/16/2006	1	Finance & Administration Council Committee	Recommended to Council	Pass

AN ORDINANCE TO AMEND THE 2006 ANNUAL BUDGET AND THE PAY PLAN FOR THE CITY OF JONESBORO TO ADD THE POSITION OF ADMINISTRATIVE SECRETARY TO THE PLANNING DEPARTMENT

WHEREAS, Ordinance Number 3600 adopted the 2006 annual budget for the City of Jonesboro; and

WHEREAS, Resolution Number 2004:02 adopted the City Pay Plan; and

WHEREAS, it is recommended by the Finance Committee, to ensure sufficient staffing in the Planning that the position of Administrative Secretary be added;

NOW, THEREFORE BE IT ORDAINED, by the City Council for the City of Jonesboro, Arkansas, that:

SECTION 1: The 2006 annual budget for the City of Jonesboro is amended by the addition of one Administrative Secretary, Grade 10, Step 1, in the Planning Department.

Line item 01-108-0201-00	\$24,152.29	Base Pay
Line item 01-108-0202-00	371.54	Holiday Pay
Line item 01-108-0206-00	1,520.48	Social Security
Line item 01-108-0284-00	355.60	FICA
Line item 01-108-0203-00	5,153.64	Medical Insurance
Line item 01-108-0203-00	227.28	Dental Insurance
Line item 01-108-0203-00	29.76	Life Insurance
Line item 01-108-0204-00	<u>2,000.00</u>	Pension
	\$33,810.59	

SECTION 2: The City Pay Plan is amended to include the position of Administrative Secretary, Grade 10, Step

1, in the Planning Department.

SECTION 3: For the financial and operational continuity of the City of Jonesboro it is hereby found and declared that an emergency exists and that this ordinance shall take effect from and after its passage and approval.

PASSED AND ADOPTED this 21<sup>st</sup> day of March, 2006.