

Date	Description	Status
6/24/2024	get business license OR exemption from all businesses	if no exemption then own license - chamber owes for past years
7/1/2024	Fire Training Approval	<p>The maximum penalties for municipal code violations in Arkansas are outlined in the Arkansas Code § 14-55-504. Here are the key points:</p> <ol style="list-style-type: none"> <li>1. First Offense: The maximum fine for the first offense is \$1,000.</li> <li>2. Second Offense: The maximum fine for the second offense is \$2,000.</li> <li>3. Subsequent Offenses: For each subsequent offense, the maximum fine is \$4,000.</li> <li>4. Continuous Violations: If the violation is continuous in nature, the fine cannot exceed \$500 per day for each day the violation continues .</li> </ol> <p>Pros of Imposing a \$50 Per Day Fine:</p> <ol style="list-style-type: none"> <li>1. Deterrence: Encourages property owners to address violations quickly to avoid daily fines.</li> <li>2. Revenue Generation: Provides funds that can be used for further code enforcement and community improvement projects.</li> <li>3. Public Health and Safety: Ensures timely removal of unsanitary conditions, improving overall community health and safety.</li> </ol> <p>Cons of Imposing a \$50 Per Day Fine:</p> <ol style="list-style-type: none"> <li>1. Financial Burden: Can be a significant financial strain on property owners, especially those with limited resources.</li> <li>2. Administrative Effort: Requires consistent monitoring and enforcement, which can be resource-intensive.</li> </ol>
7/9/2024	Policy - Code Enforcement, \$50 per day fee pro/con	

Each position is "graded" - given a rate range - a Price, the cash compensation only.  
 The Rate Range is divided into quartiles.  
 Pre-approved grading (or approved annually) by council provides flexibility in hiring - for example: can advertise \$14 - \$18 an hour.  
 Broaden the quality and quantity of applicants.

Assigning a rate to the position:  
 Flexibility to look at any changing needs of the role, the current market, and they type of applicant you seek to attract.  
 Managers hire the applicant at the point in the grading that best matches the position responsibilities and new-hire's experience and qualifications.

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For the employee, joining at a 3rd or 4th quartile will max them out faster. Once maxed out, there are no merit increases. At this point the employee should be encouraged to a promotion or possibly re-evaluate the current role to confirm the accuracy of the current grading- perhaps the grading should be changed - e.g., high inflation

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All positions require a job progression AND each employee should have his/her own development plan.

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Calculated and applied to each proposed position AND part of the overall compensation calculation of each budgeted headcount  
 BUDGETING - must budget for each position as they have been approved by council - FRINGE RATE - with the fringe and the payroll taxes . In the event an employee chooses to forgo the health insurance - we must sill budget for it (e.g., employee could be hit by a bus - replacement may want health coverage for her entire family) >  
 NOTE: Cannot budget for positions w/o fringe - e.g., health insurance, RATHER - must budget for the positions as they are approved by council.

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If someone does not take the insurance, then the city can make the adjustments in the quarterly true up.  
 The city should do a quarterly true-up of book to budget.  
 Then do an updated budget.  
 Graded positions with quartiles

Grading -& Quartiles  
 Job  
 Progressi  
 on and  
 Develop  
 ment Plan  
 for each  
 position  
 Fringe  
 Rate  
 Implemen  
 t and  
 FOLLOW  
 proper  
 HR  
 Procedur  
 es for  
 Budgeting  
 Headcoun  
 t and  
 Fringe  
 Expenses

7/15/2024	Perform exit interviews for each official and or employee	We are wasting the institutional knowledge being built up - look at the # of RT's that left this year	
8/1/2024	MDandA Section of Audit	Began collecting and preparing the MDandA section of the Financial Audit- Auditors said prior RTs were not qualified to provide info for section, am agreed to develop and present for 2024 audit inclusion.	
8/9/2024	Sewer Department Grant Funding Options	List	
8/9/2024	Public-Private Partnership - Sewer Dept		
8/9/2024	Volunteer Program Outline and Electronic FORM	Set up Program, Electronic Form and Train on Same	
9/19/2024	Smart Clerk	look at this option for reconciliation	
9/19/2024	Data Rails	another option - may be better for analysis	
9/19/2024	Booke.ai	look at this option for reconciliation	
10/2/2024	Policy - Pro Rata Calculation of Service based fees	Policy Proposed	
10/30/2024	City had no official identified and customary financial closing procedures for the proper close of accounting periods. Currently NO procedures are conducted until auditors give closing entries.	Closing Checklist Drafted - Month Close - Quarter Close, Year End Close	Finance
10/30/2024	JE Form & Procedures	am created a JE form to attach to each signed set of Minutes, RESO or ORD recommending the proper entries for the movement of funds	

A government entity cannot delete or remove a post solely because it disagrees with the opinion expressed. This principle aligns with the First Amendment and has been upheld in recent Supreme Court cases, such as *O'Connor-Ratcliff v. Garnier* (2023), where it was determined that public officials managing government-sponsored social media platforms cannot suppress speech based on viewpoint.

Clarity on Content Moderation:

Your example of removing a post unrelated to the subject matter (e.g., discussing COVID-19 procedures in a fee schedule discussion) is also consistent with the permissible content moderation guidelines. Governments can set neutral, content-based rules for maintaining relevance and decorum on their pages, provided those rules are applied consistently and without targeting specific viewpoints.

Opportunities to Strengthen Your Statement:

Clarify the Scope: Explicitly state that removing posts unrelated to the topic (like the COVID-19 example) is acceptable when it violates clearly defined, viewpoint-neutral rules. For example, "Posts can be removed if they do not pertain to the topic at hand, as long as the same standard applies to all users and viewpoints."

Avoid Ambiguity: Instead of saying, "That would not be a subjective issue," clarify why the example does not involve subjectivity. For instance: "This is not a subjective issue because the removal is based on relevance, not the opinion expressed."

Legal Precision:

Consider referencing key legal principles or cases briefly to reinforce your understanding. For not something that can throw any - needs to be a thoughtful hire and someone that we are willing to pay and that will work with barb and train for an allocated # of months - the mayor's attitude that barb is simply a clerk is misplaced

11/19/2024 Social Media Take Down Policy  
content-neutral policy consistently applied

RISK biggest staffing risk at the moment is Barb

GASB 54 governs the allocation of General Fund revenues for Parks and Recreation,

GASB 34: Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments

GASB 34 requires the use of fund-based financial statements and discusses the reporting of proprietary funds (like enterprise funds) separately from governmental funds.

GASB 34 and related standards address the need to appropriate funds to proprietary funds for sustainability, accountability, and compliance.

Why appropriating funds for proprietary funds matters: Proprietary funds, which are self-sustaining (e.g., utilities, golf courses), operate on a business-like model. However, these funds sometimes require support from the General Fund, particularly during shortfalls or for capital improvements. GASB 34 underscores the need for transparency and accountability in such transfers. Appropriating funds ensures:

Compliance with budgetary requirements.

Clear tracking of inter-fund transfers or subsidies.

Adequate resources are available to sustain proprietary operations without disrupting governmental fund objectives.

GASB 37 and GASB 38

These standards build on GASB 34 by refining financial reporting requirements for fund transfers and interfund appropriations, ensuring transparency in how resources flow between funds, including the General Fund and proprietary

In my experience, the following is the way most sophisticated operations approach setting compensation & pay structures so that they minimize discrimination claim risk, etc. while promoting fairness and transparency:

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Onboarding Checklist - Applicable to all New Hire There is NO onboarding - no introduction - no general training - no 1st week emersion  
All Current and Proposed Positions to be GRADED:  
Paid within the job grading. If you are in the top of your quartile - then you do not get any more raises - you should look to get a promotion.