O-21-45

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2021 QUOTA ORDINANCE (ORDINANCE NO. 9323) FOR CERTAIN DEPARTMENTS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, the City Council is responsible for establishing the number of employees in each department, and on January 25, 2021, adopted Ordinance No. 9323, establishing job classifications and numbers of employees for each department of the City of North Little Rock for 2021 (amended by Ordinance No. 9339, adopted on March 22, 2021); and

WHEREAS, by enacting an ordinance listing the numbers of employees in each job classification in each department for 2021, the City Council will be in a better position to monitor and evaluate the numbers of employees necessary to the operation of each city department; and

WHEREAS, it has been determined by the City Council that it is necessary from time to time to amend such ordinance to add or delete positions, to correct errors, reorganize departments, reclassify positions, re-title positions, and for other purposes, to increase the efficient operation of the City of North Little Rock; and

WHEREAS, the Administration Department requests one (1) position to be changed to reflect title change; and

WHEREAS, the Electric Department requests six (6) full-time positions to be added and three (3) full-time positions to be removed; and

WHEREAS, the Finance Department requests three (3) full-time positions to be added; and

WHEREAS, the Fit 2 Live Department requests one (1) position be changed to reflect title change; and

WHEREAS, the Parks and Recreation Department requests (1) position to be changed to reflect pay grade change; and

WHEREAS, the Patrick Henry Hays Senior Citizens Department requests two (2) positions to be changed to reflect title and pay grade change; and

WHEREAS, the Police Department requests one (1) non-uniformed full-time employee position to be added, (3) non-uniformed full-time employee position to be removed, and one (1) position to be changed to reflect pay change; and

WHEREAS, the Traffic Services Department requests one (1) position to be changed to reflect title change.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF

NORTH LITTLE ROCK, ARKANSAS:

SECTION 1: That Section 1 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 1: That the Administration Department shall consist of eight (8) elected officials and nine (9) full time employees as follows:

Mayor (Elected), NEG - 1
Alderman (Elected), NEG - 8
Director of Operations, NEG – 1
Chief of Staff, NEG – 1
Director of External Affairs, NEG – 1
Director of Special Projects, NEG – 1
Director of Development, NEG - 1
Office Assistant, NEG – 1
Office Assistant III, NEG – 1
~~Director of Workforce Development and Education~~ Director of Workforce Development and Placemaking, NEG – 1, title change

SECTION 2: That Section 12 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 12: That the Electric Department shall consist of **~~one hundred thirty five~~ one hundred thirty eight ~~(135~~ 138)** full-time employees and nine (9) part-time employees as follows:

General Manager, NEG – 1
Accounting Clerk Senior, F07A – 4 + 1 = 5, add one position
Accountant, F11 – 1
Accounting Clerk III, F06A – 2 – 1 = 1, delete one position
Accounts Receivable Specialist, F06A – 2
Mechanic, NG – 1
Mechanic/Shop Foreman, NG -1
Billing Manager, NG – 1
Climbing Crew Leader, NG – 4
Compliance Administrator, NG – 1
Construction Manager, NG - 1
Cost Accountant, NG – 1
Customer Service Accounting Clerk, F05B– 2 – 1 = 1, delete one position
Customer Service Representative I, F05B – 9
Customer Service Representative II, F07 – 4

Senior Customer Service Representative, F08A – 1, add one position
Customer Service Manager, NG-1
Customer Service Supervisor, NG-1
Distribution Design Electrical Engineer, NG – 1
Distribution Design Supervisor, NG – 1
Distribution Designer, NG – 1 + 1 = 2, add one position
Distribution Designer, Sr., NG – 1
Distribution Engineer, NG – 1
Distribution Protection Technician, NG –1
Distribution Technician, NG –2 -1 = 1, delete one position
Distribution Technician Apprentice, NG –1, add one position
**Adjust two (2) Distribution Technician positions between Technician and Apprentice according to the training and experience of employees, vacancies and the needs of the department.*
Lead Distribution Technician, NG – 1
Electric Investigator, NG–1
Multimedia Content Administrator, NG – 1
Director of Operations, NG – 1
Energy Specialist, NG – 1
Director of Business, NG – 1
Excavator Lead, NG –1
Excavator Assistant, NG – 2
Executive Office Manager, NG – 1
Director of Financial Operations, NG – 1
Power Cost Accountant, NG – 1
General Construction Supervisor, NG – 1
Hydro Maintenance Supervisor, NG – 1
Hydro Maintenance Worker, NG – 3 +1 = 4, add one position
Hydro Operator, NG – 4
Material Handler, NG – 1
Mapping Specialist, NG - 1+ 1 = 2, add one position
Data Quality Analyst, F07A – 2
Director of Metering, NG – 1
Adjust three (3) Meter Man positions between Apprentice & Journeyman according to the training and experience of employees and vacancies.
Journeyman Meter Man, NG –2
Apprentice Meter Man, NG – 1
Lead Journeyman Meter Man, NG – 1
Milsoft GIS Administrator, NG – 1
Office Assistant II, F04A - 2
Office Assistant III, F05 – 3
Distribution Operator, NG – 5
Safety and Security Manager, NG - 1
Service Supervisor, NG – 1
Quotas for thirty (31) service positions (Apprentice Lineman, Apprentice Street Light Technician, Ground Assistant/Climbing, Journeyman Lineman, and Street

Light Technician) may be reallocated among the positions according to the training and experience of employees and the needs of the department.

Senior Journeyman Lineman, NG – 7
Journeyman Lineman, NG – 10
Apprentice Lineman, NG – 4
Ground Assistant/Climbing, NG – 7
Street Light Technician, NG – 1
Apprentice Street Light Technician, NG – 2

Smart Meter Technician, NG –3
Storekeeper, NG - 1
Key Accounts Manager, NG – 1
Director of Engineering, NG – 1
Director of Power, NG – 1
Teller, F05A - 4
Tree Trimmer/Climber, NG – 2
Tree Trimmer/Climber Assistant, NG – 2
Vegetation Management Coordinator, NG – 1
Clerk/Teller, Part-time, HRLY – 8
Safety Director, Part-time, HRLY – 1

SECTION 3: That Section 14 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 14: That the Finance Department shall consist of ~~**fourteen**~~ **seventeen** ~~(14~~ **17)** full-time employees as follows:

Director of Finance and Budget, NEG – 1
Quotas for four (4) positions (Accountant-Senior, Accountant, Accounting Clerk III, and Assistant Payroll Specialist) may be reallocated among the positions according to the training and experience of employees and the needs of the department.

Accountant, Senior, NG– 1
Accountant, F11-1
Accounting Clerk III, F06A – 1
Assistant Payroll Specialist, F08A –1

Accounting Clerk, Senior, F07A-4
Assistant Finance Director, NG – 1
Payroll Manager, NEG – 1
Payroll Specialist, F10A – 1
Comptroller, NG – 1
Fiscal Management Analyst, NG – 1
Office Assistant III, F05 –3, add three positions

SECTION 4: That Section 16 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by

underline.

SECTION 16: That the Fit 2 Live Department shall consist of one (1) full-time employee, and one (1) part-time employee:

~~**Fit 2 Live Coordinator/Wellness, Health, Education, and Nutrition Coordinator**~~
Director of Community Outreach/Health and Wellness, NEG – 1, title change
Garden Program Coordinator, HRLY – 1

SECTION 5: That Section 22 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 22: That the Parks & Recreation Department shall consist of two hundred thirty seven (237) employees: ninety-two (92) full-time, one hundred and two (102) part-time, and forty-three (43) intermittent as follows:

Administration (Dept. 033): four (4) full-time employees
Director, NEG – 1
Executive Secretary, NG - 1
Office Assistant, Sr., F05A –2

Parks Maintenance (Dept. 034): fifty-five (55) employees: 53 full time and 2 part-time.
Construction Carpenter, P11 - 1
Equipment Maintenance Worker, P09 – 1
General Parks Supervisor, F09 – 2
Heavy Equipment Operator, P09 – 2
Mechanic, P11 - 1
Administrative Technician, F07 – 1
Parks Generalist, FT F07 – 1
Parks Maintenance Crew Leader, P08 – 4
Parks Maintenance Specialist, P14 – 1
Parks Maintenance Superintendent, NG – 1
Parks Maintenance Worker, P06 –26
Park Ranger, F09 - 3
Parks Supervisor I, F07A – 2
Program Coordinator, FT F08 -1
Senior Parks Maintenance Worker, P07 – 2
Sports Turf Specialist, P14 – 1
Water Systems Specialist Plumbing/Irrigation, P13 – 1
Campground Manager, NG – 1
Foreman, NG – 1
Sports Complex Facility Supervisor, Part-Time, HRLY – 2

Recreation (Dept. 035): one hundred ten (110) employees: 18 full-time, 49 part-time, and 43 intermittent.
Custodian, FT, P06 – 2
Office Assistant, Senior, FT F05A – 1
Program Coordinator, F08 – 1
Program Leader, FT, F06–6
Program Supervisor, FT, F09 – 1
Recreation Center Director, FT, ~~F07~~ F09 – 4, pay grade change
Recreation Superintendent, FT, F11 – 1
Community and Fitness Center Director FT, F09 – 1
Community and Fitness Center Assistant Director FT, F08 – 1
Facility Leader, Part-Time, HRLY – 8
Recreation/Program Aide, Part-Time, HRLY –41
Aquatic Supervisor, Intermittent, HRLY – 1
Assistant Pool Manager, Intermittent, HRLY – 2
Concession Worker I, Intermittent, HRLY – 5
Concession Worker II, Intermittent, HRLY – 1
Lifeguard, Intermittent, HRLY – 12
Swimming Pool Manager, Intermittent, HRLY – 2
Instructors, Intermittent, HRLY – 20

Special Projects: (041): two (2) full-time employees:
Project Coordinator, FT, F10A – 1
Office Assistant, Senior, FT, F05A – 1

Concessions: (040): forty (40) employees: 1 full-time and 39 part-time.
Program Coordinator, FT, F08 – 1
Concession Manager, Part-Time, HRLY, - 2
Concession Worker I, Part-Time, HRLY, - 26
Concession Worker II, Part-Time, HRLY, - 10
Facility Leader, Part-Time, HRLY – 1

Burns Park Golf Course (036): sixteen (16) employees: 11 full-time and 5 part-time:
Assistant Golf Professional, FT, NG-1
Equipment Maintenance Worker, FT, P09 – 1
Golf Assistant, FT, F05 –2
Golf Superintendent, FT, NG – 1
Parks Maintenance Worker, FT, P06 – 5
Water Systems Specialist-Irrigation, P13 – 1
Golf Assistant, Part-time, HRLY - 2
Laborer, Part-Time, HRLY –3

Arkansas Inland Maritime Museum (042): ten (10) employees: 3 full-time and 7 part-time:
Museum Director, FT, NG – 1

Director of Operations, FT, F07A - 1
Operations Manager, FT, F07 - 1
Equipment Maintenance Worker, PT, HRLY - 1
Deckhand/Tour Guide, PT, HRLY - 6

SECTION 6: That Section 23 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 23: That the Patrick Henry Hays Senior Citizens Center Department shall consist of eight (8) full-time employees and seven (7) part-time employees as follows:

Director, NEG – 1
Assistant Director/Volunteer Coordinator, NEG – 1
Custodian, P06 – 1
Facility Manager, P08-1
Assistant Facility Manager, P07-1
Transportation Coordinator, F06A – 1
~~Rental Coordinator/Administrative Secretary~~, Volunteer and Rental Manager, ~~F06A~~ F08 – 1, title and pay grade change
~~Office Assistant Sr.,~~ Administrative Secretary, ~~F05A~~ F06A – 1, title and pay grade change
Building Attendant – Part-time, HRLY - 4 (only two of which will work week nights at any one time and one will work week end events)
Custodian, Part-time, HRLY – 1
Office Assistant Sr. – Part-time – 1
Weekend Coordinator – Part-time, HRLY – 1

SECTION 7: That Section 24 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 24: That the Police Department shall consist of **~~two hundred thirty nine~~ two hundred thirty seven ~~(239~~ 237)** full-time employees (201 uniformed and **~~34~~ 32** non-uniformed) and four (4) part-time employees as follows:

Uniformed:
Chief, NEG – 1
Assistant Chief, NG – 1
Captain, X04 - 4
Lieutenant, X03 –10
Sergeant, X02 - 25
Police Officer, X01 – 160
Non-uniformed:

Administrative Secretary F06A- 3 + 1 = 4, add one position: correction as of 01/2019
Automated Systems Assistant, F05 – 1
Community Service Assistant, F05 – 2
Community Service Assistant II, F07 - 7
Executive Secretary, NG - 1
Fleet Maintenance/Inventory Manager, F05 - 1
Media Production Specialist, F09A – 1
Office Assistant III, F05 –11 – 3 = 8, remove three positions
Office Manager, F10 – 1
Payroll Accounting Clerk, NG – 1
Secretary III, F05A –3,
Victim's Advocate, ~~F08A~~ F09 – 1, **pay grade change**
Police Athletic League Director, F09A- 1
Cold Case Investigator, Part-time, HRLY – 4

SECTION 7: That Section 24 of Ordinance No. 9323 is hereby amended as follows:

Editor's note: Deletions are denoted in "**red**" by ~~strikethrough~~ and additions in "**blue**" by underline.

SECTION 28: That the Traffic Services Department shall consist of fifteen (15) full-time employees and two (2) seasonal employees as follows:

Director of Traffic Services and Safety, NEG – 1
City Engineer/Transportation, NG – 1
Chief Signal Technician, F11 - 1
Office Assistant Senior, F05A – 1
Chief Sign & Markings/Barricade Inspector, F11– 1
Sign & Markings Barricade Technician – P11 –1
Sign & Markings Technician, P08 - 2
Sign & Markings Installer, P06 – 2
Signal Construction Technician, P11 - 2
Signal Systems Technician, F10 – 1
Sign & Markings Installer, Seasonal, HRLY – 2
~~Traffic Signal Apprentice~~, Sign & Signals Data Technician, P09 – 1, title change
Senior Sign & Markings Barricade Technician, P12-1

SECTION 8: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 9: That the provisions of this ordinance are hereby declared to be severable and if any section, phrase or provision shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases or provisions.

SECTION 10: That the City Council has determined that the interests of the City and City employees can best be served by the adoption of this ordinance; THEREFORE, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED:

APPROVED:

Mayor Terry C. Hartwick

SPONSOR:

Terry C. Hartwick

Mayor Terry C. Hartwick

ATTEST:

Diane Whitbey, City Clerk

APPROVED AS TO FORM:

Amy Beckman Fields, City Attorney

PREPARED BY THE OFFICE OF THE CITY ATTORNEY/kt

FILED 11:05 **A.M.** _____ **P.M.**

By Amy Fields, CA

DATE 6/8/21

Diane Whitbey, City Clerk and Collector
North Little Rock, Arkansas

RECEIVED BY _____