

RESOLUTION NO. 2023- 13

**A RESOLUTION OF THE CITY OF FAIRFIELD BAY,
ARKANSAS,
AUTHORIZING MAYOR AND
CHIEF OF THE POLICE DEPARTMENT
TO CREATE NEW
ADMINISTRATIVE ASSISTANT POSITION;
APPROVING AN INCREASE IN THE
POLICE DEPARTMENT BUDGET, ACCORDINGLY;
APPROVING THE REMOVAL OF A
PART-TIME POSITION FROM THE
FIRE DEPARTMENT;
APPROVING AN APPROPRIATION OF FUNDS;
AND AMENDING THE CITY'S BUDGET, ACCORDINGLY;
AND FOR OTHER PURPOSES**

WHEREAS, the City of Fairfield Bay has identified an urgent need for a full-time position at the Police Department, in order to have a trained employee available for “local dispatch” and other administrative duties when Van Buren County moves the emergency operations (911) center; and

WHEREAS, the Mayor, the City Council Budget Committee, the Chief of Police, and the Chief of the Fire Department have worked diligently to find funding for the new, full-time position, and received approval from the Budget Committee to submit the matter to the full City Council to create the new position in the Police Department; and

WHEREAS, the City Council approves the creation of a new, full-time position at the Police Department, an “administrative assistant” for local dispatching, and agrees with the Chief of Police that creation of the position, and interim staffing is essential to provide continuity of services for City residents, visitors, guests, and others, given the training requirements of the new position; and

WHEREAS, the Council wishes to thank the Department heads, both the Chief of Police, and the Chief of the Fire Department, who have worked cooperatively with the Recorder-Treasurer, and the City Council Budget Committee to locate sufficient funding for this position, with immediate effect;


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF FAIRFIELD BAY, ARKANSAS, that:

1. The Mayor of the City of Fairfield Bay, and the Chief of the Police Department, be, and they are hereby, AUTHORIZED TO CREATE, ADVERTISE, AND FILL A NEWLY-CREATED POSITION AT THE POLICE DEPARTMENT, an “administrative assistant” whose duties shall be as assigned and described by the Chief of Police, and which duties may include “other duties as assigned” by the Chief of Police, including duties that the administrative assistant may have for the Fire Department, which is located in the same facility.
2. That the Recorder-Treasurer, the Chief of Police, the Chief of the Fire Department, and the Mayor be, and they are hereby, AUTHORIZED AND APPROVED to fund the position in the Police Department by utilizing, in part, previously-appropriated funding for a part-time position in the Fire Department, because the dispatch duties include dispatching Fire Department volunteers, including First Responders, Fire Department ambulance services, and others. The Recorder-Treasurer is authorized and approved to make the appropriate inter-departmental transfers and notations, in accordance with state law, to ensure that the newly created position is formally a Police Department employee who qualifies to conduct confidential police department operations, who is hired by the Chief of Police, and who is subject to discipline and termination by the Chief of Police.
3. That the level of funding for the newly-created position shall be at the same rate of pay currently in effect for the part-time Fire Department position.
4. That the Recorder-Treasurer is authorized to use previous budgetary funding authority for a Fire Department part-time position, to pay part of the salary for the newly-created full-time position, given that the newly-created position will be dispatching Fire Department volunteers and First Responders, in addition to Police Officers, and further given the agreed-upon “assignment of other duties” by the Police Chief that the employee will be completing administrative tasks for the Fire Department as time allows. The Fire Department, on its understanding and agreement, will not fill the part-time position currently-staffed, if the current part-time employee chooses to apply for the newly-created position at the Police Department.
5. That the Recorder-Treasurer is authorized to use un-appropriated reserves, and un-appropriated anticipated revenue, to make up any difference in funding for the fiscal year ending December 31, 2023, for this position, to the extent that the elimination of

funding for the Fire Department part-time position is insufficient to pay the full salary and benefits for the newly-created position.

6. That a separate Ordinance (the annual closing budget Ordinance) will also be enacted, separately.
7. That the City Council hereby, APPROPRIATES, AUTHORIZES, AND APPROVES spending for the new position, accordingly. The City's 2023 Budget, be, and it is hereby, AMENDED ACCORDINGLY.
8. The City Council authorizes the Chief of Police to immediately hire an interim full-time employee, while the position is being advertised, to account for the necessity of staffing and training a prospective hire, on the written understanding with any "interim" employee so hired that he or she is not guaranteed to become the full-time employee, because the City will be going through a full advertising, application, and evaluation process for the new full-time position, in accordance with state and federal legal requirements.
9. That the City Council approves transfers of current City employees into the newly-created position, in accordance with requirements set forth herein.
10. That the Mayor, the Chief of Police, the Chief of the Fire Department, and the Recorder-Treasurer, BE, AND THEY ARE HEREBY, AUTHORIZED AND APPROVED TO TAKE ANY AND ALL ACTIONS NECESSARY TO CREATE this new full-time position, to provide for funding, and to hire an appropriate person after advertising the position.
11. That this Resolution shall take immediate effect, on and after its passage by the City Council. The Recorder-Treasurer is requested to publish by posting as soon as possible, and by newspaper publication in accordance with her normal schedule.

IT IS SO CONSIDERED AND RESOLVED on this 12th Day of June, 2023, by the City Council for the City of Fairfield Bay, Arkansas.



Honorable Jackie Sikes
Mayor, City of Fairfield Bay, Arkansas

Attest:



Rose O. Owen, Recorder-Treasurer