



**City of Conway, Arkansas**  
**Ordinance No. O-15-105**

**ORDINANCE FOR THE PURPOSE OF RECLASSIFYING ONE ADMINISTRATIVE ASSISTANT I POSITION WITHIN THE OFFICE OF THE CITY ATTORNEY AS A DEPUTY CITY ATTORNEY POSITION; TO APPROPRIATE ADDITIONAL FUNDS FOR THE PAYMENT OF SALARY, BENEFITS AND OTHER COSTS OF AND FOR THAT RECLASSIFIED POSITION; TO RETITLE THE ALREADY EXISTING DEPUTY CITY ATTORNEY POSITION; TO DECLARE AN EMERGENCY; AND FOR OTHER PURPOSES**

**Whereas**, the staff of the Office of the City Attorney currently consists of one (1) full-time elected City Attorney, one (1) full-time Deputy City Attorney position, one (1) full-time Law Office Administrator Position, and two (2) full-time Administrative Assistant I positions; and

**Whereas**, one (1) Administrative Assistant I position within the Office of the City Attorney will become vacant on September 25, 2015, due to the resignation of its current occupant; and

**Whereas** the City Council has determined that, due to the continuing rapid growth of the City of Conway and consequent increase in legal issues presented to the City, there is an immediate need to add one (1) additional full-time Deputy City Attorney position to the staff of the Office of the City Attorney, and that so doing will require expenditure of additional funds to secure a qualified attorney for that position; and

**Whereas**, the City Council has determined that the immediate need for one (1) additional full-time Deputy City Attorney position outweighs the need to fill the Administrative Assistant I position to be vacated on September 25, 2015; and

**Whereas**, the City Council has determined that the City Attorney's ability to effectively represent the City of Conway in both civil and criminal matters depends upon the City Attorney's office being adequately staffed, and that adequate attorney staffing is therefore essential to the protection of the public peace, health and safety;

**Whereas**, the 2015 General Fund budget for the City of Conway was adopted absent the necessary funds to implement the increased salary, benefits and other costs necessary to attract and secure a qualified attorney for position to be reclassified as a second full-time Deputy City Attorney,

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** One (1) full-time Administrative Assistant I position within the Office of the City Attorney is hereby reclassified as a second full-time Deputy City Attorney position.

**Section 2.** The full-time Deputy City Attorney position hereby created shall be filled by an attorney licensed to practice law in the State of Arkansas, whose Arkansas law license is in good standing. The attorney occupying the full-time Deputy City Attorney position hereby created shall report to and serve at the will of the City Attorney. The job description applicable to the full-time Deputy City Attorney position hereby created shall be comparable to that of the already existing full-time Deputy City Attorney position.

**Section 3.** The salary for the full-time Deputy City Attorney position hereby created shall be \$44,500 per year, and the attorney occupying that position shall be eligible to receive any and all benefits associated with full-time employment with the City of Conway.

**Section 4.** Any remaining funds allocated in the 2015 budget for payment of salary, benefits and other costs for the Administrative Assistant I position now being reclassified as full-time Deputy City Attorney are hereby reallocated to the payment of salary, benefits and other costs of the Deputy City Attorney position hereby created for the remainder of 2015.

**Section 5.** In addition to the funds reallocated in Section 4, the City of Conway shall appropriate \$3,866.64 from the General Fund Balance account (001.119.4900) to the appropriate salary and benefit expense accounts necessary to fully fund the Deputy City Attorney position hereby created at the yearly salary stated in Section 3 for the remainder of 2015.

**Section 6.** The Deputy City Attorney position that existed prior to this ordinance is hereby retitled as the Chief Deputy City Attorney position.

**Section 7.** That any ordinance which conflicts with this ordinance is hereby repealed to the extent of the conflict.

**Section 8.** This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**Approved:**



**Tab Townsell**  
**Mayor**

**Attest:**



**Michael O. Garrett**  
**City Clerk/Treasurer**

