

ORDINANCE NO.: 23 -2021

**BASE PAY ORDINANCE**

Be It Enacted by the City Council of the City of Helena-West Helena, State of Arkansas, an Ordinance to be Entitled:

**“AN ORDINANCE TO FIX THE NUMBER AND BASE PAY OF FULL-TIME CITY EMPLOYEES AND ELECTED OFFICIALS; TO AMENDING ALL PRIOR SUCH ORDINANCES AND FOR OTHER PURPOSES.”**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HELENA-WEST HELENA, STATE OF ARKANSAS:

*Article I.* To establish the authorized positions for full-time employees and elected officials, the number of full-time employees per position and the base pay per position for each department or other unit of city government listed below shall be as follows:

<u>Department</u>	<u>Position</u>	<u>Number</u>	<u>Base Pay</u>
Mayor	Mayor	1	\$48,000.00
	HR Director	1	\$32,000.00
	HR Clerical	1	\$22,880.00
	Chief of Staff	1	\$32,000.00
	Electrical Inspector	1	\$ 4,420.00
	Janitor	2	\$22,880.00
	Security Officer	1	\$22,880.00
	City Clerk	Clerk	1
Chief Deputy/Rec/Pay		1	\$24,000.00
Payroll Clerk		1	\$22,880.00
City Treasurer	Treasurer	1	\$22,200.00
City Attorney	Attorney	1	\$42,000.00
	Secretary	1	\$22,880.00
City Council	Council Members	6	\$ 9,600.00
District Court	Clerks	1	\$36,000.00
	Deputy Court Clerks	3	\$31,200.00
	District Court Officers	2	\$26,312.00
Police	Chief	1	\$55,000.00
	Asst. Chief	1	\$48,500.00

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	Captain (Major)	3	\$41,288.00
	Lieutenant	3	\$35,672.00
	Sergeants	3	\$33,904.00
	Corporals	4	\$31,720.00
	Admin. Assistant	1	\$22,880.00
	Dispatcher Supervisor	1	\$22,880.00
	Mechanic	1	\$24,000.00
	<b>Patrol Officer First Class</b>	<b>11</b>	<b>\$30,160.00</b>
	<b>Patrol Officer Entry</b>	<b>11</b>	<b>\$26,312.00</b>
	Dispatchers	9	\$22,880.00
	Secretary/Records	4	\$22,880.00
	CID Case Manager	1	\$24,500.00
Fire	Chief	1	\$55,000.00
	Asst. Chief	1	\$48,500.00
	Captain	3	\$35,000.00
	Lieutenant	5	\$33,000.00
	Driver/Engineers	4	\$31,000.00
	Firefighter First Class	9	\$30,316.00
	Firefighter Entry	7	\$30,316.00
Water/Sewer	General Manager	1	\$62,000.00
	Office Mgr./Sup	2	\$42,000.00
	Supervisor Op & Maint.	1	\$22,880.00
	Supervisor Treatment	1	\$22,880.00
	Superintendent	1	\$22,880.00
	Asst. Superintendent	1	\$22,880.00
	Clerks	4	\$22,880.00
	<b>Laborers</b>	<b>13</b>	<b>\$22,880.00</b>
	Meter Reader	1	\$22,880.00
Public Works	Director	1	\$55,000.00
Street Division	Deputy Director	1	\$45,000.00
	Foreperson	1	\$22,880.00
	Driver (CDL)	3	\$35,360.00
	Equipment Operators <sup>1</sup>	2	\$27,040.00
	Labor/ Animal Control	2	\$22,880.00
	Labor	10	\$22,880.00
Sanitation Division	Deputy Director	1	\$45,000.00
	Foreperson	1	\$22,880.00
	Driver (CDL)	4	\$35,360.00
	Driver (Non CDL)	1	\$22,880.00

	Laborer	6	\$22,880.00
	Secretary	1	\$22,880.00
	Mechanic	1	\$25,884.00
	Box Shop Operator	2	\$22,880.00
Landfill Division	Deputy Director	1	\$45,000.00
	General Manager	1	\$50,000.00
	Operational Supervisor	0	\$29,120.00
	Equipment Operators <sup>1</sup>	4	\$27,040.00
	Secretary/Scale Operator	1	\$22,880.00
Code Enforcement	Senior Officer	1	\$30,000.00
	Officer	2	\$28,000.00

*Article 2.* For each of the above departments or other units, the first listed position shall be the position that is responsible for the functioning of the department or other unit in the absence of the appropriate elected official and are therefore department head positions pursuant to relevant state law. The department head positions shall be classified as exempt positions as well as Deputy Directors, Assistant Chiefs, and Captains and Lieutenants within the police department.

*Article 3.* Base pay is hereby defined as the starting pay for a person taking any of the above positions anew or via promotion. The base pay shall apply to said person/position for a minimum 180 days provided said person is a full-time employee. After the expiration of 180 days, an employee shall be eligible for a pay increase, but this ordinance shall not create an absolute right to an increase for any employee of the City of Helena-West Helena. Should a person be transferred and already have earnings above the base pay, he/she will retain the then current salary and be reviewed for merit based or other increases consistent with the then current policy on pay. Each position provided hereinabove must also be funded through the appropriate funding article (ordinance, resolution, order or other written instrument) by the City Council of the City of Helena-West Helena, Arkansas prior to any person being compensated by the City of Helena-West Helena, Arkansas.

*Article 4.* The City Clerk shall prepare payroll for the full-time city employees and elected officials only in accordance with this base-pay ordinance and shall report any discrepancy to the city council.

*Article 5.* In the police and fire departments, the entry positions and first-class positions may be counted cumulatively so long as the total number of people is equal or no greater than the total number of slots provided in this ordinance.

*Article 6.* Any non-elected position authorized in this ordinance that is now, or shall hereafter become vacant, shall be filled with the approval of the Mayor. Part time is defined as any employee working 28 hrs./week or less and not receiving fringe benefits. The Mayor, in his or her authority, may employ part-time employees. Elected positions shall be filled according to law and in compliance with this ordinance.

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<sup>1</sup> Equipment Operators may be paid based upon experience: \$13.00/hour for two (2) years or less; \$14.00/hour for three (3) to four (4) years; and, \$15.00/hour for five (5) or more years.

*Article 7.* For any such vacancy, the appropriate elected official (City Attorney, City Clerk, or City Treasurer) the vacancy shall be reported to the Mayor and the Mayor shall determine whether there is any necessity to fill the same.

*Article 8.* If any city official attempts to hire a person in violation of this ordinance, the city clerk shall refuse to include such person on the city payroll and shall report to the Finance Committee of the City Council the existence of the vacancy and the attempt to fill the same.

*Article 9.* This ordinance specifically amends all prior base pay ordinances.

*Article 10.* All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

*Article 11.* If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the ordinance which can be given effect without the invalid provision or applications, and to this end the provisions of this ordinance are declared to be severable.

*Article 12.* It is hereby found and determined by the City Council of the City of Helena-West Helena, County of Phillips, State of Arkansas, that the need for containment of the expenses of the City is critical to the residents of Helena-West Helena. Therefore, an emergency is hereby declared to exist, and this Ordinance, being necessary for the immediate preservation of the life, health, safety and property of the residents of Helena-West Helena, shall be in full force and effect from and after its passage and approval.

Passed: August 3, 2021

Approved: \_\_\_\_\_

ATTEST: Sandra Ramsey  
SANDRA RAMSEY, City Clerk

Kevin A. Smith  
Kevin A. Smith, Mayor