

## RESOLUTION NO. 2025-04

### A RESOLUTION PROVIDING AUTHORIZED PERSONNEL POSITIONS FOR THE CITY OF HORSESHOE BEND

**WHEREAS**, The City Council has the authority to establish number of employees for city office and departmental positions to be funded through the budget process for personnel salaries / wages and related employee benefits., and

**WHEREAS**, the City Council has made a comprehensive study and review of personnel positions it is the finding and conclusion of the City Council to establish authorized office and departmental positions.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Horseshoe Bend, Arkansas:

| AUTHORIZED POSITIONS | STATUS | HOURS PER WEEK |
|----------------------|--------|----------------|
|----------------------|--------|----------------|

**DEPARTMENT: ADMINISTRATION**

|                               |           |        |
|-------------------------------|-----------|--------|
| Mayor                         | Elected   | Salary |
| Recorder/Treasurer/City Clerk | Elected   | Salary |
| Deputy Clerk/Receptionist     | Full Time | 40     |
| Bookkeeper/clerk              | Full Time | 40     |
| Code Enforcement              | Part Time | 10     |
| Recycling Coordinator         | Part Time | 16     |
| Bldg. Maintenance             | Part Time | 20     |

**DEPARTMENT: STREET**

| AUTHORIZED POSN                     | STATUS    |    |
|-------------------------------------|-----------|----|
| Public Works Manager                | Full Time | 40 |
| Street Laborer                      | Full Time | 40 |
| Street Laborer                      | Full Time | 40 |
| Street Laborer                      | Full Time | 40 |
| Street Laborer                      | Full Time | 40 |
| Laborer                             | Part Time | 25 |
| Laborer/seasonal April thru October | Part Time | 25 |
| Laborer/seasonal April thru October | Part Time | 25 |

**VOLUNTEER FIRE DEPARTMENT**

|            |        |                  |
|------------|--------|------------------|
| Fire Chief | Salary | 80 hrs per month |
|------------|--------|------------------|

Volunteer Fire Fighters and First Responders determined by Fire Chief

**DEPARTMENT: SEWER**

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| AUTHORIZED POSN      | STATUS    |    |
|----------------------|-----------|----|
| Sewer Superintend    | Full Time | 40 |
| Waste Water Operator | Full Time | 40 |

**DEPARTMENT: WATER**

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| AUTHORIZED POSN   | STATUS    |    |
|-------------------|-----------|----|
| Water Superintend | Full Time | 40 |
| Clerk             | Full Time | 40 |
| Water Operator    | Full Time | 40 |
| Water Operator    | Full Time | 40 |

**DEPARTMENT: Animal Control**

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| AUTHORIZED POSN        | STATUS    |    |
|------------------------|-----------|----|
| Animal Control Officer | Part Time | 16 |
| Animal Control Officer | Full Time | 40 |

**DEPARTMENT PARKS AND RECREATION**

Positions to be determined upon approval of funding, review and recommendation by a special committee

**CONTRACTED EMPLOYEES**

|                            |            |            |
|----------------------------|------------|------------|
| Building Inspector         | Contracted |            |
| AC Cleaning                | Contracted | 3 hrs. per |
| City Hall/Library Cleaning | Contracted | 5          |
| City Attorney              | Appointed  |            |

Passed and approved this 13th day of February, 2025

Approved: \_\_\_\_\_  
Duane DeLair Mayor

Attest:

\_\_\_\_\_  
William Vander Pas Recorder/Treasurer

| Name               | Dept   | Title              | 2025    |      | Annual              | FICA               | Pension           | H-Insur            |
|--------------------|--------|--------------------|---------|------|---------------------|--------------------|-------------------|--------------------|
| Mayor              | Admin  | Mayor              | \$14.00 | 2080 | \$29,120.00         | \$2,227.68         | \$1,164.80        |                    |
| Victoria Bigness   | Admin  | Bookkeeper         | \$17.25 | 2080 | \$35,880.00         | \$2,744.82         |                   | \$6,954.96         |
| Hunt, Mary         | Admin  | Clerk              | \$13.00 | 2080 | \$27,040.00         | \$2,068.56         | \$1,081.60        |                    |
| Vander Pas, Bill   | Admin  | Rec-Tre            | \$17.00 | 2080 | \$35,360.00         | \$2,705.04         |                   | \$6,954.96         |
| Sawica, Jim        | Admin  | Code Enf           | \$13.00 | 520  | \$6,760.00          | \$517.14           |                   |                    |
| Watts, John        | Admin  | Recycling          | \$12.88 | 832  | \$10,716.16         | \$819.79           |                   |                    |
| Drent, Ronald      | Admin  | Maintenance        | \$12.50 | 1040 | \$13,000.00         | \$994.50           |                   |                    |
|                    |        |                    |         |      | <b>\$157,876.16</b> | <b>\$12,077.53</b> | <b>\$2,246.40</b> | <b>\$13,909.92</b> |
| Greer, Rebecca     | Admin  | AC Officer         | \$12.88 | 2080 | \$26,790.40         | \$2,049.47         | \$1,071.62        | \$6,954.96         |
| Delvecchio, David  | Admin  | Maint              | \$13.00 | 1040 | \$13,520.00         | \$1,034.28         |                   |                    |
|                    |        |                    |         |      | <b>\$40,310.40</b>  | <b>\$3,083.75</b>  | <b>\$1,071.62</b> | <b>\$6,954.96</b>  |
| Hilliker, Mike     | Fire   | Fire Chief         | \$5.63  | 960  | \$5,404.80          | \$405.36           |                   |                    |
| Shelton, Ron       | Sewer  | Dpt Head           | \$18.39 | 2080 | \$38,251.20         | \$2,926.22         | \$1,530.05        | \$6,954.96         |
| Hardesty, Tim      | Sewer  | Sewer Oper         | \$16.00 | 2080 | \$33,280.00         | \$2,545.92         | \$1,331.20        | \$6,954.96         |
| Bigness, Chris     | Sewer  | Water              | \$2.24  | 2080 | \$4,659.20          | \$356.43           | \$186.37          |                    |
|                    |        |                    |         |      | <b>\$76,190.40</b>  | <b>\$5,828.57</b>  | <b>\$3,047.62</b> | <b>\$13,909.92</b> |
| New Hire           | Street | Laborer            | \$12.88 | 1040 | \$13,395.20         | \$1,024.73         |                   |                    |
| Austin, Dennis     | Street | Laborer            | \$12.88 | 2080 | \$26,790.40         | \$2,049.47         | \$1,071.62        | \$6,954.96         |
| Williamson, George | Street | Laborer            | \$15.64 | 2080 | \$32,531.20         | \$2,488.64         | \$1,301.25        | \$6,954.96         |
| Wolford, Kevin     | Street | Laborer            | \$16.60 | 2080 | \$34,528.00         | \$2,641.39         | \$1,381.12        | \$6,954.96         |
| Boeham, Brian      | Street | Laborer            | \$12.88 | 2080 | \$26,790.40         | \$2,049.47         | \$1,071.62        | \$6,954.96         |
| Seasonal           | Street | Seasonal           | \$11.00 | 640  | \$7,040.00          | \$538.56           |                   |                    |
| Seasonal           | Street | Seasonal           | \$11.00 | 640  | \$7,040.00          | \$538.56           |                   |                    |
|                    |        |                    |         |      | <b>\$148,115.20</b> | <b>\$11,330.81</b> | <b>\$4,825.60</b> | <b>\$27,819.84</b> |
| Gleghorn, Kris     | Water  | Laborer<br>Pub Wks | \$19.00 | 2080 | \$39,520.00         | \$3,023.28         | \$1,580.80        | \$6,954.96         |
| Bigness, Chris     | Water  | Mgr                | \$25.75 | 2080 | \$53,560.00         | \$4,097.34         | \$2,142.40        | \$6,954.96         |
| Hilliker, Mike     | Water  | Laborer            | \$20.18 | 2080 | \$41,974.40         | \$3,211.04         |                   |                    |
| Kurtzweil, Barbara | Admin  | Clerk              | \$24.72 | 2080 | \$51,417.60         | \$3,933.45         | \$2,056.70        | \$6,954.96         |
| Johnson, Alex      | Water  | Laborer            | \$16.00 | 2080 | \$33,280.00         | \$2,545.92         |                   | \$6,954.96         |
|                    |        |                    |         |      | <b>\$219,752.00</b> | <b>\$16,811.03</b> | <b>\$5,779.90</b> | <b>\$27,819.84</b> |