

## **ORDINANCE 2025-01**

### **AN ORDINANCE AMENDING TITLE 2 OF THE HORSESHOE BEND MUNICIPAL CODE PERTAINING TO SECTION 2.16.04 RECORDER/TREASURER**

**WHEREAS**, the city of Horseshoe Bend has the authority to regulate and enact laws concerning the City Code pursuant to Horseshoe Bend City Code Section 1.24.0, and

**WHEREAS**, the city code defines the duties of the office of the Recorder/Treasurer, and

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

**SECTION 1:** That section 2-16-04 of the Horseshoe Bend Municipal Code is hereby amended to read as follows:

**2.16.04 Duties of office** the duties of this office shall be such as are fixed by the laws of the Constitution and the laws of the state of Arkansas and the ordinances of the city. Further, the Recorder/Treasurer shall be responsible to perform and/or supervise the performance of the following job tasks:

- A. Serve as City Clerk and Custodian of Records.
- B. Collect and distribute incoming mail. Review and code all invoices and perform all actions required to pay the invoices.
- C. Prepare and assist with the payroll for all city departments as well as prepare and mail all monthly, quarterly and annual reports for payroll taxes.
- D. Assist in the reconciliation of the monthly bank statements and bank transfers. Control and account for cash on hand. Co-sign checks and serve as member of the Depository Board.
- E. Prepare monthly Treasurer's Reports and distribute to Mayor and City Council. Prepare Annual Treasurer's report and publish according to State Statute
- F. Serve as purchasing agent as directed by the City Council. Orders supplies for all city departments.
- G. Assist in the preparation of the city budget. Serve as Recorder and voting member of the Finance Committee. Prepare the agenda and minutes of the Finance meetings. Copy and distribute to the News Media.
- H. Prepare City Council agenda. Attend Council meetings and maintain an accurate record of those meetings. Prepare, copy, and distribute copies of the Minutes to the Council and the Media. Issue public notification of all official activities and meetings.
- I. Provide review and final approval of all city social media postings.
- J. Prepare ordinances, resolutions, and proclamations as directed so that they can be executed, recorded, archived, and distributed.

- K. Respond to requests for information from the public, other municipalities, state officials, and state and federal legislative offices.
- L. Maintain fiscal records and accounts. Maintain employee personnel files
- M. Process city employee and city official hospitalization, medical and worker's compensation.
- N. Prepare memos, correspondence and notices as required.
- O. Serve as Administrative Office Manager in the direct day to day supervision with authority to hire and fire of all city hall office support personnel. Office support personnel to include Deputy Clerk, Bookkeeper, Water Department Clerk, Receptionists, Assistants, Animal Control, Code Enforcement and any other staff not specifically designated otherwise by ordinance or resolution. Responsible for office support personnel employee evaluations.
- P. Develop job descriptions for office personnel, and review departmental job descriptions annually with the department heads for council approval.
- Q. Perform contract administration duties, assisting with bid openings and the awarding of contracts.
- R. Per State Statute, serve as Mayor Pro-temp during the absence of the Mayor. Serve as a notary of the public.
- S. Direct the issuance of various permits and licenses, including building permits, burning permits, sign permits, peddler licenses, business licenses, pet licenses and collect all appropriate fees.
- T. Process claims against the municipality, maintain files and log of claims, and coordinate claim response and handling with municipal claims administrators.
- U. Act as Treasurer for Parks and Recreation Commission/Department. If and/or when personnel are hired/appointed to perform this function, Recorder Treasurer will take on an advisory, oversight, audit and backup role. The Recorder Treasurer shall be a signatory on all bank accounts opened on behalf of Parks and Recreation.

This Ordinance shall supersede any prior Ordinances or Resolutions which are in conflict with this Ordinance.

**SECTION 2: Emergency Clause:** That this Ordinance being necessary for the immediate preservation of the public peace, health, and safety, an emergency is declared to exist. Therefore, this ordinance shall be in full effect and force immediately after its passage.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Mayor

**ATTEST:**

\_\_\_\_\_  
Recorder/Treasurer