

ORDINANCE NO. 100 -14

**AN ORDINANCE FIXING THE DUTIES OF THE RECORDER-TREASURER OF THE TOWN OF AVOCA, ARKANSAS; PROVIDING THE COMPENSATION THEREFORE; REPEALING ORDINANCE NO. 78; AND FOR OTHER PURPOSES.**

**BE IT ORDAINED** by the Town Council of the town of Avoca, Arkansas:

Section 1:     Duties The duties of the Recorder-Treasurer shall consist of the following:

- A.     Attend all Town Council meetings, both regular and special;
- B.     Attend all council committee of the whole meetings;
- C.     Take minutes of all council meetings and committee of the whole meetings and prepare a typed transcript of the proceedings for each such meeting for presentation to the Town Council at the next following regular council meeting and, upon approval by the Town Council, record such minutes in the town's minute book;
- D.     Submit monthly a report and detailed statement of the financial condition of the town to the Town Council during the regular Town Council meeting next following the end of a calendar month;
- E.     Execute in an official capacity all formal documents of the town including, but not limited to, ordinances, resolutions, contracts, deeds, easements, bonds, orders, notices, etc.;
- F.     In accordance with A.C.A. §14-45-107, preside at all meetings of the Town Council in the absence of the Mayor;
- G.     Keep and maintain a record of all ordinances and resolutions passed by the Town Council; and
- H.     Perform all other duties as are prescribed by law.

Section 2:     Clerk In accordance with A.C.A. §14-45-107, the Recorder-Treasurer shall act as Clerk of the Town.

Section 3:     Collector The Recorder-Treasurer shall be the collector of all occupational and privilege taxes and other taxes and assessments for the town, and shall keep records of all such taxes and assessments collected.

**Section 4: Bond** The Recorder-Treasurer shall be covered under a blanket fidelity bond issued by the Arkansas Fidelity Bond Trust Fund as administered by the Arkansas Governmental Bonding Board. The Town of Avoca, Arkansas, shall pay the premiums for such bond.

**Section 5: Compensation** The base salary of the Recorder-Treasurer is fixed at the sum of \$2,400.00 per year. In addition to the base annual salary, the Recorder-Treasurer will be paid for attendance at council meetings, including committee of the whole meetings, at the rate established by the General Pay Scale Schedule then in effect as adopted by the Town Council from time-to-time. Compensation for other services performed on behalf of the town by the Recorder-Treasurer outside the duties herein described, such as clerical and administrative matters, shall be determined in accordance with the General Pay Scale Schedule.

**Section 6: Holidays** The Recorder-Treasurer shall be entitled to observe as holidays the same days designated and established by the Benton County Quorum Court as holidays for non-uniformed employees of the county.

**Section 7: Repealing clause** This ordinance repeals Ordinance No. 78 of the town of Avoca, and all ordinances or parts of ordinances in conflict herewith are hereby repealed.

**PASSED AND APPROVED** this 9<sup>th</sup> day of December, 2014.

  
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THOMAS W. O'DELL, Mayor

ATTEST:

  
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DIANE BOWEN, Town Recorder/Treasurer