

ORDINANCE 2004

AN ORDINANCE ESTABLISHING A DEPARTMENT OF FINANCE FOR THE CITY OF EUREKA SPRINGS, ARKANSAS, AND CREATING THE POSITION OF FINANCE DIRECTOR; PROVIDING FOR THE DUTIES AND POWERS OF SAID EMPLOYEE:

WHEREAS, it has been determined that a more efficient management of city government could be obtained by creating a department of finance and that said department is desirous;

NOW THEREFORE, BE IT HEREBY ORDAINED BY THE CITY COUNCIL OF THE CITY OF EUREKA SPRINGS, ARKANSAS:

Section 1. There is hereby added to the Municipal Code of Eureka Springs, Arkansas, Chapter 2.70 which is to read as follows:

2.70. That there is hereby established the Department of Finance for the City of Eureka Springs, Arkansas, which is to be headed by a Finance Director, who shall be appointed by the mayor and approved by the city council and may be removed in like manner.

2.70.01 - Duties. That the Finance Director shall be supervisor and in charge of the Finance Department and shall perform the following duties:

a. Director shall be responsible for all monies and revenues of all funds of the city and that said monies and revenues are deposited in the appropriate accounts in the name of the city: maintain revenue and expenditure records for the city, including budget, bookkeeping, accounting, cost analysis studies, appropriations, fund allocations, payrolls, tax and insurance data, records required for bond issues, bank accounts, investments and any and all other functions generally assigned to a controller, except when required by state law that such be done by the City Clerk/Treasurer.

b. Director shall prepare, not less than once a month, a complete statement of conditions of all funds of the city to be submitted on or before the 15th day of each month to the mayor and city council.

c. Director shall be responsible for the city's complying with State Act #159 of 1973 and all other State laws pertaining to municipal finances.

d. Director shall make recommendations to the mayor and city council concerning preparation of budget, fiscal management of the city and all of its departments.

e. Director shall provide data to the city attorney, mayor and city council as necessary, for the preparation of all ordinances pertaining to municipal finances and intergovernmental transfer of revenues.

f. Director shall be responsible for all insurance and surety bonding required by law to be under the jurisdiction of the City Clerk and the Director shall review such bonding yearly. The Director shall be bonded in amounts established by the City Council.

g. Director shall retain in the office of the Finance Director all financial records and bookkeeping equipment, together with any certification of any and all funds made heretofore: any exception will require a simple majority approval of the City Council.

h. Director shall be responsible for preparing and administering, with the necessary and required accounting control systems, all federal and state grant programs or supervise any such programs prepared and/or administered by others.

i. Director shall make recommendations for the investment of all available city funds, including retirement pension funds.

j. Director shall prepare and maintain all reports and records of the employees of the city.

k. Director shall perform such other duties as shall be prescribed by the mayor and city council, necessary to effectually carry out the intent of this ordinance and subsequent ordinances.

l. The Director shall be supervisor and responsible for the Purchasing Division of the Finance Department.

m. Review vouchers for every expenditure of city funds. The director shall be

held responsible for determining that such voucher is in accordance with the approved budget and all ordinances of the city council.

2.70.02 - Powers. The Finance Director shall have the customary powers of a chief executive of a department. These powers to include the following:

- a. To hire and terminate personnel of this department.
- b. To arrange work loads in the department.
- c. To execute provisions of this ordinance as interpreted by the mayor and city council.
- d. Such other powers and functions as are delegated by the mayor and city council.

2.70.03 - Operations Manual. The Finance Director shall draw up a Manual of Performance for the Finance Department which shall govern the daily operations of all personnel within the department. This manual will be made available, yearly to the mayor and city council for suggestions and comments.

2.70.04 - City Funds. All persons and/or officers of the city of Eureka Springs, Arkansas, receiving and funds belonging to the city shall immediately transmit same to the Finance Director to be deposited in such manner as prescribed herein and who shall give receipt thereof.

Section 2. If any section, sentence or clause of this ordinance shall be declared to be unconstitutional or invalid, same shall not defeat the balance of this ordinance.

Section 3. Whereas, it is imperative that the city immediately have a proper procedure for control of its finances in order to efficiently conduct daily business and to save the taxpayers' money, and whereas this ordinance is necessary for the immediate protection of the public peace, health, safety, an emergency is hereby declared to exist and this ordinance shall be in full effect from and after its passage and approval.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF EUREKA SPRINGS,
AR, THIS _____ DAY OF _____, 2005.

ATTEST

APPROVED:

MARY JEAN SELL, City Clerk-Treasurer

KATHY HARRISON, Mayor