

ORDINANCE NO: 2024-20

**AN ORDINANCE DEFINING THE COMPENSATION PLAN
FOR THE CITY CLERK IN ORDER TO ENHANCE
EFFICIENT MANAGEMENT WITHIN THE CITY OF MOUNTAIN HOME;
AND TO REPEAL ORDINANCE NO. 2014-7 AND ORDINANCE NO. 2022-48**

WHEREAS, it is necessary and in the best interest of the city of Mountain Home, Arkansas, that changes in the salary and job description of the office of the City Clerk are needed to better serve the citizens of the City of Mountain Home.

**NOW, THEREFORE, BE IT ORDAINED
BY THE CITY COUNCIL OF MOUNTAIN HOME, ARKANSAS:**

Section 1.

CITY CLERK JOB DESCRIPTION

City Clerk: Elected (4-year Term/takes the Oath of Office with other City officials); Is appointed by City Council during a vacancy in office

Salary: \$50,000 (2025) per year plus benefits provided to full-time employees of the City of Mountain Home

Hours of Office: 8 a.m.-4:30 p.m. (or City Hall business hours)

Description: The City Council sets the hours of the office and can, at its discretion, add to or remove any non-statutory duties.

The City Clerk works in conjunction with the City Council and the Mayor. The City Clerk shall give the bond and perform the duties prescribed by law. The City Clerk shall have custody of all the laws and ordinances of the city and shall keep a regular and correct journal of the proceedings of the City Council.

- Serves as secretary to the City Council and keeps an accurate record of all proceedings.
- Publishes meeting agendas.
- Releases media notices of public hearings, regular and special meetings of the City Council and its committees.

- Prepares minutes of all meetings of the City Council.
- Publishes Ordinances and Resolutions as required by law.
- Handles Municipal League conference reservations/accommodations for the City officials.
- Legal custodian of records and documents pertaining to the business of the City Council.
- Research and answer questions regarding the City, and provide copies of Ordinances and Resolutions for the public, the City and City Council members.
- File marks documents as required.
- Works with the Building Inspection Department and Planning Commission regarding zoning and annexations.
- Works with the City Attorney to prepare Ordinances and Resolutions.
- Works with the Arkansas Municipal League to codify Ordinances for updating City Code books.
- Prepares Volunteer Community of Year Award report.
- Grant research and writing as required by the Mayor.
- Responsible for notifying public officials of the requirement to file a written statement of financial interest for each calendar year pursuant to A.C.A. 21-08-701. Distributes and collects forms for filing by January 31st of each year to avoid sanctions against an elected official.
- Responsible for filing and maintaining Oaths of Office.
- Maintains City Scrapbook.

Section 2.

A City official who is re-elected to the office which he/she is currently serving shall maintain the salary in effect at the time of re-election and compensation shall continue in the new term as provided herein.

Section 3.

This Ordinance contemplates that if the City budget allows (within the discretion of a majority of the Council), elected officials shall receive any cost-of-living adjustment given to City employees.

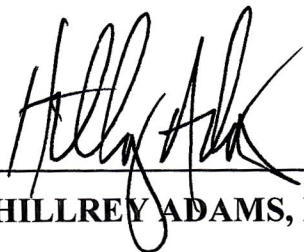
Section 4.

Ordinance No. 2014-7 and Ordinance No. 2022-48 are hereby repealed in their entirety.

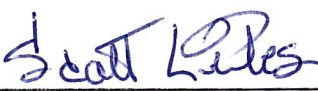
EMERGENCY CLAUSE

The compensation of the City Clerk is crucial to the effective operation of the City of Mountain Home and time is of the essence regarding the preparation of the 2025 City budget; therefore, an emergency is declared to exist, and this ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED THIS 7th DAY OF NOVEMBER, 2024.


HILLREY ADAMS, MAYOR

ATTEST:


SCOTT LILES, CITY CLERK



CITY	POPULATION	EMPLOYEES	SALARY
Paragould	29,537	202	\$67,694
Searcy	22,937	232	\$75,000
Maumelle	19,251	181	\$67,473
El Dorado	17,756	112	\$53,638
Siloam Springs	17,287	288	\$65,811
Marion*	13,430		\$30,175
Blytheville	13,406	211	\$50,700
Harrison*	13,069	213	\$34,000
Mountain Home	12,825	181	\$43,200
Batesville	11,191	183	\$77,250
Malvern	11,074		\$61,800
Farmington	11,054		\$48,000
Greenwood	9,516	110	\$71,660
Clarksville	9,381	99	\$65,433
Cave Springs	6,200	36	\$73,840
Alma	5,800	48	\$43,680
Dardanelle	4,475	92	\$40,540
Paris	3,176		\$36,000
Corning	3,145	50	\$43,596
Brinkley	2,700	48	\$40,500
Calico Rock	1,881	11	\$42,000
Marshall	1,355	16	\$38,178
Ash Flat	1,349	25	\$51,000
Bonanza	595	5	\$34,944
Cherry Valley	575	8	\$56,404
Hartford	500		\$30,000
Rose Bud	494	7	\$46,000
Sparkman	375		\$32,240

** Part-time official*

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