

ORDINANCE NO. 11-24

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CAMDEN, ARKANSAS, AUTHORIZING THE ASSIGNMENT OF CERTAIN
DUTIES TO A PRIVATE ACCOUNTANT; AND FOR OTHER PURPOSES**

WHEREAS, Arkansas Code Annotated § 14-43-405 provides that a city of the first class may allow one person to assume the duties of city clerk and city treasurer as a clerk treasurer; and

WHEREAS, the City of Camden, in Ordinance 12-10, divided the duties of the city clerk and city treasurer and created an elected city clerk and an appointed city treasurer; and

WHEREAS, Ordinance Number 6-19 provides that the position of city treasurer shall be recommended by the Mayor and approved by the City Council; and

WHEREAS, Resolution 14-24 temporarily assigned the duties of city treasurer to the city clerk; and

WHEREAS, Arkansas Code Annotated § 14-59-115 provides that the governing body of a municipality may assign or contract with a private, qualified person or entity to perform certain duties; and

WHEREAS, the City of Camden, desires to authorize the employment of private, qualified individuals or entities to perform certain duties.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS:

SECTION 1: There is hereby created a new position of “Outside Accountant” within the finance administration department.

SECTION 2: A private, qualified individual or entity may be retained to perform any of the following duties:

Monthly reconciliation of city bank accounts;
Processing payroll;
Calculating and submitting payroll tax deposits;
Preparing required payroll reports; (941's, W-2's, etc);
Preparing other monthly submissions (APERS, LOPFI, municipal league);
Prepare monthly sales and use tax returns and monthly city/county sales tax allocation;
Preparing other monthly/quarterly/annual reports;
Answering calls from administration and staff on routine business issues;
Preparing and reviewing monthly financial statements.
Provide annual audit assistance;
Provide budget preparation;
Provide FOIA request response;
Attend council meetings.

SECTION 3: The Outside Accountant shall be approved by the City Council after soliciting proposals from qualified individuals and entities.

SECTION 4: The Outside Accountant shall assist and coordinate with the city treasurer for any duties it is contracted.

SECTION 5: The cost of the Outside Accountant shall be paid from a newly created line item 01-030-52500.

PASSED AND APPROVED THIS _____ DAY OF _____, 2024.

Mayor

City Clerk