

REGULAR CALLED MEETING BOARD OF DIRECTORS

Boardroom

August 2, 2016

5:30 p.m.

AGENDA

1. Call to Order Mayor James Calhoun/Invocation
2. Consider Minutes from the July 19, 2016 Regular Board of Directors Meeting
3. Public Hearing – OBU Bond Issue
4. Consider Resolution Confirming Reappointments to the OBU Facilities Board
5. Consider Resolution OBU Bond Issue
6. 2014 Audit Findings Report
7. Consider Process for Advertising the City Manager Position
8. Change the Form of Government
9. City Manager's Report
10. Future Agenda Items
11. Routine Business
12. Adjournment

MEMO

TO: CITY BOARD MEMBERS
FROM: ACTING CITY MANAGER BRENDA GILLS
SUBJECT: AGENDA August 2, 2016

Items 1-2: Self-Explanatory

Item 3: At this time the Mayor will call for a public hearing on the question of the issuance of revenue bonds. Anyone for or against may express their views.

Item 4: The Mayor has nominated Randall Turner and Rick Mays for reappointment to the Arkansas Public Facilities Board. Staff recommends the Board confirm this nomination by adopting the resolution confirming reappointments

Item 5: Per memo attached OBU can lower its debt service by refunding (or refinancing) the 2008 Bonds. It is estimated that this refinancing could save the University \$4 million with the lower interest rate.

Item 6: The City Manager is required by the Legislative Auditors to discuss the findings in the yearly audits. Tonight the 2014 audit will be discussed.

Item 7: During the July 5th meeting the Mayor asked Ms. Gills to work on a City Manager job description, ad and check on the State of Missouri City Manager Association publications; that information is attached. Staff is recommending moving forward with advertising the City Manager position.

Item 8: During the last meeting Director Chaney made the motion seconded by Assistant Mayor Rudolph to place on the agenda change the form of government.

Items 9-12: Self-Explanatory

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Boardroom

July 19, 2016

5:30 P.M.

MEMBERS:

Taylor Chaney, *Ward 1 Director*
Dick Rudolph, *Ward 2 Director, Assistant Mayor*
Scott Byrd, *Ward 3 Director*
Joann Nelson, *Ward 4 Director*
David Rider, *Ward 5 Director*
Julie Winfrey, *Ward 6, At Large Director*
James Calhoun, *Ward 7, Mayor*

OTHERS:

Rendi Currey, *City Clerk*
Jamal Brown, *Press*

(see attached list)

CALL TO ORDER

Mayor Calhoun called the meeting to order at 5:30 p.m.

INVOCATION

Director Nelson

APPROVAL OF MINUTES

A motion was made by Assistant Mayor Rudolph seconded by Director Rider to approve the minutes from the July 19, 2016 Regular Called Board of Directors meeting as presented. The motion passed with a roll call vote and the vote was as follows:

Scott Byrd	"Aye"	Joann Nelson	"Aye"
David Rider	"Aye"	Julie Winfrey	"Aye"
Dick Rudolph	"Aye"	Mayor Calhoun	"Aye"

WARD 1 APPLICANT INTRODUCTION

Staff advertised the vacancy in Ward 1 and only one letter of interest was received. Taylor Chaney was called to the podium to introduce himself. Director Winfrey made the motion seconded by Assistant Mayor Rudolph to appoint Taylor Chaney to finish out the term of the Ward 1 position. **The motion passed unanimously 6-0.**

The Mayor moved this item due to Judge Hill needing to leave.

SWEARING IN CEREMONY

Judge Randy Hill gave Taylor Chaney the oath of office and Director Chaney took a seat with the Board of Directors.

ATTENDING CITIZEN

Henry Wilson told the history of the hiring process twelve years ago and requested the City use an independent agency to do back ground checks or just change the form of government.

THIRD READING ORDINANCE AMENDING PARK AND RECREATION RULES

At our last meeting Assistant Mayor Rudolph made the motion seconded by Director Byrd to place the ordinance on its third reading title only in the next regularly scheduled Board of Directors meeting. The Mayor called for the Clerk to read the ordinance. The Clerk read:

O-16-12

AN ORDINANCE AMENDING ORDINANCE O-16-09 ADOPTING FOR THE CITY OF ARKADELPHIA AN ALL PARKS AND PARKS AND RECREATION FACILITIES POLICY

Director Winfrey made the motion seconded by Director Nelson to adopt the ordinance. **The motion passed unanimously 7-0.**

CONSIDER ORDINANCE TO REZONE PROPERTY AT 205 N. 25TH FROM R-2 AND C-2 TO OFFICE COMMERCIAL DISTRICT (C-4)

Greenstone Holdings Incorporated is wishing to expand their existing building at 205 N. 25th Street. This is located in a multiple zoning districts. In order to enlarge the building it must be brought into conformity. The rezoning will accomplish this. Staff advertised a legal notice, property owners within 200 feet were notified of a public hearing, and the Planning Commission held the public hearing on July 14, 2016 and heard no objections. Staff and the Planning Commission are requesting the Board of Directors approve this ordinance in an expedited fashion so the construction can begin as soon as possible. Assistant Mayor Rudolph made the motion seconded by Director Byrd to place the ordinance on its first reading. **The motion passed unanimously 7-0.** The Mayor called for the Clerk to read the ordinance in its entirety. The Clerk read:

AN ORDINANCE TO REZONE CERTAIN PROPERTY IN THE CITY OF ARKADELPHIA, ARKANSAS KNOWN AS 205 N. 25TH STREET AND MORE ACCURATELY DESCRIBED AS PARK HILL ADDITION TO THE CITY OF ARKADELPHIA, CLARK COUNTY, ARKANSAS, THE EAST 100 FEET OF LOTS 9-12 AND THE SOUTH 10 FEET OF THE EAST 100 FEET OF LOT 13, BLOCK 1; AMENDING THE ZONING MAP OF THE CITY OF ARKADELPHIA, ARKANSAS; AND FOR OTHER PURPOSES.

SUSPEND THE RULES

Director Byrd made the motion seconded by Assistant Mayor Rudolph to suspend the rules and place the ordinance on its second reading title only. **The motion passed unanimously 7-0.** The Mayor called for the Clerk to read the ordinance title only. The Clerk read:

AN ORDINANCE TO REZONE CERTAIN PROPERTY IN THE CITY OF ARKADELPHIA, ARKANSAS KNOWN AS 205 N. 25TH STREET AND MORE ACCURATELY DESCRIBED AS PARK HILL ADDITION TO THE CITY OF ARKADELPHIA, CLARK COUNTY, ARKANSAS, THE EAST 100 FEET OF LOTS 9-12 AND THE SOUTH 10 FEET OF THE EAST 100 FEET OF LOT 13, BLOCK 1; AMENDING THE ZONING MAP OF THE CITY OF ARKADELPHIA, ARKANSAS; AND FOR OTHER PURPOSES.

SUSPEND THE RULES

Director Byrd made the motion seconded by Assistant Mayor Rudolph to suspend the rules and place the ordinance on its third reading title only. **The motion passed unanimously 7-0.** The Mayor called for the Clerk to read the ordinance title only. The Clerk read:

O-16-13

AN ORDINANCE TO REZONE CERTAIN PROPERTY IN THE CITY OF ARKADELPHIA, ARKANSAS KNOWN AS 205 N. 25TH STREET AND MORE ACCURATELY DESCRIBED AS PARK HILL ADDITION TO THE CITY OF

ARKADELPHIA, CLARK COUNTY, ARKANSAS, THE EAST 100 FEET OF LOTS 9-12 AND THE SOUTH 10 FEET OF THE EAST 100 FEET OF LOT 13, BLOCK 1; AMENDING THE ZONING MAP OF THE CITY OF ARKADELPHIA, ARKANSAS; AND FOR OTHER PURPOSES.

Assistant Mayor Rudolph made the motion seconded by Director Byrd to adopt the ordinance. **The motion passed unanimously 7-0.**

2017 AQUATIC PARK RATES

In the last meeting Director Rider made the motion seconded by Director Winfrey to place this item on this agenda. Mike Volz was present to answer questions and took notes of items to look at during the budgeting process. Director Byrd made the motion seconded by Director Nelson to offer a Senior Adult pass for anyone 55 or older for the remainder of the season as a test run in the amount of \$40. **The motion passed unanimously 7-0.**

CITY MANAGER'S REPORT (reported by R. Currey)

- July 6, 2016 – I talked to County Judge Ron Daniell about the status of the Clark County Landfill. He told me that on Tuesday, July 5 he did receive a permit from ADEQ to proceed. The first step is to bushhog, remove the grass cover and put approximately a six foot gravel lift (approximately 27,000 yards) across all three acres of the site and build a clay levee. After all that is completed, the landfill will be fully operational for all business. The Judge estimates approximately two months for the work so a very hopeful estimate for completion will be early to mid-September. He does note that the landfill is currently taking small debris such as shingles and lumber.
- I have been asked to find out the status of the Arkansas Highway Department's project to widen Highway 26 west of Arkadelphia. AHD staff tells me the project is scheduled to bid in September. Utilities are currently being relocated and right-of-way issues being resolved.
- I have talked with Mike Miley, Ouachita Saline Surveying, to get the status of his work regarding the Gum Springs potential annexation area. Mr. Bolt had previously asked him to do the survey work necessary to begin such a process. Mr. Miley tells me that he hopes to have the work completed by late in the week of July 18.
- Staff is continuing to reach out to contacts in the congressional offices attempting to get a status on the Self-Help Housing Grant, as well as seeking information on the Asbestos Abatement Grant Application for the property at 1420 Pine Street. No concrete news at this time.
- The City Board Retreat has been firmly scheduled for Saturday, August 20 at 9:00 A.M. at the Dawson Educational Building at 7th & Clinton Streets. Stephen Bell with the Arkadelphia Regional Economic Development Alliance will be the speaker at lunch that day to share information on the Sun Paper project.
- Staff has been notified that the Art Center's roof repair and waterproofing work will begin approximately the third week in August.
- We have three positions on the City Board of Directors that have terms ending this year – Wards 2, 3, and 5. Ms. Currey has packets prepared for anyone interested in running for those seats. The period for interested candidates to file petitions opens on July 29 and closes at noon on August 19. The term is four years. Candidates must be qualified electors, must reside in the municipality for at least 30 days prior to the election and must be a minimum of 21 years of age. They must obtain valid signatures from 50 qualified electors of the ward. Signatures will be verified to insure they are qualified voters that reside within the ward. When the City Clerk validates their petition, the candidate will be placed on the November 8 general election.

FUTURE AGENDA ITEMS

Director Chaney made the motion seconded by Assistant Mayor Rudolph to place on the agenda in the next Board of Directors meeting, change the form of government. **The motion passed 4-3 with Byrd, Rider, and Calhoun voting "No."**

ROUTINE BUSINESS

Taylor Chaney, Ward 1-Inquired about the mobile food truck subcommittee. Rider stated he would report when his turn comes around.

Scott Byrd, Ward 3- He welcomed Director Chaney. He reported a date change for the unveiling ceremony of the Honorary Dr. MLK sings and will announce a new date when one is agreed on. There will be a Bikers Roundup in Little Rock August 3-7 please drive safe if you are up that way during that time.

Joann Nelson, Ward 4- She welcomed Director Chaney. She thanked everyone for the prayers and is glad to report she is cancer free.

David Rider, Ward 5-He welcomed Director Chaney and gave an update on the Food trucks committee and stated that the next meeting will be July 26 at 7pm at Town Hall.

Julie Winfrey, Ward 6 Director at Large- She asked how long would it be until the Food Truck committee had something for the Board. Rider stated he hoped not long. She wants to know the policy for large item pick up. She is still seeing things that have been called in two months ago. She thought the Crusin' in the Park event went very well and the turnout was larger than last year.

Dick Rudolph, Ward 2 Assistant Mayor- Glad to hear the Highway Department will be working on Hwy 26. He hopes that Stephen Bell will address the issue of log truck traffic.

James Calhoun, Mayor-He welcomed Director Chaney. He talked to a HWY Department rep today that wants to arrange a meeting next week about the overlay project. He ended by saying he truly appreciates our law enforcement.

ADJOURNMENT

There being no more business to discuss, Director Byrd made the motion seconded by Director Nelson to adjourn. **The motion passed unanimously and the meeting adjourned at 7:07 p.m.**

James Calhoun, Mayor

Rendi Currey, City Clerk

**REGULAR CALLED MEETING
BOARD OF DIRECTORS**

Boardroom

July 19, 2016

5:30 p.m.

Jason Jackson
Jennifer Story
Nancy Anderson
Mike Volz
Henry Wilson
Al Harris
C.T. Hollingshead
Chuck Atkinson
Andrew Kneebone
David Sesser
Anita Wiley
Bruce Bell



Office of the City Manager
700 Clay Street
Arkadelphia, Arkansas 71923
870-246-9864 phone
870-246-1813 fax

TO: ARKADELPHIA BOARD OF DIRECTORS

CC: ED MCCORKLE, CITY ATTORNEY

FROM: BRENDA GILLS, ACTING CITY MANAGER

SUBJECT: BACKGROUND INFORMATION ON OBU BOND ISSUES

DATE: JULY 28, 2016

On the agenda for our August 2 meeting, items 4, 5, and 6 pertain to the City's involvement with Ouachita Baptist University's bond refinancing. Jason Holsclaw with Stephens, Inc. has prepared the following as background information:

In 1988, the City of Arkadelphia (the "City") formed the "City of Arkadelphia, Arkansas Public Education Facilities Board (Ouachita Baptist University) (the "Facilities Board") for the purpose of issuing bonds for the benefit of Ouachita Baptist University ("OBU"). The issuance of bonds by the Facilities Board enables OBU to access the tax-exempt bond market, which enables OBU to pay a lower interest cost on its indebtedness.

In 2008, the Facilities Board issued its Revenue Bonds, Series 2008 (the "2008 Bonds") for the purpose of constructing Elrod Boulevard and constructing the Student Village Residence Hall and related facilities. Based on current market conditions, the 2008 Bonds can be refunded (or refinanced) in order to lower the debt service cost to OBU. At the time of this writing, it is estimated that the University could save approximately \$4 million by lowering the interest rates on its bonds. OBU has requested that the Facilities Board issue its Refunding Revenue Bonds, Series 2016 (the "2016 Bonds") in order to accomplish the refunding.

Pursuant to federal tax law, a public hearing must be held prior to the issuance of certain bonds by the Facilities Board. The public hearing for the 2016 Bonds is scheduled during the August 2 Board of Directors meeting.

Also, the City has reserved the right to approve certain bonds issued by the Facilities Board. The resolution approving the 2016 Bonds is included on the agenda for the August 2 meeting.

Representatives of OBU, Stephens Inc. (one of the underwriters for the 2016 Bonds) and Friday, Eldredge & Clark (bond counsel for the 2016 Bonds) will be in attendance at the August 2 Board of Directors meeting in order to answer any questions.

NOTICE OF PUBLIC HEARING

Notice is hereby given that a public hearing will be held before the Board of Directors of the City of Arkadelphia, Arkansas (the "City"), on the question of the issuance of not to exceed \$42,500,000 in aggregate principal amount of refunding revenue bonds (the "Bonds"), by the City of Arkadelphia, Arkansas Public Education Facilities Board (Ouachita Baptist University) (the "Board").

The Bonds will be issued to provide all or a portion of the funds necessary to refinance the costs of capital improvements at Ouachita Baptist University, an Arkansas non-profit corporation ("OBU"), which is located at 410 Ouachita Street in the City, by the refunding of the Board's Revenue Bonds, Series 2008 (the "2008 Bonds"). The 2008 Bonds were issued to finance costs of the following (collectively, the "Project"):

(a) Construction of Elrod Boulevard (a two lane divided road which runs from Highway 67, just south of the OBU Heflin Tennis Center, and connects to the campus of OBU at 8th Street in the City, near the Sturgis Physical Education Center, continuing along a ridge above the Ouachita River Valley and reconnecting to 8th Street near University Drive); and

(b) The acquisition, construction, equipping and furnishing of the Student Village Residence Hall located on the campus of OBU at approximately 618 North 8th Street in the City, including demolition, site preparation, utility improvements and parking.

Except for the road improvements which are owned by the City, the Project is owned and operated by OBU.

Any persons interested may express their views, both orally and in writing, on the proposed issuance of the Bonds and the proposed nature of the Project being refinanced before the Board of Directors of the City, on August 2, 2016 at 5:30 p.m., in the City Hall, 700 Clay Street, Arkadelphia, Arkansas. At such hearing all objections and suggestions will be heard and considered, and the Board of Directors will take such action as is deemed proper in the premises.

Dated: June 23, 2016

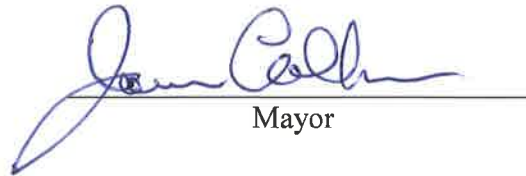
/s/ Rendi Currey
City Clerk

I, James Calhoun, Mayor of the City of Arkadelphia, Arkansas (the "City"), hereby reappoint Randall Turner and Rick Mays, whose terms have expired, to the City of Arkadelphia, Arkansas Public Education Facilities Board (Ouachita Baptist University). The terms of such members shall expire as follows:

<u>Name</u>	<u>Term Expiration</u>
Randall Turner	May 31, 2020
Rick Mays	May 31, 2021

Such reappointments are subject to confirmation by the Board of Directors of the City.

Dated this 19th day of July, 2016.



Mayor

RESOLUTION NO. _____

A RESOLUTION CONFIRMING REAPPOINTMENTS TO THE CITY OF ARKADELPHIA, ARKANSAS PUBLIC EDUCATION FACILITIES BOARD (OUACHITA BAPTIST UNIVERSITY); AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, by Ordinance No. 483 adopted October 20, 1988, the Board of Directors of the City of Arkadelphia, Arkansas (the "City"), created the City of Arkadelphia, Arkansas Public Education Facilities Board (Ouachita Baptist University) (the "Board"); and

WHEREAS, pursuant to Title 14, Chapter 137 of the Arkansas Code of 1987 Annotated (the "Authorizing Legislation"), the Mayor has reappointed Randall Turner and Rick Mays, whose terms have expired, to the Board; and

WHEREAS, the Authorizing Legislation provides that such reappointments to the Board must be confirmed by the Board of Directors of the City;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Arkadelphia, Arkansas:

Section 1. That the reappointment of the following persons to the Board is hereby confirmed:

<u>Name</u>	<u>Term Expiration</u>
Randall Turner	May 31, 2020
Rick Mays	May 31, 2021

Section 2. The confirmation set forth in Section 1 shall be retroactive, and any actions taken by such reappointed members on behalf of the Board prior to the adoption of this Resolution are ratified and confirmed.

Section 3. That the provisions of this Resolution are hereby declared to be separable, and if any section, phrase or provision shall for any reason be declared illegal or invalid, such declaration shall not affect the validity of the remainder of this Resolution.

Section 4. All resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall be in force and effect immediately upon and after its passage.

PASSED AND APPROVED THIS 2nd day of August, 2016.

Mayor

ATTEST:

City Clerk

CERTIFICATE

The undersigned, City Clerk of the City of Arkadelphia, Arkansas, hereby certifies that the foregoing is a true and compared copy of a Resolution duly adopted by the Board of Directors of the City at its regular meeting place at 5:30 o'clock p.m. on the 2nd day of August, 2016.

City Clerk

(SEAL)

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE ISSUANCE OF REFUNDING REVENUE BONDS BY THE CITY OF ARKADELPHIA, ARKANSAS PUBLIC EDUCATION FACILITIES BOARD (OUACHITA BAPTIST UNIVERSITY); AND PRESCRIBING OTHER MATTERS RELATING THERETO.

WHEREAS, by Ordinance No. 483 adopted October 20, 1988, the Board of Directors of the City of Arkadelphia, Arkansas (the "City"), created the City of Arkadelphia, Arkansas Public Education Facilities Board (Ouachita Baptist University) (the "Board"); and

WHEREAS, the Board currently proposes to issue not to exceed \$42,500,000 of its Refunding Revenue Bonds, Series 2016 (the "Bonds") to refinance capital improvements for Ouachita Baptist University, an Arkansas nonprofit corporation ("OBU") by refunding the Board's Revenue Bonds, Series 2008 (the "Series 2008 Bonds"); and

WHEREAS, the Series 2008 Bonds were issued to finance all or a portion of the costs of the following: (a) construction of Elrod Boulevard; and (b) the acquisition, construction, equipping and furnishing of the Student Village Residence Hall located on the campus of OBU at approximately 618 North 8th Street in the City, including demolition, site preparation, utility improvements and parking (collectively, the "Project"); and

WHEREAS, except for the road improvements which are owned by the City, the Project is owned and operated by OBU; and

WHEREAS, a public hearing on the question of the issuance of the Bonds has been held before the Board of Directors of the City on this day following the publication of a notice of such hearing in The Daily Siftings Herald, a newspaper of general circulation within the City, on June 28, 2016; and

WHEREAS, the Board of Directors of the City has determined that the public purposes for which the Bonds are to be issued serve a proper need; and

WHEREAS, the Board of Directors of the City understands that the Bonds issued by the Board in 2016 will be treated as having been issued by the City for the purpose of determining whether and to what extent any bonds issued by the City during calendar year 2016 may be designated as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code");

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Arkadelphia, Arkansas:

Section 1. That the issuance of the Bonds by the Board to refund the Series 2008 Bonds and to refinance the Project is hereby authorized and is in all respects approved.

Section 2. That by the adopting of this Resolution the City assumes no liability or responsibility for the repayment of the Bonds.

Section 3. That the provisions of this Resolution are hereby declared to be separable, and if any section, phrase or provision shall for any reason be declared illegal or invalid, such declaration shall not affect the validity of the remainder of this Resolution.

Section 4. All resolutions and parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This Resolution shall be in force and effect immediately upon and after its passage.

PASSED AND APPROVED THIS 2nd day of August, 2016.

Mayor

ATTEST:

City Clerk

CERTIFICATE

The undersigned, City Clerk of the City of Arkadelphia, Arkansas, hereby certifies that the foregoing is a true and compared copy of a Resolution duly adopted by the Board of Directors of the City at its regular meeting place at 5:30 o'clock p.m. on the 2nd day of August, 2016.

City Clerk

(SEAL)



Office of the City Manager
700 Clay Street
Arkadelphia, Arkansas 71923
870-246-9864 phone
870-246-1813 fax

TO: ARKADELPHIA BOARD OF DIRECTORS

CC: ED MCCORKLE, CITY ATTORNEY

FROM: BRENDA GILLS, ACTING CITY MANAGER

SUBJECT: REPORT ON 2014 AUDIT FINDINGS

DATE: JULY 28, 2016

You have previously received a copy of the City's 2014 Legislative Joint Auditing Committee's report on the City's 2014 financial audit. State auditors required that the findings be reviewed in a board meeting. The findings are as follows:

Segregation of duties was discussed. It was noted that duties were not segregated out enough to sufficiently reduce risks of fraud and error. This is a direct result of a small number of employees where there is not the option of completely dividing duties. Although there is not a way to completely correct this situation without hiring additional staff, duties are being shared and reassigned when possible.

A finding in the Treasurer's office pertained to balances in the Payroll Fund bank account. The City Treasurer is working with the accounting software company to identify the outstanding balances. It is believed that an error when changing software programs contributed to the problem.

A finding that compensated balances were not being calculated properly has been corrected for 2015.

A weakness noted in the report pertained to the lack of process to periodically review appropriate access security. Staff is currently working to change passwords more frequently and better monitor computer access.

No formal board action is needed at this time.

EMPLOYMENT NOTICE

The City of Arkadelphia, Arkansas is accepting applications for the position of City Manager. Successful applicants must have a high school diploma or equivalent but a college degree/Public Administration is preferred. Applicant must have experience in a supervisory role, have strong management and decision making skills, and strong communication skills both written and verbal. The ability to read, draft and follow budgets is an absolute requirement. Salary range is negotiable depending upon qualifications and experience. Send resumes to Brenda Gills, Acting City Manager, 700 Clay St, Arkadelphia, AR 71923. Resumes will be taken until the position is filled.

By: Rendi Currey, City Clerk

CITY MANAGER/ARKADELPHIA, AR 71923

Administration

Salary: Fixed by the Board A.C.A. 14-47-119 (4)(d)

Relationships

Reports to: City Board
Operates as: City Manager form of Government
Subordinate staff: All Administrative departments, agencies, offices and employees

Job Summary

To manage the day-to-day operations of the eleven departments of the City of Arkadelphia and to adhere to policies set by the City Board of Directors and manage all city departments; all while working within the budgetary constraints and guidelines set by the City Board of Directors. The City Manager supervises all administrative departments, agencies, offices and employees. This position represents the board in the enforcement of all obligations of any public utility franchise; and may inquire into the conduct of any municipal office, department or agency which is subject to the control of the board.

Specific Job Duties and Responsibilities A.C.A. 14-47-120

- Nominates or removes persons to fill all vacancies at any time occurring in any office, employment, board, authority, or commission to which the board's appointive power extends.
- Contracts for and purchases, or issues purchase authorizations for, supplies, materials and equipment for the various offices, departments, and agencies of the city government.
- Contracts for, or authorizes contracts for, services to be rendered to the city or for the construction of municipal improvements up to the maximum amount established by ordinance without bids. Contracts, purchases or authorizations exceeding the amount so established shall be effective only after competitive bidding.
- Approves or disapproves out of funds previously appropriated for that purpose any bills, debts, or liabilities asserted as claims against the city.
- Prepares the municipal budget annually and submits it to the board for its approval or disapproval and is responsible for its administration after adoption.
- Prepares and submits to the board, within sixty (60) days after the end of each fiscal year, a complete report on the finances and administrative activities of the city during the fiscal year.
- Keeps the board advised of the financial condition and future needs of the city and makes such recommendations as may seem desirable.
- Signs all municipal warrants when authorized by the board to do so.
- Has all powers, except those involving the exercise of sovereign authority, which under statutes applicable to municipalities under ordinances and resolutions may be applicable to the Mayor.
- Performs such additional duties and the exercise of such additional powers as may be lawfully delegated by ordinance by the board.

Other Characteristics/ Qualifications

1. Must have special qualifications in respect to the management of municipal affairs.
2. During employment shall reside in the city and devote full time to the business of the city.
3. Shall furnish fidelity bond, not less than \$25,000, the premiums paid by approval of board.
4. Must be at least eighteen years of age.
5. Graduation from High School or equivalent.

6. College degree/Public Administration preferred, not required.
7. Must have excellent verbal and written communication skills.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements. All information regarding the powers and duties of the city manager can be found in Arkansas Code of 1987 Annotated Chapter 47 City Manager Form of Municipal Government A.C.A. 14-47-119 and A.C.A. 14-47-120

Updated: July 2016



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MENU

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What you will find:

Job opportunities, equipment for sale, and requests for bids/proposals. Many cities and professional recruiters advertise positions regularly.

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Password

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Latest News

5/26/2016
Craig Owens Recipient of Jay T. Bell Award

5/26/2016
Jennifer Gray Recipient of Richard R. Noll Award

4/29/2016
Missouri Celebrates Local Government Week May 1-7, 2016

Calendar

5/5/2016 » 9/11/2016
2016 MML Annual Conference
Registration for Exhibitors

7/11/2016
Brownfields Conference

7/15/2016 » 7/17/2016
2016 MMAA Summer Seminar