

AN ORDINANCE TO DEFINE THE DUTIES AND RESPONSIBILITIES OF THE CITY OF COTTER ARKANSAS RECORDER/TREASURER, UNDER 14-44-109. AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF COTTER, ARKANSAS;

ARTICLE I

SECTION 1: **RECORDER:**

- (1) Is responsible to accurately record and transcribe all regular or special council meetings. She/he may also be asked to record and transcribe any public workshop, meeting or presentation that City Council or the Mayor believes is necessary.
- (2) Will prepare all meeting documentation for council and city hall records.
- (3) Will read minutes, ordinances, resolutions, take roll and record all votes.
- (4) Will prepare written notification for the public and news media.
- (5) Will attest to and sign these documents.

SECTION 2: **TREASURER:**

- (1) Could countersign checks if needed.
- (2) Could sign purchase orders if needed.

SECTION 3: **COMPENSATION:**

For performance of these duties a salary in the amount of \$150.00 per month will be paid.

SECTION 4: **ASSIGNMENTS:**

All other duties will be handled by bookkeeping or other trained and qualified employees. The City Council by a majority vote or the Mayor can assign additional duties or compensation to the Recorder/Treasure that is trained, qualified and familiar with General Accepted Accounting Principles.

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REPEAL: All ordinances or part of ordinances, found to be in conflict with the provisions of this ordinance are hereby repealed to the extent of such inconsistency.

EMERGENCY:

Providing the City Council and the Citizens of Cotter with complete and accurate information is of the utmost importance; it is therefore declared that an emergency exists and that this ordinance shall be in full force and effect from and after its passage.

Passed this 27th day of May, 2010

APPROVED:



Steve Raines, Mayor

ATTEST:

Recorder/Treasurer