

RESOLUTION NO. 3-78

WHEREAS, the Recorder-Treasurer of the City of Cotter, Arkansas, has stated that it will be necessary for him to have time away from the office on his own affairs; and

WHEREAS, it is necessary that a change in the employment classification of Dolores Garriott be made from Administrative Assistant to Assistant to the Recorder-Treasurer; and

WHEREAS, this will necessitate all of the time of said Dolores Garriott, it is necessary that she work solely under the supervision of the Recorder-Treasurer;

NOW, THEREFORE, BE IT RESOLVED that the employment classification of Dolores Garriott be changed from Administrative Assistant to Assistant to the Recorder-Treasurer, she to be under the sole and direct supervision of the Recorder-Treasurer of the City of Cotter, Arkansas, her duties to be among other things to assist in the preparation of budgets, statistical reports, preparation of grant requests, reconciliation of bank statements and accounts and audit of bills to be paid. Under the latter would be payroll and payroll taxes, drawing of checks, federal and state tax remittances, checks for payment of bills, Title VI Time Cards and check disbursements. Under advisory and consultant work would be training bookkeeping personnel, HUD operational duties and personnel, Mayor's office and personnel, Cotter Waste Water Plant, O & M accounting; and be it further

RESOLVED that Jennie F. Pond shall continue as Assistant Recorder-Assistant Treasurer retaining her authority to sign checks and other papers and documents necessary for the City business, whether for HUD, Water Department, Sewer Department, and all other departments in the absence of either the Mayor or Recorder-Treasurer.

PASSED at a regular session of the City Council of the City of Cotter, Arkansas, on April 19, 1978.



MAYOR

ATTEST:



RECORDER