

ORDINANCE 0-96-8
AN ORDINANCE PROVIDING FOR THE SEPARATION OF THE DUTIES OF THE
OFFICE OF THE CITY CLERK-TREASURER IN THE CITY OF ARKADELPHIA,
DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.

WHEREAS, Mrs. Shirley Loy has been performing the combined duties of City Clerk and City Treasurer for the past 17 years in an exemplary manner, and;

WHEREAS, Mrs. Loy has announced her intention to retire at the end of this fiscal year, and;

WHEREAS, it is the desire of the City Manager to separate the duties of these two offices, and to assign these duties to existing personnel in an effort to reduce the expenses of operating this office.

NOW THEREFORE BE IT ORDAINED THAT the duties of the City Clerk-Treasurer shall be separated into the office of the City Clerk, and the office of the City Treasurer, as the offices originally existed.

Section 1. The office of the City Clerk shall be designated as the custodian of records of the City, shall keep a regular and correct journal of the proceedings of the City Board, shall be the administrative secretary to the City Manager and his/her staff, and shall perform other duties as specified by state law and the City Manager.

Section 2. The office of the City Treasurer shall be designated as the chief accountant of the City, and shall maintain all financial records and proceedings of the City, shall develop and report on the financial status of all City funds, shall record all financial transactions, record revenues and expenditures of all City departments, invest funds as needed, reconcile bank statements, and perform any and all other duties and assignments as specified by law and the City Manager.

Section 3. The persons holding these offices shall be appointed to these respective positions by the City Manager, and said appointments are subject to the confirmation by the City Board.

Section 4. All ordinances and parts of ordinances in conflict herewith are hereby repealed, and declared null and void.

Section 5. An emergency is hereby declared, that is necessitated as a result of the resignation of the existing City Clerk-Treasurer, and due to the fact that she intends to retire and complete her duty assignments on or before December 10, 1996, and the duties of the respective offices require on going maintenance, and it is necessary that replacement personnel be authorized to continue these duties as prescribed by necessity and by law. As a result, this ordinance takes effect immediately following official approval by the Board.

Passed and approved this 5th Day of December, 1996


Kitty Holland, Mayor

Attest:

Shirley Loy, Clerk