

ORDINANCE NO. 2020-1

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OZARK, ARKANSAS, A RESOLUTION ENTITLED:

“AN ORDINANCE SEPARATING THE DUTIES OF CITY CLERK AND TREASURER , PROVIDING FOR THE DUTIES OF TREASURER TO BE ASSIGNED TO AN EMPLOYEE APPROVED BY THE CITY COUNCIL AND CREATING THE OFFICE OF ASSISTANT TO THE MAYOR, AND FOR OTHER PURPOSES”

Section 1. Pursuant to the authority granted the City Council by A.C.A. § 14-59-115, the municipal offices City Clerk and Treasurer are hereby separated effective immediately. The duties of City Treasurer shall be assigned to an employee of the City, with the approval of City Council, and shall consist of keeping the financial books and reports of the City of Ozark, and performing all duties recited in A.C.A. §14-59-101—118. In addition or for edification, such duties shall include the collection and deposit of Advertising and Promotion Taxes, paying accounts payable for the City, taking application for and issuing business licenses, calculating and paying LOPFI assessments due, issuing accurate monthly financial statements to the City Council, reconciling bank statements, attend monthly regular and special meeting of the City Council, human resources, and such other duties as the City Council may assign.

Section 2. The duties of City Clerk shall be as assigned by statute, including the keeping of minutes of meetings of the City Council, publishing the minutes online, keep records and Ordinances of the City, and authenticate all city documents.

Section 3. There is hereby created the office of Assistant to the Mayor, which may be filled by appointment of the Mayor with approval of the City Council. The duties of such office shall include making receipts and deposits, telephone and customer service, overseeing the City Cemetery, secretarial and other duties assigned by the Mayor or the City Council.

PASSED, this 2<sup>nd</sup> day of January, 2020.

Approved:

Roxie Hall  
Roxie Hall, Mayor

Approved Date: Jan 2, 2020

ATTEST:

Marla Wood  
Marla Wood, Deputy Clerk  
Attest Date: Jan 2, 2020