

**ORDINANCE NO. 22-884**

**AN ORDINANCE CLARIFYING THE DUTIES AND AUTHORITY OF THE CITY CLERK/TREASURER; AND FOR OTHER PURPOSES**

**WHEREAS**, in accordance with Ark. Code Ann. § 14-43-405(a)(2), the Clarksville City Council has combined the offices of City Clerk and City Treasurer as described in Section 2.32.01 of the Clarksville Municipal Code; and

**WHEREAS**, the duties of the Clerk/Treasurer are defined by state law and such ordinances that may be adopted by City Council, including those codified in Chapter 2.32 of the Clarksville Municipal Code; and

**WHEREAS**, an important task of the Clerk/Treasurer is to securely maintain accurate records of City Council meetings and finances of the City; and

**WHEREAS**, in order for City Clerk/Treasurer to perform such duties as have been assigned by state law and City Council, the City Council must allocate adequate office space, staff and resources to the City Clerk-Treasurer; and

**WHEREAS**, it is just and proper to amend the Chapter 2.32 of the Clarksville Municipal Code to ensure that the City Clerk-Treasurer is allocated adequate office space, staff and resources.

**NOW, THEREFORE, BE IT ORDAINED** by the City Council of the City of Clarksville, Arkansas that:

**Section 1.** Chapter 2.32 of the Clarksville Municipal Code is hereby amended to add a new Section 2.32.06 as follows:

2.32.06 Resources

- A. *Office.* The Clerk/Treasurer shall be provided an office in City Hall of adequate size to: (1) provide a reasonable workspace for the Clerk/Treasurer, Deputies of the Clerk/Treasurer, and other employees assigned to the Clerk/Treasurer; (2) securely store the records of the City; and (3) perform all duties assigned to the Clerk/Treasurer by state law or City Council. Access to the Clerk/Treasurer's office shall be restricted to such persons as may be permitted entry by employees assigned to the Clerk/Treasurer. The location or adequacy of the Clerk/Treasurer's office may be evaluated or altered by City Council as needed or required by subsequent ordinance.
- B. *Equipment.* The Clerk/Treasurer shall be provided such office equipment as may be reasonably necessary to perform all duties assigned to the Clerk/Treasurer by state law or City Council. Office equipment provided to the Clerk/Treasurer shall not be used for other purposes without the authority of the Clerk/Treasurer. The sufficiency of the Clerk/Treasurer's office equipment may be evaluated or altered by City Council as needed or required by subsequent ordinance.

C. *Staff.* The Clerk/Treasurer shall be allocated employment positions and funding for such Deputies and other employees as may, in the discretion of City Council, be required to assist the Clerk/Treasurer in the performance of duties assigned to the Clerk/Treasurer by state law or City Council. Persons employed in positions allocated to the Clerk/Treasurer shall be solely supervised by and serve at the pleasure of the Clerk/Treasurer. Staffing of the Clerk/Treasurer's office may be evaluated or altered by City Council as needed or required by subsequent ordinance.

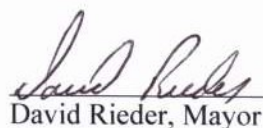
**Section 2.** The provisions of this ordinance are declared to be severable. If any part of this ordinance is declared to be unlawful, the remainder of this ordinance shall remain effective.

**Section 3.** That all ordinances and parts of ordinances in conflict herewith are repealed to the extent of the conflict.

EMERGENCY CLAUSE. It is hereby found and determined that the proper assignment of office space, equipment, and personnel to the Clerk/Treasurer is important to maintain the security and integrity of public and historic records of the city and that there is an immediate need to clarify the control and management of personnel and resources assigned to the Clerk/Treasurer; THEREFORE, this ordinance being necessary to the public health and welfare, an emergency is hereby declared to exist, and this ordinance shall become effective immediately upon passage.

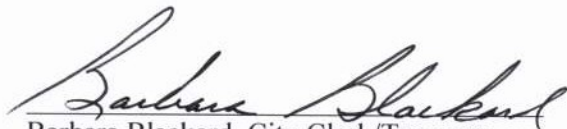
Passed this 12th day of April, 2022.

APPROVED:



David Rieder, Mayor

ATTEST:



Barbara Blackard, City Clerk/Treasurer