

ORDINANCE NO. 91-195  
AN ORDINANCE PRESCRIBING POWERS  
AND DUTIES OF THE RECORDER/TREASURER  
OF THE CITY OF CLINTON

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY  
OF CLINTON, ARKANSAS:

Section 1. In accordance with Arkansas Code Ann. Sec. 14-43-506(a), the Recorder/Treasurer of the City of Clinton (hereinafter referred to as "Municipal Clerk") shall maintain custody of all the laws and ordinances of the City and shall keep a regular and correct journal of City Council proceedings. With such custody, the Municipal Clerk shall maintain a current and orderly record book of all of the City's laws, ordinances, resolutions, regulations, and minutes of meetings.

2. The Municipal Clerk shall also maintain custody of all of the business records of the City in a secure place of storage. Said records shall include but not be limited to financial records, ledger sheets, correspondence pertaining to City business, contracts and leases, and any other records, documents, data, tapes, pictures, reports, video etc. related to City business and retained at City Hall. Such records shall be stored in an orderly, organized fashion.

3. The Municipal Clerk shall provide the Mayor of the City of Clinton with duplicate keys for access, inspection and copying of all of the records heretofore described. The Mayor shall not make any alterations of such records. Nor shall the Mayor remove original records from City Hall without the express approval of the Municipal Clerk. Only the Mayor shall have possession of said

duplicate keys.

4. The Municipal Clerk shall provide immediate access to all of the records described heretofore upon request of members of the City Council, acting individually or as a collective body. The members of the Council shall not make any alterations of such records. Nor shall the members of the Council remove original records from City Hall without the express approval of the Municipal Clerk.

5. The Municipal Clerk shall maintain an office at the Clinton City Hall, which office shall be open to the public and staffed for a minimum of six (6) hours per day, five (5) days per week, Monday through Friday.

6. The provisions in this Ordinance are not intended to restrict, limit, or modify any other powers and duties of the Municipal Clerk as set out in State Statutes or in City Ordinances, including but not limited to the Clerk's duties set out in Ordinances pertaining to flood plan management and zoning and construction management.

7. The purpose of these provisions is to enable the Clerk to most effectively fulfill his/her powers and duties as set out in Arkansas Code Ann. Sec. 14-43-506 as amended; to enable the Mayor to most effectively fulfill his/her powers and duties as set out in Arkansas Code Ann. Sec. 14-43-504 and 14-44-107 as amended; to enable the City Council to most effectively fulfill its powers and duties as set out in Arkansas Code Ann. Sec. 14-43-502 and 14-44-109 as amended; and to most effectively fulfill the City's powers generally as set out in Arkansas Code Ann. Sec. 14-42-307, 14-54-

103, 14-54-105, 14-54-302 and 14-43-601 as amended and any other statutory provisions not specifically referred to.

8. The provisions of this Ordinance are separate and if a section, phrase or provision of it are declared invalid for any reason, such declaration shall not affect the validity of the remainder of the Ordinance.

9. Since it is in the best interest of the City of Clinton for the Mayor to have immediate access to the City records and for the Municipal Clerk to immediately maintain a staffed office open to the public as set out hereinabove, both of which are necessary for the public health, safety and welfare, an emergency is hereby declared to exist.

PASSED THIS 18<sup>th</sup> DAY OF JUNE, 1991.

James Beaver  
Mayor

(SEAL)

ATTEST:

Charles Hicks  
Clerk