

**CITY OF WARD  
ORDINANCE 2025-26**

**AN ORDINANCE REPEALING AND REPLACING ORDINANCE 2024-24 SETTING FORTH THE  
DUTIES OF THE CITY CLERK FOR THE CITY OF WARD, ARKANSAS; ESTABLISHING THE SALARY  
OF CITY CLERK FOR THE CITY OF WARD, ARKANSAS; AND FOR OTHER PURPOSES**

**WHEREAS, ARKANSAS CODE ANNOTATED (A.C.A.) 14-42-113** requires that the salary of the Mayor, City Clerk and other city officials be set by the governing body and that same must be set by ordinance<sup>1</sup>; and,

**WHEREAS, THE CITY COUNCIL OF THE CITY OF WARD, ARKANSAS,** previously adopted Ordinance No. 0-2018-04, an ordinance that established the duties of the office of City Clerk and to establish the salary for the office of City Clerk, and,

**WHEREAS, THE CITY COUNCIL OF THE CITY OF WARD, ARKANSAS,** deems it appropriate to adjust the salary of the City Clerk.

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

**SECTION 1:** That the duties and responsibilities of the City Clerk for the City of Ward, Arkansas are defined, established and set forth by state statute. Arkansas Code Annotated 14-43-506 currently defines those duties<sup>2</sup>.

**SECTION 2:** That in addition to the duties and responsibilities specifically established by statute statute, the City Clerk shall perform the following duties:

- Arranging the publication of official duties such as ordinances, requests for bids, notice of hearings, elections, and so;
- Perform the functions of the Mayor during the disability or temporary absence of the Mayor.

**SECTION: 3:** That it is the desire of the Ward City Council to increase the City Clerk's salary, at minimum, annually by the same cost of living allowance provided to all city employees for three (3) consecutive years (2024, 2025, 2026).

**SECTION 4:** That the City Clerk shall receive a salary of \$26,82.80 per annual for the calendar year 2026 for the full and satisfactory completion of the duties and responsibilities established herein.

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<sup>1</sup> A.C.A. 14-43-409

<sup>2</sup> The Ward City Clerk is considered a part-time position.

**SECTION 5 – SEVERABILITY:** If, for any reason, any portion or portions of this ordinance shall be held invalid, such invalidity shall in no way affect the remaining portions.

**SECTION 6 – EFFECTIVE DATE:** This Ordinance is hereby effective on January 1, 2026.

**SECTION 7 – CODIFICATION:** This Ordinance shall be codified in the Ward Municipal Code and the sections may be renumbered or re-lettered to accomplish such intention.

**SAID ORDINANCE WAS ADOPTED ON** 11-18-25.

Brooke Yes, Chapman Yes, Hall Yes, Hefner Absent, McMinn Yes, Ruble Yes

**YEAS:** 5 **NAYS:** 0

Mayor (if needed) \_\_\_\_\_

**APPROVED:**

**ATTEST:**

  
Charles Gastineau, Mayor

  
Krystal Rummel, City Clerk

