

**Chapter 2:                      ADMINISTRATION**

**Article**

**I.      QUORUM COURT**

**II.     COUNTY OFFICERS AND PERSONNEL**

**III.    COUNTY ORGANIZATIONS**

**IV.    COUNTY POLICIES**

**V.     EMERGENCIES: PLAN, SYSTEMS, FEES**

**VI.    COUNTY FUNDS AND FEES**

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**Article I.    QUORUM COURT**

**A.C.A. § 14-14-702. Authority to establish – restrictions.**

The county quorum court of each county may prescribe, by ordinance, the department, board structure, and organization of their respective county governments and may prescribe the functions of all offices, departments, and boards, However, no ordinance shall be enacted by a quorum court which:

- (1) Divests the county court of any of its original jurisdictions granted by the Arkansas Constitution. However, where any county ordinance establishing a department or board and the assignment of functions thereof interferes with the jurisdictions of the county court, it shall be implied that the functions and acts may be performed on order of the county court or proper order of superior courts on appeal;
- (2) Alters the organization of elected county officials established by the Arkansas Constitution, except through the provisions of Arkansas Constitution Amendment 55, § 2, Part (b). However, any function or duty assigned by statute may be reassigned by ordinance; or
- (3) Limits any provision of state law directing or requiring a county government or any officer or employee of a county government to carry out any function or provide any service. However, nothing in this section shall be construed to prevent the reassignment of functions or services assigned by statute where Arkansas reassignment does not alter the obligation of the county to continue providing such function or service.

**A.C.A. § 14-14-904(a)-(c). Procedures Generally.**

1) TIME AND PLACE OF QUORUM COURT ASSEMBLY.

(1) (A)(i) The justices of the peace elected in each county shall assemble and organize as a county quorum court body on the first regular meeting date after the beginning of the justices' term in office.

(ii) Alternatively, the county judge may schedule the biennial meeting date of the quorum court on a date in January other than the first regular meeting date of the quorum court after the beginning of the justices' term.

(B) Thereafter, the justices shall assemble each calendar month at a regular time and place as established by ordinance and in their respective counties to perform

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

the duties of a quorum court, except that more frequent meetings may be required by ordinance.

- (2) By declaration of emergency or determination that an emergency exists and the safety of the general public is at risk, the county judge may change the date, place, or time of the regular meeting of the quorum court upon twenty-four-hour notice.

. . .

(c) **SPECIAL MEETINGS OF THE QUORUM COURT.**

- (1) The county judge or a majority of the elected justices may call a special meeting of the quorum court upon at least twenty-four (24) hours' notice in such manner as may be prescribed by local ordinance.
- (2) In the absence of procedural rules, the county judge or a majority of the elected justices may call a special meeting of the quorum court upon written notification of all members not less than two (2) calendar days prior to the calendar day fixed for the time of the meeting. The notice of special meeting shall specify the subjects, date, time, and designated location of the special meeting.
- (3) (A) Notice of assembly of a county grievance committee or assembly of less than a quorum of the body, referred to under this section as a "regular committee" or "special committee", may be provided upon oral notice to the members of at least forty-eight (48) hours unless an emergency exists.  
  
(B) If an emergency exists, written notice of at least twenty-four (24) hours stating the basis of the emergency shall be provided.

. . .

**A.C.A. § 14-14-801(a). Powers Generally.**

- (a) As provided by Arkansas Constitution, Amendment 55, § 1, Part (a), a county government, acting through its county quorum court, may exercise local legislative authority not expressly prohibited by the Arkansas Constitution or by law for the affairs of the county.

. . .

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**Section**

200.00 Establishing rules of procedure for the Saline County Quorum Court.

200.01 Requiring all appropriation ordinances to be considered by the budget committee.

**§ 200.00 ESTABLISHING RULES OF PROCEDURE FOR THE SALINE COUNTY QUORUM COURT.**

- 1) **REGULAR MEETINGS.** The regular meetings of the Quorum Court will be held at the Saline County Courthouse at 6:30 p.m. on the third Tuesday of each month. The Finance & Personnel Committee and the Public Works & Safety Committee will meet at 6:00 p.m. on the first Monday of each month. These meetings may also be held at any other location and time that is designated by the Quorum Court at the regular scheduled meeting of the preceding month.
- 2) **SPECIAL MEETINGS.** Special meetings may be called as provided by Ark. Code Ann. § 14-14-904(c) and Saline County Ordinance Nos. 1977-02 and 2004-002.
- 3) **PUBLIC COMMENT DURING MEETINGS.** At the conclusion of debate but before adoption of any ordinance of the Quorum Court, the County Judge as the presiding officer shall afford citizens a reasonable opportunity to comment. Any individual may be recognized by the presiding officer for comment however, an individual shall not have more than three (3) minutes to speak on any one issue. If a member of the quorum court asks a question of an individual who has been recognized for comment, that individual shall have not more than one (1) minute to respond. A two-thirds vote of the total membership of the quorum court shall be required to override this rule.
- 4) **RULES OF PROCEDURE – ADOPTION AND INTERPRETATION.**
  - a. **ADOPTED.** The rules of procedure for transacting business at Quorum Court meetings shall be those contained in the latest edition of the “Procedural Guide for Arkansas County Quorum Court Meetings” as prepared by the University of Arkansas and the Association of Arkansas Counties, except as otherwise provided by ordinance or where such guide is in conflict with the general laws of the state.
  - b. **USE.** In any event where the “Procedural Guide for Arkansas County Quorum Court Meetings” is inadequate, the quorum court shall abide by “Robert’s Rules of Order.”

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- c. INTERPRETATION. Any question as to the interpretation or application of the procedural guide or Robert's Rules will be referred to the parliamentarian of the quorum court, who will then make his or her interpretation known to the presiding officer of the meeting. The county attorney will serve as the parliamentarian of the quorum court. The application of the guide or Robert's Rules will then be resolved by the presiding officer.
  
- 5) AGENDA. An agenda including all ordinances, resolutions and appointments to be introduced to the Quorum Court shall be mailed to the quorum court members and postmarked by the United States Postal Service a minimum of seven (7) days prior to the introduction at a Quorum Court meeting. However, this restriction may be suspended by a two-thirds (2/3) vote of the whole number of the quorum court in times of an emergency or die need. All ordinances, resolutions and appointments shall be filed in the Saline County Clerk's Office. In lieu of receiving the agenda by U.S. mail, a quorum court member may request that the information be sent by electronic mail (e-mail) by signing and filling out a form in the office the Quorum Court Administrative Assistant. The agenda for each quorum court meeting shall be set by the Saline County Quorum Court Administrative Assistant.
  
- 6) PASSING ORDINANCES OR AMENDMENTS TO ORDINANCES. A concurrence by a majority of the whole number of the quorum court shall be required to pass any ordinance or amendment. All ordinances or amendments to existing ordinances of a general or permanent nature shall be fully and distinctly read on three (3) different days, unless two-thirds (2/3) of the members comprising the whole quorum court shall dispense with the rule.

This rule does not serve to:

- a. Require a vote after each individual reading, but vote only after the third and final reading;
  
  - b. Require the ordinance or amendment to be read in its entirety on the first, second, or third reading; or
  
  - c. Restrict the passage of emergency, appropriation, initiative, or referendum measures in a single meeting as provided by law.
- 
- 7) VOTING ON ORDINANCES AND RESOLUTIONS.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- a. **ORDINANCE.** To effect adoption of each ordinance, a roll call vote of each quorum court member shall be made as follows:

The first roll call vote taken at any meeting will be made in order according to the alphabetically listed names of the quorum court members. Subsequent roll call votes shall be made by moving the first name listed alphabetically and called first on the preceding roll call vote to the last roll call position, and beginning the roll call with the next person's name listed alphabetically. Each subsequent roll call vote will follow this procedure.

- b. **RESOLUTION.** The County Clerk shall read Resolutions by title only unless the presiding officer requests that it be read in its entirety. To effect passage of each resolution a voice vote of the whole quorum court shall be made that allows the presiding officer to determine the results by the volume of the votes for and against the resolution. If the presiding officer is uncertain of the result, he or she may call for a roll call vote of each quorum court member.

- c. **MOTION TO READ BY TITLE ONLY.** In certain circumstances, it may be desired for the County Clerk to read a proposed ordinance by title only. In those instances, before there is a motion to approve the ordinance, there must be a separate and distinct motion to suspend the rule to read by title only. Once there is motion and second to suspend the rule and read by title only, the presiding officer will then ask for a voice vote on the motion to suspend the rule. If there are any votes against the suspension of the rule and the outcome of the vote is uncertain, the presiding officer may ask that a roll call vote be taken of each quorum court member. If the motion to suspend the rule passes there may then be a motion and second to approve the ordinance.

- 8) **PROCEDURE TO ADOPT AN ORDINANCE IN LESS THAN THREE DIFFERENT DAYS.** In order to adopt an ordinance in one meeting the procedure would be:

- a. First reading.
- b. Motion to suspend the rule and put the ordinance on second reading, roll call vote on suspension, approval by two-thirds of the whole number of the quorum court.
- c. Second reading. Can be by title only.
- d. Motion to suspend the rule and put the ordinance on third reading, roll call vote on suspension, approval by two-thirds of the whole number of the quorum court.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- e. Third reading (can be by title only), roll call vote on the ordinance, approval by a majority of the whole number of the quorum court.

9) APPROPRIATION AND EMERGENCY ORDINANCES.

- a. APPROPRIATION ORDINANCE. An appropriation ordinance of amendments enacted without separate reading shall require a two-thirds (2/3) vote of the whole number of the quorum court.
- b. EMERGENCY ORDINANCE. An emergency ordinance or an emergency amendment does not require separate readings. The passage of an emergency measure shall require a two-thirds (2/3) vote of the whole number of the quorum court.

10) STANDING COMMITTEES OF THE QUORUM COURT.

- a. PURPOSE. This division is intended to facilitate the orderly conduct of county business through quorum court standing committees, procedural guidelines and rules of membership for such committees, and the subject matter to be considered by each of the various committees.
- b. ESTABLISHMENT. There are three (3) standing committees of the quorum court: (1) the Finance Committee, (2) the Public Works & Safety Committee and (3) the Human Resources (HR) Committee. Each quorum court member may serve on both the Finance Committee and the Public Works & Safety Committee. The HR Committee membership is appointed by the County Judge and may consist of seven (7) members or of another number as decided by the County Judge.
- c. DUTIES – FINANCE COMMITTEE.
  - i. The Finance Committee shall have the responsibility of hearing and making recommendations on resolutions and ordinances concerning budget items and appropriations of the quorum court. The duties of the Finance Committee shall include, but not be limited to the following:
    - 1. To develop and recommend to the full quorum court policies related to financing Saline County government;
    - 2. Maintain an inventory of Saline County policies that pertain to budget and finance and periodically assess the effectiveness of those policies and determine need for policy changes;

**Chapter 2 - Administration**

3. Receive orientation and training on county government finance in Arkansas and specifically Saline County;
  4. Maintain knowledge and understanding of Saline County's fiscal condition on an ongoing basis (monthly, quarterly and annual reports);
  5. Maintain knowledge and understanding of state laws and regulations pertaining to county government finance;
  6. Review long-term revenue and expenditure projections prepared by the County Treasurer and other financial advisers employed by the county and anticipate budgetary issues beyond the current operating year.
  7. Work with other quorum court standing committees to determine or assign priorities to county government programs and operations and develop sustainable financing arrangements for high priority needs;
  8. Review quarterly budget amendment ordinances being considered by the other standing committees of the quorum court.
- ii. The Finance Committee shall also have responsibility of hearing and making recommendations on all resolutions and ordinances that do not require an appropriation concerning the following: administrative services, county assessor, board of equalization, circuit clerk, county clerk, county collector, county coroner, county attorney, county judge, all circuit courts, economic development, election commission, general services, grants, health department, juvenile justice, district courts, personnel, prosecuting attorney, public defender, quorum court and county treasurer.
- d. DUTIES – PUBLIC WORKS & SAFETY COMMITTEE.
- i. The Public Works & Safety Committee shall have the responsibility of hearing and making recommendations on all resolutions and ordinances that do not require an appropriation concerning the following: animal services, communications, community services, county extension, detention facility, emergency services, Metroplan, planning, road and bridge, recycling, sanitation and county sheriff.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- e. DUTIES – HR COMMITTEE.
  - i. The HR Committee shall have the responsibility of hearing and making recommendations on resolutions and ordinances concerning the following: personnel policies, Personnel Policy Manual, County benefit package, official and employee payroll, and human resource issues.
- f. Any items not concerning the above departments or services or any items that are of question as to their assignment shall be assigned to the appropriate standing committee by the presiding officer of the quorum court.

11) MEMBERSHIP.

- a. The Finance Committee may consist of thirteen (13) members as decided by the County Judge.
- b. The Public Works & Safety Committee may consist of thirteen (13) members as decided by the County Judge.
- c. The HR Committee membership is appointed by the County Judge and may consist of seven (7) members or of another number as decided by the County Judge.
- d. The members and chairmen of each committee shall be appointed by the presiding officer of the quorum court, subject to any procedural rules adopted by the quorum court as required by Ark. Code Ann. § 14-14-904(d).

12) SUBCOMMITTEES. Subcommittees may be formed by any of the standing committees. The standing committee chairmen shall appoint members to each subcommittee; with the exception of the JESAP subcommittee whose membership is appointed by the County Judge. It is the intent of this section that every effort shall be made to prevent the proliferation of such committees and that any such subcommittee shall automatically cease to exist once it has completed its assigned task or on the first day of the next quorum court term.

13) COMMITTEE REVIEW OF AGENDA ITEMS. All quorum court agenda items will be considered by at least one (1) of the standing committees. Any items not approved by at least one (1) of the committees will not appear on the full quorum court agenda, unless it is added to the agenda by a two-thirds (2/3) vote of the whole number of the quorum court.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 14) STAFF. The Quorum Court Administrative Assistant shall attend each meeting of the quorum court and its committees as required by the presiding officer of the quorum court and shall be responsible for research as required by the quorum court and committee chairman. If unable to attend, the presiding officer shall designate a replacement to attend.
- 15) MODIFICATION. The Quorum Court may at any regular meeting revise or modify these rules or adopt new rules by a majority vote of the full membership.
- 16) REPEALER. Saline County Ordinances No. 77-2, No. 77-3, No. 79-1, No. 80-32, No. 93-51, No. 04-2, No. 05-1, No. 11-16, No. 12-17, and No. 13-20 and all ordinances in conflict with this ordinance are hereby repealed.  
([Ord. 1977-002](#), passed 1-3-77; [Ord. 1979-001](#), passed 1-19-79; Am. [Ord. 1980-032](#), passed 11-4-1980; [Ord. 1987-001](#), passed 1-5-87; Am. [Ord. 1991-001](#), passed 1-10-91; Am. [Ord. 1993-001](#), passed 2-16-93; Am. [Ord. 1994-016](#), passed 3-21-94<sup>1</sup>; Am. [Ord. 1994-017](#), passed 3-5-94; Am. [Ord. 1995-001](#), passed 1-2-95; Am. [Ord. 1995-010](#), passed 2-21-95; [Ord. 1997-001](#), passed 1-6-97; Am. [Ord. 1998-064](#), passed 9-15-98; Am. [Ord. 1999-001](#), passed 1-4-99; Am. [Ord. 2001-001](#), passed 1-1-01; Am. [Ord. 2001-029](#), passed 4-17-01; Am. [Ord. 2003-001](#), passed 1-6-03; Am. [Ord. 2004-002](#), passed 1-20-03; Am. [Ord. 2005-001](#), passed 1-3-05; Am. [Ord. 2007-001](#), passed 1-8-07; Am. [Ord. 2009-001](#), passed 1-1-09; Am. [Ord. 2011-001](#), passed 1-3-11; Am. [Ord. 2011-016](#), passed 4-19-11; Am. [Ord. 2012-017](#), passed 4-17-12; Am. [Ord. 2013-020](#), passed 3-19-13; Am. [Ord. 2015-071](#), passed 12-15-15)

**§ 200.01    REQUIRING ALL APPROPRIATION ORDINANCES TO BE CONSIDERED BY THE BUDGET COMMITTEE.**

- 1) No appropriation ordinance or other ordinance directing the disbursement of Saline county funds shall be presented to the Saline County Quorum Court without first having been sent or presented to the Saline County Quorum Court Budget Committee for consideration and recommendation.
- 2) The Saline County Quorum Court Budget Committee shall report its recommendation or progress toward recommendation regarding each ordinance it has considered or is considering at each regularly scheduled Quorum Court meeting, or at special called Quorum Court meetings as needed for the purpose of such special meetings.

---

<sup>1</sup> Am. Ord. 1994-016 attempted to amend Ord. 1980-032, but was vetoed.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 3) This Ordinance shall not be used to delay the timely presentation of appropriation ordinances to the Saline County Quorum Court. Even if the Budget Committee does not recommend passage of an appropriation ordinance, the sponsor of the ordinance can present it to the full Quorum Court for consideration.
  
- 4) EMERGENCY CLAUSE. An emergency is hereby deemed to exist and this Ordinance is necessary to meet public emergencies affecting life, health, safety and the property of citizens of Saline County, Arkansas. This Ordinance shall be immediately in force and effective upon its passage and approval.  
[\(Ord. 1993-051](#), passed 11-23-93)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**Article II. COUNTY OFFICERS AND PERSONNEL**

**A.C.A. § 14-14-603. Offices included.**

- (a) Within the purposes of this chapter, the term “elective county office” shall mean any office created under the provisions of Arkansas Constitution, Article 7 §§ 19 and 46, as amended by Amendment 24, § 3.
  
- (b) The elective county offices established by these constitutional provisions are:
  - (1) One (1) sheriff who shall be ex officio collector of taxes, unless otherwise provided by law;
  - (2) One (1) collector of taxes, where established by law;
  - (3) One (1) assessor;
  - (4) One (1) coroner;
  - (5) One (1) treasurer, who shall be ex officio treasurer of the common school fund;
  - (6) One (1) surveyor;
  - (7) One (1) clerk of the circuit court, who shall be ex officio clerk of the county and probate courts and recorder, unless otherwise provided by law; and
  - (8) One (1) county clerk, where established by law.

**A.C.A. § 14-14-604. Elective county officers; exclusions.**

Offices expressly excluded from the provisions of this subchapter are:

- (1) The judge of the county court created pursuant to Arkansas Constitution, Article 7, § 28, such office being an “elective county office” but not deemed separable from the county court which serves as a principal element of county government and constitutional organization;
- (2) Justices of the peace who are deemed district offices; and
- (3) Constables who are deemed township offices and who are not within the provisions of Arkansas Constitution, Amendment 55 § 2, Part (b).

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**A.C.A. § 14-14-902. Quorum Court administration.**

(a) **SECRETARIAT.** (1) The secretariat of the county quorum court shall be the clerk of the county court of each county unless otherwise provided by county ordinance.

(2) **ALTERNATIVE DESIGNATION.** A quorum court, by ordinance, may provide for the establishment of minimum qualifications and an appropriation for the employment of a secretariat of the court. The employee so designated shall be a staff member of the county clerk or the county judge as may be specified by the ordinance. Where the separate position of secretariat is created by ordinance, all legislative duties prescribed in this chapter for a county clerk shall thereafter become the duties of the secretariat.

(3) **DUTIES OF THE COUNTY CLERK.** Unless otherwise provided for by county ordinance, the clerk or the deputy clerk shall:

(A) Attend all regular and special meetings of the court;

(B) Perform all administrative and recordkeeping duties prescribed in this chapter; and

(C) Perform all other duties as may be required by the quorum court through county ordinance.

(b) **COUNSEL.** (1) **LEGAL COUNSEL.** The prosecuting attorney or his deputy serving each county shall serve as legal counsel of the quorum court unless otherwise provided by county ordinance.

(2) **ALTERNATIVE DESIGNATION OF LEGAL COUNSEL.** A quorum court may, by ordinance, provide for the appropriation of county funds for the employment of legal counsel to serve the court.

(3) **DUTIES OF LEGAL COUNSEL.** The legal counsel of a quorum court shall:

(A) Attend all regular and special meetings of the court;

(B) Perform all duties prescribed in this chapter; and

(C) Perform all other duties as may be required by a quorum court.

(c) **OTHER ADMINISTRATIVE SERVICES.** A quorum court may authorize and provide through ordinance, for the employment of any additional staff or the purchase of technical services in support of legislative affairs.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**A.C.A. § 14-14-1202(a). Ethics for county government officers and employees.**

(a) PUBLIC TRUST. (1) The holding of public office or employment is a public trust created by the confidence which the electorate reposes in the integrity of officers and employees of county government.

(2) An officer or employee shall carry out all duties assigned by law for the benefit of the people of the county.

(3) The officer or employee may not use his or her office, the influence created by his or her official position, or information gained by virtue of his or her position to advance his or her individual personal economic interest or that of an immediate member of his family or an associate, other than advancing strictly incidental benefits as may accrue to any of them from the enactment or administration of law affecting the public generally.

**A.C.A. § 16-13-709(a)(1)(A)(i), (a)(1)(B)(i). Responsibility for collection.**

(a)(1)(A)(i) The quorum court of each county of the state shall designate a county official, agency, or department, which shall be primarily responsible for the collection of fines assessed in the circuit courts of this state.

. . . .

(a)(1)(B)(i) The quorum court may delegate the responsibility for the collection of delinquent fines assessed in circuit court to a private contractor.

. . . .

**A.C.A. §§ 25-19-101-110. Freedom of Information Act.**

**Section**

210.00 Separate Offices of Sheriff and Tax Collector.

210.01 Tax collector; collector of delinquent taxes.

210.02 Remove duties of the quorum court secretary from the county judge's office to the county clerk's office.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

210.03 Satellite Saline County tax collector's office.

210.04 Saline County civil attorney's office.

210.05 Regular office hours of the office of the Saline County Clerk.

210.06 Creating a Public Defender System for Saline County; for collection of funds.

210.07 Personnel Department of Saline County.

210.08 Central Personnel Office.

**§ 210.00 SEPARATE OFFICES OF SHERIFF AND TAX COLLECTOR.**

- 1) Effective January 1, 1979 there shall be separate offices of Sheriff and Tax Collector in Saline County, Arkansas. All powers, functions and duties of the combined offices of Sheriff and Tax Collector in Saline County are hereby transferred to and shall thereafter be vested in separate office of Tax Collector. All records heretofore maintained in the office of Sheriff and Tax Collector relating to functions and duties of that office in the matter of Tax Collector shall be transferred to and shall be maintained and administered by separate office of Tax Collector.
- 2) The person elected to the office of Sheriff and Tax Collector in Saline County on November 7, 1978 shall continue to hold the separate office of Sheriff during the term of which he was elected and until a successor is elected and qualified.
- 3) The Quorum Court authorize the Democratic Party and the Republican Party that they shall place the position of Saline County Tax Collector on the ballot in the Preferential Primary Election on May 30, 1978 and the General Primary Election on June 13, 1978, and authorize the Saline County Election Commissioners that they shall place the same position on the General Election on November 7, 1978. The elected Saline County Tax Collector shall assume office January 1, 1979.
- 4) All fees collected by the separate office of Tax Collector created under the provisions of this Ordinance shall be deposited in the County Treasurer and shall be credited to the Collector's Unapportioned Fund.
- 5) The County Tax Collector of Saline County shall be entitled to such compensation, expenses and deputy hire allowances as may hereafter be provided in the manner prescribed by law.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 6) EMERGENCY CLAUSE. Therefore, an emergency is hereby declared to exist and this Ordinance being necessary for the immediate preservation of the public peace, health, and safety shall be in full force and effect from and after its passage and approval. ([Ord. 1978-008](#), passed 2-28-78)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 210.01    TAX COLLECTOR; COLLECTION OF DELINQUENT TAXES.**

- 1) In accordance with Arkansas Act 495, of 1977, the Saline County Quorum Court hereby places the responsibility for the collection of delinquent taxes on the Saline County Tax Collector.
  
- 2) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance, being necessary for the preservation of the public health, welfare, peace and safety, shall be in full force and effect from and after its passage and approval.  
([Ord. 1979-003](#), passed 1-19-79; [Ord. 1987-044](#), passed 11-12-87)

**§ 210.02    REMOVE DUTIES OF THE QUORUM COURT SECRETARY FROM THE COUNTY JUDGE’S OFFICE TO THE COUNTY CLERK’S OFFICE.**

- 1) A request is hereby made to transfer the duties of the Quorum Court Secretary from the Saline County Judge’s office to the Saline County Clerk’s Office.
  
- 2) This transfer is needed for smooth operation in Saline County Government.  
([Ord. 1981-002](#), passed 1-5-81; Am. [Ord. 1985-031](#), passed 7-1-85)

**§ 210.03    SATELLITE SALINE COUNTY TAX ASSESSOR’S OFFICE.**

- 1) Saline County, Arkansas is one of the fastest growing counties by population within the State of Arkansas. The greater portion of the population of Saline County lies outside the City of Benton and primarily East, Northeast and Southeast of Benton’s city limits toward the Pulaski County – Saline County line.
  
- 2) Recognizing this growth in population and the area of Saline County in which it has predominately occurred, the State of Arkansas through its Department of Finance and Administration has located a State Revenue Office in Bryant, Arkansas at Northwest Third Street and Reynolds Road.
  
- 3) Personal property assessments for Saline County, Arkansas are in excess of 28,000 transactions per year. Services rendered by the State Revenue office in Bryant, Arkansas requiring proof of assessment totaled nearly 11,000 transactions for the first 9 months of 1993.
  
- 4) The State of Arkansas through its Department of Finance and Administration has offered to permit Saline County to locate a satellite office in Bryant, Arkansas at no charge for utilities, janitorial services or rent.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 5) Saline County will only be required to appropriate funds for telephone services for the Saline County Tax Assessor.
- 6) The people of Saline County, Arkansas deserve to have the most efficient and convenient services available for the assessment and collection of taxes.
- 7) In view of the business projected to be conducted and the population to be served, no additional personnel shall be necessary for the Saline County Tax Assessor to adequately staff a satellite office in Bryant, Arkansas since trained personnel from this office shall be transferred to staff this office. The number of personnel necessary to adequately staff this satellite office and serve the people shall be within the discretion of the Tax Assessor but shall be no less than one (1) Deputy Assessor.
- 8) The Saline County Quorum Court hereby creates and establishes a satellite office of the Saline County Tax Assessor within the City of Bryant, Arkansas. The satellite office shall be located in the State of Arkansas, Revenue office, located at Northwest Third Street and Reynolds Road in Bryant, Arkansas.
- 9) Presently, the Budget Committee of the Saline County Quorum Court is in the process of formulating the Saline County General Budget for the year 1994.
- 10) The Budget Committee of the Saline County Quorum Court is hereby directed to include within the Saline County General Budget for the year 1994 sufficient funds as previously stated for the establishment and operation of a satellite office of the Saline County Tax Assessor in Bryant, Arkansas.
- 11) It is deemed necessary for the public peace, health, safety and the property of citizens of Saline County, Arkansas that this Ordinance be approved.  
([Ord. 1993-056](#), passed 12-22-93)

**§ 210.04 SALINE COUNTY CIVIL ATTORNEY.**

- 1) There is hereby established the office of Saline County Civil Attorney. The office shall consist of the county civil attorney, one or more assistant county civil attorneys, and such additional personnel as the quorum court may authorize by ordinance.
- 2) DUTIES. The office of Saline County civil attorney shall perform the following duties:
  - a. Discharge the responsibilities imposed by Arkansas Code Annotated Section 16-21-114.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- b. Represent the County in all civil matters.
  - c. Prosecute and defend all civil suits by or against the County and its instrumentalities and defend all civil suits against county employees based on acts committed within the scope of their official duties, except suits covered by insurance or a risk management plan.
  - d. Advise any county instrumentality or any township, district, or county officer regarding questions of law pertaining to official county business without compensation.
  - e. Serve as quorum court legal counsel, pursuant to A.C.A. § 14-14-902(b), until such time as the quorum court provides otherwise by ordinance.
  - f. On all settlement proposals or other legal matters which might affect the county's budget, the county civil attorney shall inform the quorum court either orally or in writing before agreeing to the settlement.
- 3) **OUTSIDE COUNSEL.** With the consent of the quorum court, the county civil attorney may appoint a private lawyer as special counsel to handle legal work outside the expertise or resources of the office of Saline County civil attorney.
- 4) **FUNDING.** The office of Saline County civil attorney shall be funded pursuant to an appropriation ordinance of the quorum court.
- 5) The County Judge shall appoint the county civil attorney.
- 6) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.  
([Ord. 1998-054](#), passed 9-15-98; Am. [Ord. 2014-012](#), passed 4-15-14)

**§ 210.05 REGULAR OFFICE HOURS OF THE OFFICE OF THE SALINE COUNTY CLERK.**

- 1) The regular office hours of the office of the Saline County Clerk shall be 8:00 a.m. to 4:30 p.m. Mondays thru Fridays and the office shall be open on the last Saturday preceding the November general election from 10:00 a.m.to 4:00 p.m.
- 2) **REPEALER.** All other ordinances or policies in conflict with this Ordinance are hereby repealed.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 3) EMERGENCY CLAUSE. The 2002 November general election is November 5, 2002, and in order for the qualified electors to be able to cast early votes as authorized by this Ordinance, it must be in effect immediately and therefore it being necessary for the public peace, health, safety and welfare of the citizens of Saline County, Arkansas, an emergency is hereby declared and this Ordinance shall be in full force and effect from and after its passage.  
([Ord. 2002-069](#), passed 10-15-02)

**§ 210.06 CREATING A PUBLIC DEFENDER SYSTEM FOR SALINE COUNTY; FOR COLLECTION OF FUNDS.**

- 1) There is hereby created in Saline County, Arkansas, a Public Defender System. The said Public Defender to be appointed in Municipal, Circuit, Chancery, Probate and Juvenile cases to represent indigent persons, in criminal cases punishable by imprisonment and in juvenile cases and in some cases of involuntary commitments or admissions in Probate or Circuit Court.
- 2) The said Public Defender shall be selected by the Circuit, Chancery, Probate and Juvenile Judges in the Seventh Judicial District and the County Judge in accordance with Act 1193 of 1993.
- 3) There shall be created on the books of the Treasurer of the County a fund to be used for the purpose of paying reasonable and necessary costs incurred in the defense of indigent persons accused of criminal offenses and in the representation of persons against whom involuntary admission procedures for mental health or alcohol/narcotic commitments or criminal commitments which have been brought and for representation in civil and criminal matters or persons deemed incompetent by the court due to minority or mental incapacity which have been brought in any Circuit, Chancery, Probate or Juvenile Court, City or County divisions of Municipal Courts including but not limited to, expert witnesses and legal fees.
- 4) In addition to all other costs and fees provided by law, there is hereby imposed a fee in the sum of \$5.00 to be taxed as costs in all civil cases filed and upon a person upon conviction, plea of guilty, plea of nolo contendere, or bond forfeiture in felony, misdemeanor, traffic violation cases for violation of a state law or local ordinance, and violation of city ordinances, filed in any Circuit, Chancery, Probate, Municipal, City or Police Court within the County. No such cost shall be taxes as costs in any action filed in any Small Claims Court. Eighty percent (80%) of the funds collected pursuant to this section shall be credited to the funds created above by the County Treasurer. Twenty percent (20%) of the funds collected pursuant to this section shall be remitted to the State Treasurer and credited to the Public Defender Fund.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 5) In addition to all other costs and fees provided by law, there is hereby imposed a fee in the sum of \$5.00 to be taxed as costs in all civil cases filed and upon a person upon conviction, plea of guilty, plea of nolo contendere, or bond forfeiture in felony, misdemeanor, traffic violation for cases for violation of a state law or local ordinance, and violation of city ordinances, filed in any Circuit, Chancery, Probate, Municipal, City or Police Court within the County. No such cost shall be taxed as costs in any action filed in any Small Claims Court. Monies collected pursuant to this section shall be deposited in the county fund hereinabove created.
  
- 6) In addition to all other costs and fees provided by law, there is hereby imposed a fee in the sum of \$4.00 to be taxed as costs upon a person upon conviction, plea of guilty, plea of nolo contendere, or bond forfeiture in felony, misdemeanor, traffic violation cases for violation of a state law or local ordinance, and violation of city ordinances, filed in any Circuit, Chancery, Probate, Municipal, City or Police Court within the County. No such cost shall be taxed as costs in any action filed in any Small Claims Court. Moneys collected pursuant to this Section shall be deposited in the county fund hereinabove created and shall be paid to the Public Defender as part of the seventy-five percent contract amount as set forth in Section 8 below. The Public Defender shall use the funds collected by this Section to employ an investigator as required.
  
- 7) Saline County shall enter into a contract with an attorney or attorneys to provide professional services in defending indigent defendants in all Courts in Saline County and be designated as the Saline County Public Defender's Office.
  
- 8) Saline County shall approve and pay to the Public Defender's Office seventy-five percent (75%) of all money collected pursuant to this Ordinance. Out of this seventy-five percent the Public Defender may employ assistants, investigators and other staff as necessary.
  
- 9) Trial Public Defenders shall be employed on a part-time basis. The Public Defender shall be hired and named in accordance with Act 1193 of 1993.
  
- 10) REPEALER. All ordinances and parts of ordinances in conflict herewith are hereby repealed.
  
- 11) EMERGENCY CLAUSE. This Ordinance being necessary for the public benefit, peace, health and safety, an emergency is hereby declared to exist and this Ordinance shall have full force and effect from and after its date of passage.  
[\(Ord. 1993-029](#), passed 7-29-93; Am. [Ord. 1995-074](#), passed 10-17-95)

**§ 210.07 PERSONNEL DEPARTMENT OF SALINE COUNTY.**

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 1) There is hereby created a Personnel Department of Saline County, for the purpose of advertising existing employment vacancies, receiving employment applications, administering all necessary competency tests, forwarding all applications for existing vacancies to the appropriate department head, maintaining employee records and serving as liaison between employees and the County Government.
- 2) The Personnel Department shall be administered by the Quorum Court through the Salary and Personnel Committee.
- 3) The Personnel Department shall employ one Director and such additional personnel as may, from time to time, be deemed necessary for the efficient operation of the department.
- 4) EMERGENCY CLAUSE. This Ordinance being necessary for the public benefit, peace, health and safety, an emergency is hereby declared to exist and this Ordinance shall have full force and effect from and after its date of passage.  
([Ord. 1995-046](#), passed 8-15-95)

**§ 210.08    CENTRAL PERSONNEL OFFICE.**

- 1) There is hereby created a central personnel office for maintaining all records pertaining to the employees of Saline County. Copies of all time sheets must be submitted to this office.
- 2) The Personnel Office will implement the use of various forms to develop an accurate and extensive record keeping systems. It shall be mandatory that all employees and department heads cooperate in the use of these forms.
- 3) It shall be the duty of the Personnel Office to implement all policies as directed by the Salary Committee, Budget Committee, or the Quorum Court and any policies as directed by the County Judge.
- 4) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance is necessary for the smooth operation of Saline County Government and shall be in full force and effect after its passage and approval.  
([Ord. 1994-024](#), passed 6-21-94)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**Article III. COUNTY ORGANIZATIONS**

**A.C.A. § 14-14-704. Establishment of county departments.**

The county quorum court of each county, by ordinance, may establish any number of departments for the conduct of county affairs and may prescribe the functions and duties of each department. This authority of a quorum court to establish county departments shall be conclusive and shall supersede any department organizations established by any elected officer:

- (1) **DIRECTION OF DEPARTMENTS.** All departments established by ordinance of the quorum court shall be under the direction and supervision of the county judge except departments assigned to other elected officers of the county. Departments established and assigned to an elected officer other than the county judge shall be under the direction and supervision of the respective county officer;
- (2) **JOINT DEPARTMENTS.** Two (2) or more county governments may provide for the establishment of joint departments for the conduct of county affairs. Joint departments so created shall be established by interlocal agreements. The direction and supervision of joint departments shall be under the combined authorities of the county judge of each respective county in a manner to be prescribed by ordinance;
- (3) **EMPLOYMENT OF DEPARTMENT ADMINISTRATOR.** An ordinance establishing a department of county government may provide for the employment of a department administrator; such ordinance may prescribe minimum qualifications for the person so employed as administrator. However, the county judge alone shall employ all county personnel, except employees of other elected county officers. Where a department is established by the quorum court and the responsibility for direction and supervision of the department is assigned to an elected county officer other than the county judge, the elected county officer so designated shall employ all personnel authorized to be employed by the ordinance;
- (4) **MANAGEMENT REPORTS.** A quorum court may require, by ordinance, reports for any purpose from any elective county office, department, board, or subordinate service district, or any administrator or employee of them.

**A.C.A. § 14-14-705(1)(A), (2)(A). County advisory or administrative boards.**

A county quorum court, by ordinance, may establish county advisory or administrative boards for the conduct of county affairs.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- (1) **ADVISORY BOARDS.** (A) An advisory board may be established to assist a county office, department, or subordinate service district. The advisory board may furnish advice, gather information, make recommendations, and perform other activities as may be prescribed by ordinance. A county advisory board shall not have the power to administer programs or set policy.
- (2) **ADMINISTRATIVE BOARDS.** (A) Administrative boards may be established to exercise administrative powers granted by county ordinance, except that the board may not be authorized to pledge the credit of the county. The administrative board shall be a body politic and corporate, with power to contract and be contracted with and sue and be sued. As to actions of tort, the board shall be considered as an agency of the county government and occupy the same status as a county. No board member shall be liable in a court individually for an act performed by him as a board member unless the damages caused thereby were the results of the board member's malicious acts.

**A.C.A. §§ 14-169-201-240. Housing Authorities Act.**

**A.C.A. §§ 14-169-301-319. Regional Housing Authorities.**

**A.C.A. §§ 14-137-101-123. Public Facilities Boards Act.**

**Section**

220.00 Saline County Library Board.

220.01 Residential Housing Facilities Board.

220.02 Retirement Housing and Healthcare Facilities Board.

220.03 Appointment to Administrative Boards.

220.04 Waterworks and Sanitary Sewer Facilities Board.

220.05 Saline County 911 Communications Advisory Board.

220.06 Saline County Catastrophic Disaster Needs Committee.

220.07 Banner Township Facilities Board.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

220.08 Shaw Community Water and Sewer Public Facilities Board.

220.09 Litter Control Advisory Board.

220.10 Enhanced 911 Public Safety Board.

220.11 Sardis Waterworks Facilities Board.

220.12 Changing expiration dates of appointments to the Saline County Fair Board.

220.13 Arkansas Waterworks Facilities Board (Parson/Owensville).

220.14 Salem Water Users Association Public Facilities Board.

220.15 Southwest Water Association Public Facilities Board.

220.16 County Airport Board.

**§ 220.00 SALINE COUNTY LIBRARY BOARD.**

- 1) There is hereby established and created an administrative County Board to be known as “The Saline County Library Board”.
- 2) The Saline County Library Board shall be composed of five qualified electors of Saline County appointed and confirmed in the manner prescribed by Section 105 of Arkansas Act 742 of 1977.
- 3) Business of The Saline County Library Board shall be conducted in the manner prescribed by Section 105 of Arkansas Act 742 of 1977.
- 4) The body formerly known as The Saline County Library Board is hereby abolished all of its functions including exclusive control of the Saline County Library buildings, equipment and library books as the same exists or may hereafter exist is vested in The Saline County Library Board created by this Ordinance.
- 5) The Saline County Library Board created by this Ordinance shall have full and complete authority to manage, operate, maintain and keep in a good state of repair any and all buildings, equipment or installations of any kind used and devoted to the purpose of the Saline County Public Library as the same exists at the time the said Board receives them or as may be added or changed hereafter. The Saline County Library Board shall have the power and duty to employ or remove all employees of the Saline County Public Library and to fix, regulate and pay their salaries. The said Board shall have the exclusive right and power to make purchases of all supplies and equipment and other property and things requisite and necessary for the operation and management of the Saline County

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

Public Library including new construction and equipment as needed it being the intention of this Ordinance to vest in said Board the authority to operate, manage, maintain equipment and control the Saline County Public Library all subject to county purchasing laws of Arkansas.

- 6) The Saline County Library Board shall have authority to enter into contracts with persons, firms, corporations or organizations including all levels of government and municipal corporations for any legitimate purpose in furtherance of the operation of the Saline County Public Library.
- 7) The Board shall adopt such rules and regulations as it may deem necessary and expedient for the proper operation and management of The Saline County Public Library, not inconsistent with this Ordinance or the laws of the State of Arkansas, and shall have authority to alter, change or amend such rules and regulations at its discretion.
- 8) The Board shall submit quarterly reports beginning three months after its organization, and each three months thereafter, reporting in full on the operations, including an accounting of receipts and disbursements, to the County Judge and the Quorum Court, and shall furnish such other and further reports, data, and information as may be requested by the County Judge and the Quorum Court. The quarterly report to the County Judge and the Quorum Court with respect to receipts and disbursements shall be certified as correct by said Board. Said Board shall also submit to the County Judge and the Quorum Court an annual audit of the operations of said Saline County Public Library.
- 9) All sums collected by said Board shall become County funds and be deposited in the County Treasury in a separate fund to be called the Saline County Public Library Fund. All county monies for the operation of the Saline County Public Library shall be provided by Quorum Court appropriation. The board members shall each furnish to the County a \$2,500.00 property bond, which shall be filed with the County Clerk, which will insure the County against any misappropriation or mishandling of funds. The Board members shall receive no salary, nor other form of monetary compensation for their services.
- 10) SEVERABILITY. If any section or provision of this Ordinance shall be held to be unconstitutional such holding shall not render the remaining sections or provisions of this Ordinance unconstitutional or effect the validity thereof.
- 11) EMERGENCY CLAUSE. There is an immediate need for a Saline County Library Board in Saline County, Arkansas to properly manage and operate the Saline County Library for the use and benefit of its citizens, and this Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is hereby declared to

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

exist and this Ordinance shall be in full force and effect from and after its passage and publication.

([Ord. 1978-001](#), passed 1-5-78)

**§ 220.01 RESIDENTIAL HOUSING FACILITIES BOARD.**

- 1) CREATION OF PUBLIC FACILITIES BOARD FOR SALINE COUNTY, ARKANSAS. There is hereby created a public facilities board (the “Board”) pursuant to the provisions of A.C.A. §§ 141-137-101, et seq. (Repl. 1998). The Board shall be known as the Public Facilities Board of Saline County, Arkansas. The Board shall have the powers provided for by A.C.A. § 14-137-106 (Repl. 1998). The governing body of the County may, at its sole discretion, and at any time, alter or change the structure, organization, programs, or activities of the Board, including the power to terminate the Board; but no such valid action shall be effective to alter or impair contracts entered into by the Board prior to the effective date of such action.
  
- 2) MEMBERSHIP OF THE BOARD. The Board shall consist of five members who shall be appointed by the Saline County Judge by Order of the Saline County Court, which appointments shall be subject to confirmation by the Saline County Quorum Court. The initial Board shall serve for terms of one, two, three, four and five years, respectively. Successor members shall be elected by a majority of the Board for terms of five years each. Each member shall qualify by taking and filing with the County Clerk his oath of office in which he shall swear to support the Constitution of the United States and the Constitution of the State of Arkansas and to discharge faithfully his duties in the manner provided by law. Each member shall serve until his successor is elected and qualified. In the event of a vacancy in the membership, however caused, a majority of the Board shall elect a successor member to serve the unexpired term. A member shall be eligible to succeed himself.
  
- 3) ORGANIZATION OF THE BOARD. The members of the Board shall meet and organize by electing one of their members as chairman, and one as vice-chairman, one as secretary and one as treasurer, and such officers shall be elected annually thereafter in like manner. The duties of the secretary and treasurer may be performed by the same member. The Board may also appoint an Executive Director who shall not be a member of the Board and who shall serve at the pleasure of the Board and receive such compensation as shall be fixed by the Board. The members of the Board shall receive no compensation for their services but shall be entitled to reimbursement of expenses incurred in the performance of their duties. Any members of the Board may be removed for misfeasance, malfeasance, or willful neglect to duty by the Saline County Judge after reasonable notice of and an opportunity to be heard concerning the alleged grounds for removal.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 4) GENERAL POWERS OF THE BOARD. The Board is hereby specifically empowered:
- a. To own, acquire, construct, reconstruct, extend, equip, improve, operate, maintain, sell, lease, contract concerning or otherwise deal in or dispose of residential housing facilities, educational facilities, health care facilities, other capital improvement facilities or any combination of such facilities, or any interest in such facilities including without limitation leasehold interested in and mortgages on such facilities.
  - b. To make loans to mortgage lenders on condition that the mortgage lenders use the proceeds of each loan to provide financing for either residential housing facilities, educational facilities, health care facilities, other capital improvement facilities, or any combination of such facilities.
- 5) ADDITIONAL AUTHORITY OF THE BOARD. The Board is hereby additionally authorized and empowered:
- a. As a body politic and corporate to have perpetual succession and to adopt bylaws, not in conflict with this Ordinance or the Public Facilities Board Act as it may, from time to time be amended, for the regulations of its affairs and the conduct of its business;
  - b. To maintain an office at such place or places in Saline County, Arkansas, as the Board may designate, from time to time;
  - c. To sue and be sued in its own name;
  - d. To fix, charge and collect rents, fees, loan repayments, interest and charges for the use of any public facilities project or loan made in connection therewith;
  - e. To employ and pay compensation to such employees and agents, including attorneys, consulting engineers, architects, surveyors, accountants, financial experts, and others as it may in its judgment find necessary for the accomplishment of the purposes and objective for which it has been created and to fix their compensation;
  - f. To accomplish public facilities projects as authorized by this Ordinance and the Act as it may, from time to time, be amended;

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- g. To do any and all other acts and things to accomplish the public facilities projects for which it is authorized by the Public Facilities Board Acts and all other acts and things authorized or required by the Public Facilities Board Acts as it may, from time to time be amended, and any and all other things necessary or convenient to accomplish the purposes for which the Board has been created.
  
- 6) This Board is hereby authorized to use any available funds and revenues for the accomplishment of the public facilities projects which it is authorized to own, acquire, construct, reconstruct, extend, equip, improve, operate, maintain, sell, lease, contract concerning or otherwise deal in or to give or take leasehold interests in and to fund loans with respect thereto in exchange for promissory notes secured by real estate mortgages and/or security agreements in personalty from owners, users or others in connection with any such public facilities projects. Bonds may be issued by the Board in such principal amounts as shall be sufficient to pay the cost of accomplishing the public facilities projects involved; the cost of issuing the bonds, the amount necessary to provide for debt service on the bonds until revenues for the payment thereof are available from other sources; and any other cost and expenditures of whatever nature incidental to the accomplishment of the public facilities involved and the placing of it in operation. Any net earnings of the Board (beyond that necessary for retirement of the indebtedness or to implement any public facilities project) shall not inure to the benefit of any person other than to Saline County, Arkansas.
  
- 7) **AUTHORITY WITH RESPECT TO BONDS.** This Board shall have, with respect to the issuance of bonds authorized to be issued by it, the authority and power with respect thereto set forth and contained in Ark. Stats. Ann. §§ 20-1709 through 10-1713, inclusive which terms and provisions are hereby incorporated in this Ordinance as though herein expressly set forth, word for word, except to the extent of changes required for the provisions thereof to be consistent in the context of this Ordinance, and such additional authority as may be granted in similar provisions by amendment of the Public Facilities Board Act from time to time hereafter, except within 60 days prior to the date of each issue of obligations of the Bond, the Board shall obtain the approval of the Quorum Court of Saline County, Arkansas.

All bonds of the Public Facilities Board shall be special obligation revenue bonds which shall be obligations only of the Public Facilities Board and shall not constitute an indebtedness for which the faith and credit of Saline County or any of its revenues are pledged, and the principal of and interest on the bonds shall be payable from and secured by a pledge of revenues derived from the residential housing projects financed, in whole or in part, from bond proceeds and as authorized by, and in accordance with the provisions of Act 142.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 8) **MEETINGS.** The Board shall meet upon the call of its Chairman, or a majority of its members, and at such times as may be specified in the bylaws for regular meetings, and a majority of its members shall constitute a quorum for the transaction of business. The affirmative vote of the majority of the members present at a meeting of the Board shall be necessary for any action taken by the Board. Any action taken by the Board may be authorized by resolution and such resolution shall take effect immediately unless a later effective date is specified in the resolution. No vacancy in the membership in the Board shall impair the right of a quorum to exercise all the rights and perform all the duties of the Board.
- 9) **RECORDS.** The Secretary shall keep a record of the proceedings of the Board and shall be custodian of all books, documents, and papers filed with the Board and of the minute book or journal of the Board and its official seal, if any shall be adopted. The Secretary may cause copies to be made of all minutes and other records and documents of the Board and may give certificates of the Board to the effect that such copies are true copies, and all persons dealing with the Board ay rely upon such certificates.
- 10) **ANNUAL REPORTS.** Within the first 90 days of each calendar year, this Board shall make a written report to the Saline County Judge and Quorum Court of Saline County, Arkansas, concerning its activities for the preceding calendar year. Each such report shall set forth a complete operating and financial statement covering its operation during the year.
- 11) **AUTOMATIC AMENDMENT.** To accomplish the specific public facilities objectives set forth above, the Board shall have such additional authority and power as may, from time to time, hereafter be authorized for Public Facilities Boards by amendments to the Public Facilities Act without additional action by this Quorum Court.
- 12) **SEVERABILITY.** The provisions of this Ordinance are severable. If any provision hereof shall be held to be invalid or inapplicable to any person or circumstance such holding or invalidity shall not affect the validity or applicability of the remainder of the provisions hereof.
- 13) **EMERGENCY CLAUSE.** An emergency a hereby declared to exist and this Ordinance being necessary for the public health, safety and welfare of the County and its inhabitants, shall be in full force and effect and after its date of its passage and approval by the County Judge.  
([Ord. 1978-026](#), passed 11-9-78; Am. [Ord. 1992-091](#), passed 12-29-92; Am. [Ord. 1999-005](#), passed 2-16-99)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 220.02 RETIREMENT HOUSING AND HEALTHCARE FACILITIES BOARD.**

- 1) FINDINGS. The Quorum Court hereby finds and determines:
  - a. There is an immediate and urgent need in the County for housing and healthcare facilities which is designed and operated to serve the requirements of retired persons.
  - b. The cost of funds with which to finance housing and healthcare facilities, including for retired persons, has increased greatly. This cost of funds has increased more rapidly than any increases in the income of retired persons generally.
  - c. The provision of housing and healthcare facilities for retired persons is a proper public purpose, particularly if such provision can be made on a basis whereby the cost thereof is less than it otherwise would be.
  - d. The most efficient and effective method whereby such facilities can be developed and financed is by the creation of a public facilities board, under the provisions of Act No. 142 of 1975, as amended.
  
- 2) CREATION OF BOARD. Pursuant to the authority of the Act, there is hereby created and established the “Saline County, Arkansas Retirement Housing and Healthcare Facilities Board” (hereinafter referred to as the “Board”) with authority as hereinafter provided to accomplish, finance, contract and make or purchase mortgage loans concerning, and otherwise act in such manner as may be permitted by the Act to provide housing and healthcare facilities for retired persons, with related facilities, within the County.
  
- 3) MEMBERS OF THE BOARD; TERMS OF OFFICE. The Board shall consist of five persons. The initial members shall be appointed by the County Judge and shall serve for terms of one, two, three, four and five years, respectively. Successor members shall be selected as provided in the Act. The members of the Board shall be residents of the County and shall take and file with the County Clerk, the oath of offices prescribed in the Act. The initial members of the Board, with their respective terms, where are hereby approved, are as follows:
  - a. Walter Chojnowski                      1 year.
  - b. Lillian Stire                              2 years.
  - c. Clark O. Deem                          3 years.
  - d. Robert A. Strouts                      4 years.
  - e. Edward B. Edwards                    5 years.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 4) **POWERS.** The Board is empowered, from time to time, to acquire, construct, reconstruct, extend, equip, improve, sell, lease, loan concerning and contract concerning housing and healthcare facilities for retired persons, and facilities related thereto, as shall be determined by the Board to be necessary to affect the purpose of this Ordinance (the “Project” or “Projects”).

The Board shall have each of the powers set forth in Section 7 of the Act, as amended, and appropriate to the purposes for which the Board is created. The Board may enter into such contractual or cooperative agreements with such persons as may, in its discretion, be advisable to accomplish the purposes of this Ordinance, including without limitation, departments, agencies or instrumentalities of the United States of America, the State of Arkansas, or the County, e.g., the Department of Housing and Urban Development, the Federal Housing Administration and the Arkansas Housing Development Agency.

- 5) **ISSUANCE OF BONDS.** Without limiting the generality of the foregoing, the Board is authorized to issue revenue bonds, from time to time, and to use the proceeds, either alone or together with other available funds and revenues, to accomplish the purposes for which the Board is created. Such revenue bonds shall be obligations only of the Board and shall not constitute an indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal and interest on the bonds shall be payable from and secured by a pledge of revenues derived from the Project financing thereby and as authorized by, and in accordance with, the provisions of the Act, together with such other collateral as may properly be pledged under the Act and as the Board in its discretion may be determined.
- 6) **ORGANIZATION; REPORTS.** As soon as practicable after the adoption of this Ordinance the Board shall meet and elect such officers as shall be required by the Act. The Board may adopt such bylaws and other rules and regulations as shall be necessary for the conduct of its business and consistent with the provisions of the Act. The Board shall cause to be filed with the County Clerk the annual report described in Section 18 of the Act.
- 7) **SEVERABILITY.** If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions or application of this Ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.
- 8) **PUBLICATION.** That the County Clerk is instructed to publish this Ordinance within seven days after adoption and approval.
- 9) **GENERAL REPEAL.** All ordinances of the County, or parts thereof, in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 10) EMERGENCY CLAUSE. An emergency is declared to exist and this Ordinance shall be in effect from and after its passage and approval.  
([Ord. 1984-026](#), passed 11-5-84)

**§ 220.03 APPOINTMENT TO ADMINISTRATIVE BOARDS.**

- 1) That the Quorum Court has established certain administrative boards for the conduct of county affairs.
- 2) All administrative board members shall be appointed by the County Judge and shall require confirmation by the Quorum Court.
- 3) That upon submission of a qualified elector for a position on an administrative board, if said confirmation is defeated by the Quorum Court, said candidate may not be re-submitted for the particular position for a period of six (6) months.  
([Ord. 1985-044](#), passed 12-4-85)

**§ 220.04 WATERWORKS AND SANITARY SEWER FACILITIES BOARD.**

- 1) In accordance with and pursuant to the authority conferred by the provision of the Act, there is hereby created and established a public facilities board (the “Board”) with authority as hereinafter proved to accomplish, operate, finance, and contract concerning, and otherwise dispose of and deal with waterworks and sanitary sewer facilities. The term “waterworks and sanitary sewer facilities” as used in this Ordinance shall have the meaning set forth in the Act.
- 2) The name of the Board shall be Saline County, Arkansas Waterworks and Sanitary Sewer Facilities Board (Woodland Hills). The area to be served by the Board shall include all of Ranchette Subdivision, Regency Subdivision, Regency Annex No. 1 Subdivision, and Regency Annex No. 2 Subdivision.<sup>2</sup>
- 3) The initial members of the Board, each of whom is a qualified elector residing in the County, and their respective terms of office shall be:

| <b>Member</b>  | <b>Term</b> |
|--|-------------|
| District 00<br>Freddie Joe Kittler<br>20 Kent Drive<br>Alexander, AR 72002 | One Year    |

---

<sup>2</sup> This sentence was added by Amending Ords. 1987-039 and 1989-049.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

|                     |           |
|---------------------|-----------|
| District #10        | Two Years |
| Bobby R. Cooper     |           |
| 79 Valley Cove      |           |
| Alexander, AR 72002 |           |

|                     |             |
|---------------------|-------------|
| District #9         | Three Years |
| Charles Beck        |             |
| 13 Pine Manor Drive |             |
| Bryant, AR 72002    |             |

|                        |            |
|------------------------|------------|
| District #6            | Four Years |
| Mr. Marion "Bud" Davis |            |
| 26 Brookwood Drive     |            |
| Alexander, AR 72002    |            |

|                     |            |
|---------------------|------------|
| District #5         | Five Years |
| Samuel C. Jeffus    |            |
| 17 Jeffus Drive     |            |
| Alexander, AR 72002 |            |

- 4) The Board is authorized, from time to time, to own, acquire, construct, reconstruct, extend, equip, improve, sell, lease, contract concerning or otherwise dispose of waterworks and sanitary sewer facilities.
  
- 5) The Board is authorized to issue revenue bonds from time to time and use the proceeds thereof as required to provide waterworks and sanitary sewer facilities, including the creation of any desired reserve funds, and paying the costs of the issuance of such bonds. Any such revenue bonds shall be obligations only of the Board and shall not constitute an indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal of and interest on the Bonds shall be payable from and secured by a pledge of revenues derived from the waterworks and sanitary sewer facilities finances, in whole or in part, from the bond proceeds and any other sources as authorized by, and in accordance with, the provisions of the Act.
  
- 6) The Board shall have all the powers provided for in the Act, subject to the limitations of this Ordinance, and shall carry out its duties in accordance with the Act, including the filing of the annual report required by Section 18 of the Act. The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas, including matters related to open public meetings as provided in Act 93 of 1967, as amended.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 7) SEVERABILITY. The provisions of this Ordinance are severable. If any provision thereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remainder of the provisions hereof.
- 8) REPEALER. All ordinances of the County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
- 9) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.  
([Ord. 1987-029](#), passed 9-14-87; Am. [Ord. 1987-039](#), passed 10-13-87; Am. [Ord. 1989-049](#), passed 11-13-89; Am. [Ord. 2004-003](#), passed 1-20-04<sup>3</sup>; Am. [Ord. 2008-077](#), passed 8-19-08<sup>4</sup>)

**§ 220.05 SALINE COUNTY 911 COMMUNICATIONS ADVISORY BOARD.**

- 1) Pursuant to the provisions of A.C.A. § 14-14-705, a 911 Communications Advisory Board is hereby created for the purpose of gathering information, furnishing advise, making recommendations and performing any other activities to enhance the performance of the Saline County 911 Communications Center.
- 2) The 911 Advisory Board shall consist of the following members to be appointed by the County Judge to serve terms not to exceed three (3) years:
  - Private Citizen
  - All mayors of incorporated cities or their designee
  - County Sheriff or designee
  - Representative from ambulance service
  - Representative from the Saline County Fire Association
  - County Judge
- 3) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.  
([Ord. 1998-049](#), passed 8-18-98)

---

<sup>3</sup> This amending ordinance enlarged the area to be served by the Saline County, Arkansas Waterworks and Sanitary Sewer Facilities Board under enacting Ord. 1987-029.

<sup>4</sup> This amending ordinance enlarged the area to be served by the Saline County, Arkansas Waterworks and Sanitary Sewer Facilities Board under enacting Ord. 1987-029.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 220.06    SALINE COUNTY CATASTROPHIC DISASTER NEEDS COMMITTEE.**

1) The 82<sup>nd</sup> General Assembly created, and Governor Mike Huckabee signed into law Act 449 of 1999, which amends Act 511 of 1973 and provides supplemental funding for unmet catastrophic needs of disaster victims and local governments.

2) The Saline County Catastrophic Disaster Needs Committee is hereby created and the following members appointed for the tornado disaster of January 21, 1999:

Shirley Copeland, J.P. Dist. #2

J.R. Walters, J.P. Dist. #12

Richard Morava

Jim Wilder

Donna DePriest

3) The Committee is hereby charged with carrying out the “Guidelines for Catastrophic Disaster Funding Management” as set forth in the memo from the State Office of Emergency Services, dated March 12, 1999. The Committee shall make a detailed report to the Quorum Court on its proposals for distribution of funds. The Quorum Court shall approve or amended the Committee’s proposals before submission to the State OES.

4) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist and this Ordinance shall be in force and shall take effect upon passage and publication.  
(Ord 1999-025, passed 4-20-99)

**§ 220.07    BANNER TOWNSHIP FACILITIES BOARD.**

1) In accordance with and pursuant to the authority conferred by the provisions of the Act, there is hereby created and established a public facilities board (the “Board”) with authority as hereinafter provided to accomplish, finance, contract concerning, and otherwise dispose of and deal with waterworks facilities. The term “waterworks facilities” as used in this Ordinance shall have the meaning set forth in the Act.

2) The name of the Board shall be “Banner Township Facilities Board” (“Banner”).

3) The initial members of the Board, each of whom is a qualified elector residing in the County, and their respective terms of office shall be:

Member

Term

Roy Duncan

One Year

Fred McKinney

Two Years

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

|                |             |
|----------------|-------------|
| Brenda Thomas  | Three Years |
| Susan Milner   | Four Years  |
| Margaret Smith | Five Years  |

- 4) The Board is authorized, from time to time, to own, acquire, construct, reconstruct, extend, equip, improve, sell, lease, contract concerning or otherwise dispose of waterworks facilities.
- 5) The Board is authorized to issue revenue bonds from time to time and use the proceeds thereof as required to provide waterworks facilities, including the creation of any desired reserve funds, and paying the costs of the issuance of such bonds. Any such revenue bonds shall be obligations only of the Board and shall not constitute any indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal of and interest on the Bonds shall be payable from and secured by a pledge of revenues derived from waterworks facilities financed, in whole or in part, from bond proceeds and any other sources as authorized by, and in accordance with, the provisions of the Act.
- 6) The Board shall have all the powers provided for in the Act, subject to the limitations of this Ordinance, and shall carry out its duties in accordance with the Act, including the filing of the annual report required by Section 18 of the Act. The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas, including matters related to open public meetings as provided by Act 93 of 1967, as amended.
- 7) SEVERABILITY. The provisions of this Ordinance are severable. If any provision thereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remainder of the provisions hereof.
- 8) REPEALER. All ordinances of the County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
- 9) EMERGENCY CLAUSE. It is hereby found and determined that there is an immediate need for the providing of adequate waterworks facilities, within Saline County, Arkansas, authorized to be provided under the Act, and the providing of financial assistance to encourage the development and establishment of such waterworks facilities projects, and that the creation of the Board and the exercise of the duties and powers provided in this Ordinance are necessary for the preservation of the public peace, health and safety. Therefore, an emergency is declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

([Ord. 1994-030](#), passed 9-20-94)

**§ 220.08    SHAW COMMUNITY WATER AND SEWER PUBLIC FACILITIES BOARD.**

- 1) In accordance with and pursuant to the authority conferred by the provisions of the Act, there is hereby created and established a public facilities board (the “Board”) with authority as hereinafter provided to accomplish, finance contract concerning, and otherwise dispose of and deal with waterworks and sewer facilities. The term “waterworks and sewer facilities” as used in this Ordinance shall have the meaning set forth in the Act and as defined above.
- 2) The name of the Board shall be “Shaw Community Water and Sewer Public Facilities Board” (“Shaw”)
- 3) The initial members of the Board, each of whom is a qualified elector residing in the County, and their respective terms of office shall be:

| MEMBER          | TERM       |
|-----------------|------------|
| Wilson DuVall   | One Year   |
| Nina Huey       | Two Year   |
| Richard Soloman | Three Year |
| Mickey McGuire  | Four Year  |
| Terry Parsons   | Five Year  |

Each member shall take and file with the County Clerk the Oath of Office prescribed by the Act.

- 4) The area to be served by the Shaw Community Water and Sewer Public Facility Board are the following lands located in Saline County, Arkansas:

The S1/2 of Sections 19, 20, 21, 22 and 23 and all of Sections 26, 27, 28, 29, 30, 31, 32, 33, 34 and 35 in Township 2 South, Range 14 West; Sections 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 14, 15, 16, 17, and 18 in Township 3 South, Range 14 West; The S1/2 of Section 24 and all of Sections 25 and 36 East of the Saline River in Township 2 South, Range 15 West; Sections 1, 11 and 14 East of the Saline River and all of Section 12 and 14 in Township 3 South, Range 15 West.

- 5) The Board is authorized, from time to time, to own, acquire, construct, reconstruct, extend, equip, improve, sell, lease, contract concerning or otherwise dispose of waterworks and sewer facilities.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 6) The Board is authorized to issue revenue bonds from time to time and use the proceeds thereof as required to provide waterworks and sewer facilities, including the creation of any desired reserve funds, and paying the costs of the issuance of such bonds. Any such revenue bonds shall be obligations only of the Board and shall not constitute an indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal of and interest on the Bonds shall be payable from and secured by a pledge of revenues derived from waterworks and sewer facilities financed, in whole or in part, from bond proceeds and any other sources as are authorized by, and in accordance with, the provisions of the Act.
  
- 7) The Board shall have all the powers provided for in the Act, subject to the limitations of this Ordinance, and shall carry out its duties in accordance with the Act, including the filing of the annual report required by Section 18 of the Act. The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas, including matters related to open meeting as provided by Act 93 of 1967, as amended.
  
- 8) SEVERABILITY. The provisions of this Ordinance are severable. If any provision thereof shall be held invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remainder of the provisions hereof.
  
- 9) REPEALER. All ordinances of the County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
  
- 10) EMERGENCY CLAUSE. It is hereby found and determined that there is an immediate need for the providing of adequate waterworks and sewer facilities within Saline County, Arkansas, authorized to be provided under the Act, and the providing of financial assistance to encourage the development and establishment of such waterworks and sewer facilities projects, and that the creation of the Board and the exercise of the duties and power provided in this Ordinance are necessary for the preservation of the public peace, health and safety. Therefore, an emergency is declared to exist and this Ordinance shall be in full force and effect from and after its passage.  
([Ord. 2002-084](#), passed 12-7-02)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 220.09 LITTER CONTROL ADVISORY BOARD.**

- 1) There is hereby established and created an Advisory County Board to be known as “The Saline County Litter Control Board”.
- 2) The Saline County Litter Control Board shall be composed of thirteen (13) qualified electors of Saline County, one from each Justice of the Peace district, appointed in the manner prescribed by Ordinance 38 of 2004.
- 3) Business of the Saline County Litter Control Board shall be conducted in the manner prescribed by Section 105 of Arkansas Act 742 of 1977 (A.C.A. § 14-14-707).
- 4) The Saline County Litter Control Board created by this Ordinance shall advise the County Judge, Quorum Court and the Code Enforcement Officer regarding litter control in the county.
- 5) The Board shall adopt such rules and regulations as it may deem necessary and expedient for proper operation and management, not inconsistent with this Ordinance or the laws of the State of Arkansas, and shall have authority to alter, change or amend such rules and regulations at its discretion.
- 6) SEVERABILITY. If any section or provision of this Ordinance shall be held to be unconstitutional, such holding shall not render the remaining sections or provisions of this Ordinance unconstitutional or effect the validity thereof.
- 7) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.  
([Ord. 2004-035](#), passed 6-15-04)

**§ 220.10 ENHANCED 911 PUBLIC SAFETY BOARD.**

- 1) In accordance with and pursuant to the authority conferred by the provisions of the “1975 Act,” there is hereby created and established a public facilities board (the “Board”) with authority as hereinafter provided to implement, operate and maintenance of an enhanced 911 public safety board.
- 2) The initial members of the Board, each of whom shall be a qualified elector residing in Saline County, and their respective terms of office shall be:

| MEMBER              | TERM     |
|---------------------|----------|
| Benton Fire Chief   | One Year |
| Saline County Judge | Two Year |

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

|  |            |
|--|------------|
| President, Saline Volunteer Fire Fighters Assoc. | Three Year |
| Saline County Sheriff                            | Four Year  |
| Representative of Saline County                  |            |
| Memorial Hospital Ambulance Service              | Five Year  |

- 3) The area to be served by the Saline County Enhanced 911 Public Facility Board are the following lands located in Saline County, Arkansas:

The unincorporated areas of Saline County, Arkansas, and  
The incorporated areas of Benton, Haskell, Shannon Hills,  
Bauxite, Traskwood, Alexander, and Bryant, Arkansas.

Should it be deemed in the best interests of the residents of Saline County, Arkansas, the Board of Directors may accept additional cities as members of the communication center.

- 4) The Board is authorized, from time to time, to own, acquire, construct, reconstruct, extend, equip, improve, sell, lease, contract concerning or otherwise dispose of enhanced 911 communication facilities.
- 5) The Board shall obtain a private audit on an annual basis and a copy shall be furnished to all participating entities.
- 6) If additional funding, over and above that provided by law, is required to maintain and operate the Center, such additional funding shall be paid by the members of the Center on a basis of annual usage.
- 7) The bylaws for the operation of the communications center shall be drafted by the Board of Directors and may be amended from time to time as deemed necessary by a two-thirds (2/3) vote of the board of directors.
- 8) The Board is authorized to issue revenue bonds from time to time and use the proceeds thereof as required to provide enhanced 911 facilities, including the creation of any desired reserve funds, and paying the costs of the issuance of such bonds.

Any such bonds shall be obligations of only the Board and shall not constitute an indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal of and interest of the Bonds shall be payable from and secured by a pledge of revenues derived from facilities financed, in whole or in part, from bond proceeds and any other sources as authorized by, and in accordance with, the provisions of the Act.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 9) The Board shall have all the powers provided for in the “1975 Act,” subject to the limitations of this Ordinance, and shall carry out its duties in accordance with the Act, including the filing of the annual report required by Section 18 of the Act. The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas, including matters related to open meetings as provided by Act 93 of 1967, as amended.
- 10) SEVERABILITY. The provisions of this Ordinance are severable. If any provision thereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remainder of the provisions hereof.
- 11) REPEALER. All ordinances of the County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
- 12) EMERGENCY CLAUSE. It is hereby found and determined that there is an immediate need for the providing of enhanced 911 public service facilities within Saline County, Arkansas, as authorized to be so provided under the 1975 Act and the 1985 Act, and the providing of enhanced 911 assistance and to implement, operate and maintain a combined enhanced 911 public safety communications center for the County of Saline and the City of Benton, Saline County, Arkansas and that the creation of the Board and the exercise of the duties and powers provided in this Ordinance are necessary for the preservation of the public peace, health and safety. Therefore, an emergency is declared to exist and this Ordinance shall be in full force and effect from and after its passage.  
([Ord. 2006-022](#), passed 5-16-06)

**§ 220.11 SARDIS WATERWORKS FACILITIES BOARD.**

- 1) In accordance with and pursuant to the authority conferred by the provisions of the Act, there is hereby created and established a public facilities board (the “Board”) with authority as hereinafter provided to accomplish, finance, contract concerning, and otherwise dispose of and deal with waterworks facilities. The term “waterworks facilities” as used in this Ordinance shall have the meaning set forth in the Act.
- 2) The name of the Board shall be “Sardis Waterworks Facilities Board of Saline County” (“Sardis”).
- 3) The initial members of the Board, each of whom is a qualified elector residing in the County, and their respective terms of office shall be:

| MEMBER        | TERM     |
|---------------|----------|
| Ferrell Magby | One Year |

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

|                |             |
|----------------|-------------|
| Linda Taylor   | Two Years   |
| Kenneth Leach  | Three Years |
| William Foster | Four Years  |
| Leo Mercer     | Five Years  |

Each member shall take and file with the County Clerk the Oath of Office prescribed by the Act.

- 4) The Board is authorized, from time to time, to own, acquire, construct, reconstruct, extend, equip, improve, sell, lease, contract concerning or otherwise dispose of waterworks facilities.
- 5) The Board is authorized to issue revenue bonds from time to time and use the proceeds thereof as required to provide waterworks facilities, including the creation of any desired reserve funds, and paying the costs of the issuance of such bonds. Any such revenue bonds shall be obligations only of the Board and shall not constitute an indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal of and interest on the Bonds shall be payable from and secured by a pledge of revenues derived from waterworks facilities financed, in whole or in part, from bond proceeds and any other sources as authorized by, and in accordance with, the provisions of the Act.
- 6) The Board shall have all the powers provided for in the Act, subject to the limitations of this Ordinance, and shall carry out its duties in accordance with the Act, including the filing of the annual report required by Section 18 of the Act. The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas, including matters related to open public meetings as provided by Act 93 of 1967, as amended.
- 7) SEVERABILITY. The provisions of this Ordinance are severable. If any provisions thereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remainder of the provisions hereof.
- 8) REPEALER. All ordinances of the County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
- 9) EMERGENCY CLAUSE. It is hereby found and determined that there is an immediate need for the providing of adequate waterworks facilities, within Saline County, Arkansas, authorized to be provided under the Act, and the providing of financial assistance to encourage the development and establishment of such waterworks facilities projects, and that the creation of the Board and the exercise of the duties and powers provided in this

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

Ordinance are necessary for the preservation of the public peace, health and safety. Therefore, an emergency is declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

([Ord. 1996-062](#), passed 11-19-96)

**§ 220.12 CHANGING EXPIRATION DATES OF APPOINTMENTS TO THE SALINE COUNTY FAIR BOARD.**

- 1) The Saline County Fair Board has been for years holding the Saline County Fair in early September. Therefore, people appointed to the Board in July do not have adequate time to get acquainted with the procedures of the Board to do the duties required.
- 2) The Saline County Quorum Court feels that this Ordinance is needed to improve the quality and production of the Saline County Fair and Rodeo.
- 3) Therefore, beginning in 1991 that all appointments to the Saline County Fair Board will remain in effect until October and that all new appointments will be set to expire in October of each year.
- 4) This Ordinance is specifically for an amendment to the original Ordinance 1977-030 establishing an administrative county fair board for Saline County, providing for the appointment of members of the said board and prescribing the duties and powers of said administrative board.

([Ord. 1977-030](#), passed 10-27-77; Am. [Ord. 1988-034](#), passed 7-14-88; Am. [Ord. 1991-002](#), passed 1-10-91; Am. [Ord. 1992-089](#), passed 12-29-92)

**§ 220.13 ARKANSAS WATERWORKS FACILITIES BOARD (PARSON/OWENSVILLE).**

- 1) In accordance with and pursuant to the authority conferred by the provisions of the Act, there is hereby created and established a public facilities board (the “Board”) with authority as hereinafter approved to accomplish, operate, finance, and contract concerning, and otherwise dispose of and deal with waterworks facilities. The term “waterworks facilities” as used in this Ordinance shall have the meaning set forth in the Act.
- 2) The name of the Board shall be the Saline County, Arkansas Waterworks Facilities Board (Paron/Owensville)
- 3) The initial members of the Board, each of whom is a qualified elector residing in the County, and their respective terms of office shall be:

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

| MEMBER   | TERM        |
|--|-------------|
| Hurlon Ray<br>18532 Hwy 5<br>Lonsdale, AR 72087            | One Year    |
| Joe A. Johnson<br>16876 Joe Johnson Rd.<br>Paron, AR 72122 | Two Years   |
| Rudy G. Westbrook<br>14812 Hwy 9<br>Benton, AR 72015       | Three Years |
| Charles A. McElroy<br>15300 Hwy 9<br>Benton, AR 72015      | Four Years  |
| Billy D. Burnett<br>8184 Bland Loop<br>Benton, AR 72015    | Five Years  |

Each member shall take and file with the County Clerk the Oath of Office prescribed by the Act.

- 4) The Board is authorized, from time to time, to own, acquire, construct, reconstruct, extend, equip, improve, sell, lease, contract concerning or otherwise dispose of waterworks facilities.
- 5) The Board is authorized to issue revenue bonds from time to time and use the proceeds thereof as required to provide waterworks facilities, including the creation of any desired reserve funds, and paying the costs of the issuance of such bonds. Any such revenue bonds shall be obligations only of the Board and shall not constitute an indebtedness for which the faith and credit of the County or any of its revenues are pledged, and the principal of and interest on the Bonds shall be payable from and secured by a pledge of revenues derived from the waterworks facilities financed, in whole or in part, from bond proceeds and any other sources as authorized by, and in accordance with, the provision of the Act.
- 6) The Board shall have the powers provided for in the Act, subject to the limitations of this Ordinance, and shall carry out its duties in accordance with the Act, including the filing of the annual report required by Section 18 of the Act. The Board shall take all

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas, including matters related to open public meetings as provided by Act 93 of 1967, as amended.

- 7) SEVERABILITY. The provisions of this Ordinance are severable. If any provision thereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity of applicability of the remainder of the provisions hereof.
- 8) REPEALER. All ordinances of the County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
- 9) It is hereby found and determined that there is an immediate need for the providing of adequate waterworks facilities, within Saline County, Arkansas, authorized to be provided under the Act, and the providing of financial assistance to encourage the development and establishment of such waterworks facilities projects, and that the creation of the Board and the exercise of the duties and power provided in this Ordinance are necessary for the preservation of the public peace.
- 10) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist and this Ordinance shall be in force and shall take effect upon passage and publication.  
([Ord. 1996-003](#), passed 1-16-96)

**§ 220.14 SALEM WATER USERS ASSOCIATION PUBLIC FACILITIES BOARD.**

- 1) That in accordance with and pursuant to the authority conferred by the Act, there is hereby created and established a public facilities board (the “Board”) which shall possess all of those powers and authority which are capable of being conveyed to and exercised by a public facilities board pursuant to the Act.
- 2) That the name of the Board shall be the “Salem Water Users Association Public Facilities Board of Saline County, Arkansas.”
- 3) The initial members of the Board shall be comprised of the following five (5) persons, all of whom are hereby appointed by the Judge of the Saline County, Arkansas Quorum Court to so serve for those terms of office as referenced below, it being understood that each of the following persons hereby files of record with Saline County, Arkansas Quorum Court Clerk their Oaths of Office as required by the Act:

Name of the Board Member:  
Herman T. Thurman

Term of Office\*:  
5 years

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

|                  |         |
|------------------|---------|
| W.C. Brannon     | 4 years |
| P.W. "Bud" Gates | 3 years |
| Flynn Harris     | 2 years |
| Jim Young        | 1 year  |

- 4) The Board is hereby authorized to exercise those rights, and is hereby limited by those provisions, as may be described in the bylaws of the Board, as the same shall from time to time be adopted, amended, or promulgated by the Board.
  
- 5) The Board is authorized from time to time to issue revenue bonds or other evidences of indebtedness as allowed by the Act and to use the proceeds of such bonds or evidences of indebtedness to accomplish those projects which the Board may authorize from time to time. The Board is further authorized to take any other steps, borrow other money, or enter into any other transactions as it deems necessary and appropriate in order to accomplish said projects and any future expansion, addition, or betterment of said projects. Any revenue bonds or indebtedness incurred by the Board shall be an obligation solely of the Board and shall not constitute an indebtedness for which the full faith and credit of Saline County, Arkansas or any other government unit of State or local government, or any other community or the city is pledged nor shall any indebtedness of the Board be personally guaranteed by any of the members of the Board.
  
- 6) The Board shall have all the powers as may be provided under the Act and shall carry out its duties in accordance with the Act, specifically including, without limitation, the filing of its annual report as required by section 18 of the Act (codified at Ark. Code Ann. § 14-137-123). The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas. Assuming compliance with the provisions of the Act, nothing herein shall otherwise serve to limit the Board's rights and powers.
  
- 7) **SEVERABILITY.** The provisions of this Ordinance are severable. If any provision hereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remaining provisions hereof.
  
- 8) **REPEALER.** All ordinances of this County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
  
- 9) **EMERGENCY CLAUSE.** It is hereby acknowledged that certain residents of Saline County, Arkansas are in dire need of a long-term, reliable source and supply of potable water, and that without immediate action being taken by Saline County, Arkansas, the health, welfare and public safety of certain residents of Saline County, Arkansas would suffer.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

Accordingly, in order to protect the health, safety and public welfare of the residents of Saline County, Arkansas an emergency is hereby declared and the enforceability and validity of this Ordinance shall become effective immediately upon the execution of same.

([Ord. 1998-034](#), passed 6-1-98)

**§ 220.15    SOUTHWEST WATER ASSOCIATION PUBLIC FACILITIES BOARD.**

- 1) That in accordance with and pursuant to the authority conferred by the Act, there is hereby created and established a public facilities board (the “Board”) which shall possess all of those powers and authority which are capable of being conveyed to and exercised by a public facilities board pursuant to the Act.
- 2) That the name of the Board shall be the “Southwest Water Association Public Facilities Board of Saline County, Arkansas.”
- 3) The initial members of the Board shall be comprised of the following five (5) persons, all of whom are hereby appointed by the Judge of the Saline County, Arkansas Quorum Court to so serve for those terms of office as referenced below, it being understood that each of the following persons hereby files of record with Saline County, Arkansas Quorum Court Clerk their Oaths of Office as required by the Act:

| <u>Name of the Board Member:</u> | <u>Term of Office*:</u> |
|----------------------------------|-------------------------|
| Bill White                       | 5 years                 |
| Dennis Allen                     | 4 years                 |
| Stan Holicer                     | 3 years                 |
| Darrell Williams                 | 2 years                 |
| Bill Springer                    | 1 year                  |

- 4) The Board is hereby authorized to exercise those rights, and is hereby limited by those provisions, as may be described in the bylaws of the Board, as the same shall from time to time be adopted, amended, or promulgated by the Board.
- 5) The Board is authorized from time to time to issue revenue bonds or other evidences or indebtedness as allowed by the Act and to use the proceeds of such bonds or evidences of indebtedness to accomplish those projects which the Board may authorize from time to time. The Board is further authorized to take any other steps, borrow other money, or enter into any other transactions as it deems necessary and appropriate in order to accomplish said projects and any future expansion, addition, or betterment of said projects. Any revenue bonds or indebtedness incurred by the Board shall be an obligation solely of the Board and shall not constitute an indebtedness for which the full faith and

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

credit of Saline County, Arkansas or any other government unit of State or local government, or any other community or the city is pledged nor shall any indebtedness of the Board be personally guaranteed by any of the members of the Board.

- 6) The Board shall have all the powers as may be provided under the Act and shall carry out its duties in accordance with the Act, specifically including, without limitation, the filing of its annual report as required by section 18 of the Act (codified at Ark. Code Ann. § 14-137-123). The Board shall take all appropriate action necessary to comply with the Constitution and laws of the United States of America and the State of Arkansas. Assuming compliance with the provisions of the Act, nothing herein shall otherwise serve to limit the Board's rights and powers.
- 7) SEVERABILITY. The provisions of this Ordinance are severable. If any provision hereof shall be held to be invalid or inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remaining provisions hereof.
- 8) REPEALER. All ordinances of this County or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.
- 9) EMERGENCY CLAUSE. It is hereby acknowledged that certain residents of Saline County, Arkansas are in dire need of a long-term, reliable source and supply of potable water, and that without immediate action being taken by Saline County, Arkansas, the health, welfare and public safety of certain residents of Saline County, Arkansas would suffer. Accordingly, in order to protect the health, safety and public welfare of the residents of Saline County, Arkansas an emergency is hereby declared and the enforceability and validity of this Ordinance shall become effective immediately upon the execution of same.  
([Ord. 1998-033](#), passed 6-1-98)

**§ 220.16 COUNTY AIRPORT BOARD.**

- 1) Ordinance #18 of 1978 established an Administrative County Airport Board for Saline County, provided for the appointment of members to the Board and prescribed the duties and power of said Board.
- 2) It is now considered to be in the best interest of the Airport and the citizens of Saline County that this Board be abolished and a new Saline County Airport Commission created as prescribed by A.C.A. § 14-357-101 by the County Court of Saline County.
- 3) EMERGENCY CLAUSE. Ordinance #18 of 1978 is hereby rescinded thereby abolishing the existing Saline County Airport Board. Accordingly, to allow the new Saline County

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

Airport Commission to continue the orderly operation of the Saline County Airport Facilities an emergency is declared to exist and this Ordinance being necessary to preserve the public health and safety shall be in full force and effect from and after its passage and approval.

(Ord.1978-018, passed 07-19-78; Am. [Ord. 2002-018](#), passed 5-23-02)

Article IV. COUNTY POLICIES.

Section

*General Policies*

- 230.00 Tele-communications Services.
- 230.01 Uniform guidelines for departmental inventories.
- 230.02 Voting system to be used in elections.
- 230.03 Eminent domain parameters.
- 230.04 Authorizing Saline County Judge to close offices.
- 230.05 Jury service reimbursement.
- 230.06 Approval and signing of contracts.

*Employee / Employment Policies*

- 240.00 Saline County personnel policy.
- 240.01 Allowing Saline County retirees to continue participation in county healthcare plan.
- 240.02 Payroll department to audit time sheets and to enforce compensatory time policies.
- 240.03 Salary administration policy.
- 240.04 Changing the county's policy of paying money in lieu of accepting county health benefits.
- 240.05 Rate of mileage reimbursement for travel.
- 240.06 Declaring certain jobs exempt.
- 240.07 Credit card policy.
- 240.08 County employee and officer salary increase requests.
- 240.09 Establishing the new work week.
- 240.10 Work policy for the Saline County road department.
- 240.11 Regulating the filling of job vacancies in county offices.

**SALINE COUNTY                      CODE OF ORDINANCES**

**Chapter 2 - Administration**

***Purchasing Policies***

250.00 Geographic information services classified as professional services.

***General Policies***

**§ 230.00 TELE-COMMUNICATIONS SERVICES.**

- 1) This Ordinance hereby directs all duly elected officials of Saline County to refrain from making arrangements for, or negotiating any new additions to, changes in, or deletion of existing tele-communications services.
- 2) Neither elements of this Ordinance, nor actions of the Court or members of its Communications Committee, shall serve as a basis to relieve elected officials, or their staff members, from the inherent responsibility all such persons have to provide, at an acceptable price, the proficient tele-communications services that may be reasonably required of his or her office, by exercising positive managerial cost and usage control over the actions of department personnel involved in conducting the business operation of Saline County.
- 3) The terms of this Ordinance are not intended to circumvent, nor seek to avoid or neglect existing telecommunication contracts, that may have been legally entered into by any Saline County elected official, and if it is expected that such contracts will be competed as written, except when renegotiated by mutual agreement between the parties thereto.
- 4) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.  
([Ord. 1997-028](#), passed 7-15-97)

**§ 230.01 UNIFORM GUIDELINES FOR DEPARTMENTAL INVENTORIES.**

- 1) The purpose of this Ordinance is to establish a uniform system for maintaining departmental inventories and filing copies with the Inventory Control Officer in the County Judge's Office. All departments of Saline County Government are required to tag and maintain an inventory of all capital assets.
- 2) It is hereby declared that all offices shall create and maintain an inventory of all fixed assets with a value of \$2,500.00 or more. This Ordinance does not prohibit any office from including items of lesser value if the department head deems it prudent to track smaller items. Items acquired after the enactment of this Ordinance shall be reported with the required information to the Inventory Control Officer at the time of acquisition.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

Disposed items are not to be deleted from the list but noted as to the date and manner of disposal and shall be reported immediately to Inventory Control.

- 3) All inventories shall include the following minimum information:

Department Name

Purchase date & cost (estimated value if cost is not known)

Tag Number & location of item

Description of item (model, etc.)

Serial Number

- 4) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.

([Ord. 2002-054](#), passed 9-17-02; Am. [Ord. 2013-040](#), passed 7-16-13)

**§ 230.02 VOTING SYSTEM TO BE USED IN ELECTIONS.**

- 1) The Saline County Quorum Court hereby designates that the voting system and equipment selected by the Quorum Court pursuant to Saline County Resolution No. 2005-011 shall be utilized for all elections as follows:
- a. EARLY VOTING PERIOD. The iVotronic voting system shall be the exclusive system used during the early voting period of an election with the exception of the casting of provisional ballots which shall be cast as governed by A.C.A. § 7-5-308. At least one iVotronic machine shall be located at each early voting location to be used as an ADA compliant machine.
  - b. ELECTION DAY. Paper ballots or iVotronic voting systems shall be used at each polling site for the casting of votes on election day with the exception of ADA voters with disabilities who shall have the option of using an iVotronic machine to cast their ballot.
  - c. ABSENTEE VOTING. Paper ballots shall be used for the casting of all absentee votes.
- 2) EMERGENCY CLAUSE. There now exists in Saline County an immediate need for designation of the voting system to be used during elections in Saline County. Therefore an emergency is hereby declared to exist and this Ordinance shall be in full force and effect upon and after its date of passage.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

[\(Ord. 2012-026](#), passed 7-17-12; Am. [Ord. 2014-031](#), passed 8-26-14)

**§ 230.03 EMINENT DOMAIN PARAMETERS.**

- 1) The Saline County Quorum Court is herein and expressly conceded the power to regulate Eminent Domain within the County of Saline, State of Arkansas.
- 2) The intent of this ordinance is to protect the property owners and taxpayers of Saline County.
- 3) Property which may be claimed under “Eminent Domain” shall require just compensation.
- 4) The minimum “Just Compensation” shall be based on the highest of the last three (3) schedule County assessments. This does not affect the owner’s lawful right to establish the value of his property or his right to negotiate a fair market price.
- 5) The necessary restrictions will be limited to providing the maintenance, existence, well-being and growth, but no further.
- 6) SEVERABILITY. If any part of this Ordinance is held invalid, such invalidity shall not affect any other portion of this Ordinance.
- 7) REPEALER. All laws and parts of laws in conflict with this Ordinance are hereby repealed.
- 8) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.  
[\(Ord. 2006-030](#), passed 6-20-06)

**§ 230.04 AUTHORIZING SALINE COUNTY JUDGE TO CLOSE OFFICES.**

- 1) The Saline County Quorum Court hereby authorizes the County Judge to declare county offices closed as he deems necessary when the need arises.
- 2) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist and this Ordinance shall be in force and shall take effect upon passage and publication.  
[\(Ord. 2001-009](#), passed 1-16-01)

**§ 230.05 JURY SERVICE REIMBURSEMENT.**

- 1) LEGISLATIVE INTENT. Pursuant to the requirements of Act 1033 of 2007, codified as Arkansas Code Annotated (ACA) 16-34-101 et seq., and in order to qualify for

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

reimbursement from the State of Arkansas for a portion of said jury costs the Saline County Quorum Court hereby establishes the following minimum requirements necessary for compensation as jurors and corresponding rates of compensation for service as jurors or prospective jurors in Saline County, Arkansas.

- a. The person must have received official notice that he or she has been selected as a prospective juror and summoned to appear;
  - b. The person must actually appear at the location which they were summoned; and
  - c. Their attendance must be noticed in writing by the circuit clerk.
- 2) **RATES OF COMPENSATION.** The following rates of compensation are established for jury service in Saline County, Arkansas:
- a. Persons who are selected and seated as a member of the jury including alternates shall be compensated at the rate of \$50.00 per day;
  - b. Persons who are summoned and appear but who are not selected and seated as a member of the jury shall be compensation at the rate of \$\_\_\_ per day; and
  - c. Persons summons for jury service but who fail, for any reason, to attend court shall not be entitled to receive compensation.
  - d. Any person who is eligible for per diem compensation and whose primacy place of residence is outside the city limits of the city where the court that summoned the juror or prospective juror is located shall receive a mileage reimbursement payment for mileage from and to his or her home by the most direct route at the same rate as the rate of mileage reimbursement for use of privately-owned motor vehicles authorized by the State of Arkansas. Claims filed for mileage reimbursement shall be paid with funds appropriated in the Circuit Clerk's budget for Juror expenses.
- 3) **STATE REIMBURSEMENT PROCEDURE AND RESPONSIBILITY ASSIGNMENT.** Pursuant to A.C.A. § 16-34-106 the Circuit Clerk of Saline County, Arkansas shall be responsible for remitting, in a timely manner, all documentation required by the Administrative Office of the Courts in order to receive reimbursement for the jury cost incurred under A.C.A. § 16-34-103(b) and Section 2(1) of this Ordinance.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 4) REPEALER AND SEVERABILITY. All ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed. If any provision of this Ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or application of the Ordinance which can be given effect without the invalid provisions or application, and to this end the provisions of this Ordinance are declared severable.
  
- 5) EMERGENCY CLAUSE AND EFFECTIVE DATE. It is hereby ascertained and declared that this Ordinance must be adopted to establish the rate of compensation for jury service in Saline County and to assign responsibility for applying for State reimbursement. Therefore, an emergency is hereby declared and this Ordinance is adopted to comply with the provisions of A.C.A. §§ 16-34-101 et seq., and shall be effective as of January 1, 2008. ([Ord. 2007-094](#), passed 11-20-07; Am. [Ord. 2013-029](#), passed 5-21-13)

**§ 230.06 APPROVAL AND SIGNING OF CONTRACTS.**

- 1) That all county contracts shall be reviewed by the Saline County Civil Attorney and then presented to the Saline County Judge for his review and approval and/or disapproval.
  
- 2) Any said county contracts not presented and approved as provided for in Article I above shall be illegal and void ab initio.
  
- 3) EMERGENCY CLAUSE. It is hereby ascertained that this Ordinance must be adopted as soon as possible to address financial impact on the County that can be brought about by the signing and implementation of illegal contracts. It is, therefore, declared that an emergency exists and this Ordinance, being necessary for the immediate preservation of public health and safety as well as the good order and leadership of Saline County government, shall take effect and be in force from and after its passage. ([Ord. 2006-052](#), passed 8-24-06)

*Employee / Employment Policies*

**§ 240.00 SALINE COUNTY PERSONNEL POLICY.**

- 1) The Saline County Employment Policy and Procedure Manual, attached as Appendix A, is hereby adopted.
  
- 2) The Saline County Employment Policy and Procedure Manual shall be the ultimate authority concerning all employment related matters, including compensation. Any other policies or procedures concerning county employment that are inconsistent shall be void.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 3) REPEALER. Any previous ordinances or resolutions that are inconsistent with this Ordinance or the Saline County Employment Policy and Procedure are hereby repealed, specifically including Ordinance 2008-018.
- 4) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance being necessary for the smooth operation of Saline County Government and shall be in full force and effect after its passage and approval.
- ([Ord. 1978-009](#), passed 3-13-78; [Ord. 1979-013](#), passed 3-20-79; Am. [Ord. 1982-021](#), passed 12-6-82; [Ord. 1990-021](#), passed 7-9-90; Am. [Ord. 1991-088](#), passed 12-30-91; Am. [Ord. 1992-013](#), passed 3-19-92; [Ord. 1993-005](#), passed 2-16-93; [Ord. 1993-031](#), passed 8-17-93; Am. [Ord. 1994-027](#), passed 6-21-94; Am. [Ord. 1994-027](#), passed 6-21-94; Am. [Ord. 1994-031](#), passed 9-20-94; Am. [Ord. 1995-085](#), passed 11-21-95; Am. [Ord. 1996-040](#), passed 7-16-96; Am. [Ord. 1996-073](#), passed 12-17-96; Am. [Ord. 1997-010](#), passed 2-18-97; Am. [Ord. 1997-014](#), passed 4-15-97; Am. [Ord. 1997-035](#), passed 9-16-97; Am. [Ord. 1998-028](#), passed 5-21-98; Am. [Ord. 1998-047](#), passed 8-18-98; Am. [Ord. 2000-046](#), passed 8-15-00; [Ord. 2002-048](#), passed 8-20-02; Am. [Ord. 2002-089](#), passed 12-30-02; Am. [Ord. 2003-019](#), passed 4-15-03; Am. [Ord. 2003-060](#), passed 9-16-03; [Ord. 2007-096](#), passed 11-20-07; Am. [Ord. 2007-105](#), passed 12-8-07; [Ord. 2008-018](#), passed 3-18-08; Am. [Ord. 2008-047](#), passed 6-17-08; Am. [Ord. 2008-065](#), passed 8-4-08; Am. [Ord. 2010-013](#), passed 3-16-10; Am. [Ord. 2011-071](#), passed 10-18-11; Am. [Ord. 2012-014](#), passed 3-20-12; Am. [Ord. 2013-014](#), passed 2-19-13; Am. [Ord. 2013-030](#), passed 5-21-13; Am. [Ord. 2014-043](#), passed 10-21-14; Am. [Ord. 2014-044](#), passed 10-21-14; Am. [Ord. 2015-008](#), passed 3-17-15; Am. [Ord. 2015-028](#), passed 5-19-15; Am. [Ord. Am. Ord. 2015-042](#), passed 7-21-15; Am. [Ord. 2015-047](#), passed 8-18-15)

**§ 240.01 ALLOWING SALINE COUNTY RETIREES TO CONTINUE PARTICIPATION IN COUNTY HEALTH CARE PLAN.**

- 1) In accordance with Arkansas Act 745 of 1995, Saline County hereby authorizes eligible retirees to continue participation in the county health care plan.
- 2) It is considered to be in the best interest of Saline County that this Ordinance be approved.
- ([Ord. 2000-012](#), passed 3-21-00)

**§ 240.02 PAYROLL DEPARTMENT TO AUDIT TIME SHEETS AND TO ENFORCE COMPENSATORY TIME POLICIES.**

- 1) The Saline County Payroll Department currently under the authority of the County Clerk is hereby mandated to audit all time sheets for compliance with the Fair Labor Standards Act and all Saline County Policies. This audit shall include, but not be limited to,

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

checking all time sheets each pay period, making appropriate corrections, sending corrected copies back to the employees for their signed acknowledgment and making payroll adjustments as may be necessary.

- 2) The Payroll Department is further mandated to pay all accumulated compensatory time each pay period back to the allowable limit set by the Quorum Court (current policy is 120 hours maximum). The Quorum Court may under special circumstances make exceptions to this pay rule on an individual basis when deemed appropriate.
- 3) The Personnel Department is hereby authorized to create whatever forms necessary to facilitate more accurate record keeping and shall train each department on correct usage.
- 4) Non-compliance by a department or individual employee of Saline County shall be just cause for withholding pay until all records are submitted in a true and accurate form.
- 5) EMERGENCY CLAUSE. This Ordinance is necessary for compliance with State and Federal Labor Laws and for the effective, efficient and equitable operation of Saline County. Therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and publication.  
([Ord. 2003-081](#), passed 9-16-03)

**§ 240.03 SALARY ADMINISTRATION POLICY.**

- 1) There is an immediate need to adopt a salary administration policy for the elected officials and employees of Saline County. A copy of the Saline County Salary Administrative Policy is attached as Exhibit “G-1” and shall be filed in the office of the Saline County Clerk.
- 2) The Saline County Salary Administration Policy shall be the ultimate authority concerning all employment and salary related matters. Any other policies or procedures concerning county employment that are inconsistent shall be void.
- 3) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance is necessary for the smooth operation of Saline County Government and shall be in full force and effect after its passage and approval.  
([Ord. 2015-041](#), passed 7-21-15; Am. [Ord. 2015-049](#), passed 9-14-15; Am. [Ord. 2015-059](#), passed 9-14-15; Am. [Ord. 2016-002](#), passed 1-19-16)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 240.04    CHANGING THE COUNTY’S POLICY OF PAYING MONEY IN LIEU OF ACCEPTING COUNTY HEALTH BENEFITS.**

- 1) It is in the best interests of the employees and residents of Saline County, Arkansas that, for budgeting and payroll purposes, the county policy of paying employees money in lieu of accepting county health benefits be discontinued.
- 2) That beginning August 1, 2006, all employees hired after August 1, 2006, shall not be paid money in lieu of accepting county health benefits. All former employees who are rehired after August 1, 2006, shall not be eligible to receive money instead of benefits.
- 3) That all employees whose date of hire is before August 1, 2006 and who are being paid money in lieu of accepting county health benefits shall continue to receive said money until they either elect to receive county health benefits or their employment by the County ceases. After August 1, 2006, no employee shall be eligible to elect to receive money in lieu of county health benefits once they elect to receive said county health benefits.
- 4) **REPEALER.** All ordinances and parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.
- 5) **SEVERABILITY.** The provisions of this Ordinance shall be liberally construed to accomplish the objectives and purposes hereof. If any provision of this Ordinance is held invalid by a court of law or subsequent legislative action, such holding shall in no way affect the validity of the remaining provisions or sections of this Ordinance, which shall remain in full force and effect.
- 6) **EMERGENCY CLAUSE.** It is hereby ascertained and declared that this Ordinance must be adopted as soon as possible to implement county financial policy changes endorsed unanimously by the Saline County Insurance Committee. It is, therefore, declared that an emergency exists and this Ordinance, being necessary of the good management of Saline County Government, shall take effect and be in force effective August 1, 2006.  
([Ord. 2006-035](#), passed 7-18-06)

**§ 240.05    RATE OF MILEAGE REIMBURSEMENT FOR TRAVEL.**

- 1) The rate of mileage reimbursement for the use of privately-owned motor vehicles by County Employees or Elected Officials on official business of the County shall be the same rate as set by the State of Arkansas. The current rate is forty-two (42) cents per mile until further notice.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 2) Saline County employees traveling on official business for the county shall be eligible for reimbursement of actual mileage and legitimate parking fees, provided that the employee's travel was properly authorized and documented.
  
- 3) EMERGENCY CLAUSE. There now exists an immediate need to more fully define Saline County's policy on mileage reimbursement for employees traveling on office business for the County. Therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect upon and after its date of passage.  
([Ord. 1979-032](#), passed 8-7-1979; Am. [Ord. 2006-059](#), passed 9-19-06; Am. [Ord. 2007-088](#), passed 10-16-07)

**§ 240.06    DECLARING CERTAIN JOBS EXEMPT.**

- 1) It is hereby declared that it was never the intent of this Quorum Court that attorneys employed by Saline County should be eligible for overtime or payment of accumulated compensatory time. Therefore, upon enactment of this Ordinance attorneys or any other job classifications which meet the definition of "exempt employees" as defined under the Fair Labor Standards Act shall not be eligible for overtime or payment for accumulated compensation.
  
- 2) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist and this Ordinance shall be in force and shall take effect upon passage and publication.  
([Ord. 1999-014](#), passed 3-16-99)

**§ 240.07    CREDIT CARD POLICY.**

- 1) The Saline County Judge will select a company to obtain necessary credit cards and establish a line of credit with that financial services institution or company. Consideration will be given to the financial services institution or company who can meet the general purchasing needs of the various County offices and departments and the billing and payment requirements of the County. Credit cards should be issued with the County logo if available
  
- 2) Each Elected Official will determine how many cards are needed for their office and which employees will be allowed to use them. All credit cards issued must be assigned to a specific Elected Official or employee. All employees issued a credit card must sign an acknowledgment form recognizing their responsibility to comply with the County's policy regarding credit cards. An Elected Official, at any time and without notice to the employee, may cancel credit card use authorization for any of their employees.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 3) At the request of the Elected Official, the Purchasing Department will establish appropriate credit limits for each card, recognizing that individual cards may vary with the types of goods and services which are anticipated to be acquired. Additionally, an Elected Official may request that the Purchasing Department keep a card in reserve for emergency purchases or in the event of lost or stolen credit cards.
- 4) The use of credit cards is restricted for Saline County Government to acquire goods and services which are appropriate for the conduct of County business. No personal expenditures are allowed by employees with the County credit cards. Any such purchase will be considered unauthorized and the employee will be subject to disciplinary action up to and including termination. The Elected Official or employee will be personally liable for their respective unauthorized charges.
- 5) Each elected official is responsible for the use of the cards by their offices. The Elected Official is responsible to make sure that any charges are authorized County expenditures and that adequate monies are available within the office's or department's approved budget. No card assigned to one office or department can be used to incur charges by another office or department except for Information Technology (IT), Maintenance Department, or Purchasing Department purchases made on behalf of another office or department.
- 6) Original receipts for all credit card purchases are to be submitted to the Purchasing Department immediately upon receipt which details: 1) the date of purchase; 2) the name and address of the vendor from whom the purchase is made; 3) each specific item purchased; and 4) the purchase order (P.O.) number authorizing the purchase where applicable. Copies of receipts will not be accepted with an express written explanation by the Elected Official stating why the original receipt cannot be produced. The Purchasing Department shall not be responsible for obtaining receipts. Receipts must have itemized detail of the purchase as required in this Article. Receipts with the total purchase amount but without detailed explanation are not allowed. Purchases for which receipts cannot be produced or that are not itemized will be considered unauthorized purchases and may constitute grounds for disciplinary action up to and including termination. The Elected Official or employee may be personally liable for their respective charges if the appropriate documentation is not submitted. Any late fees incurred as a result of insufficient or untimely submitted documentation shall be paid out of the responsible Office's budget.
- 7) The Purchasing Department will submit a monthly report to all Elected Officials if their office has made credit card purchases for that month. Each Elected Official will be required to review and sign a form acknowledging that they have reviewed their office's

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

credit card purchases. A report detailing credit card expenditures for the County will be submitted to the Quorum Court as request by the Court.

- 8) **MAXIMUM AMOUNTS ESTABLISHED FOR PURCHASES.** The maximum for a single purchase on a county credit card by an employee is \$2,500.00. The maximum amount for a single purchase on a county credit card by a Department Head or Elected Official is \$15,000.00. In the event of a declaration of local disaster emergency pursuant to A.C.A. § 12-75-108, the County Judge can double the limited established by this Article for the duration of the declaration.
  
- 9) Contractual personnel are not eligible to carry or use County credit cards. County credit cards are the property of the County and must personally be surrendered to the Purchasing Department upon separation from employment or when otherwise requested by the Elected Official. Employees placed on administrative leave or suspension will also be required to surrender their cards to the Purchasing Department for the duration of said leave or suspension.
  - a. The Saline County Grants Administrator and any grant-funded or grant-reimbursed employee shall be exempt from the provisions of this Ordinance.
  
- 10) Credit cards shall be kept in a secure location. Each cardholder will be directly responsible for the physical security of the card assigned to him/her. Cardholders shall not permit another other than the cardholder to use the card for any purpose. Immediately upon discovering that a card has been lost or stolen, the cardholder is required to contact the Purchasing Department.
  
- 11) No inventory items are allowed to be purchased with a county credit card without proper written approval of the Elected Official. A copy of the authorization for the inventory purchase shall be provided to the Inventory Control Officer so that proper adjustments may be made to the county inventory at the time of purchase.
  
- 12) **INELIGIBLE USES OF THE COUNTY CREDIT CARD.** The following credit card transactions are strictly prohibited: cash advances; no show charges for hotels and car rentals; conference/convention meals, if already included in registration fees; first or business class airfare upgrades; parking fines and traffic tickets; clothing rental; laundry; valet, or dry-cleaning charges; personal or adult entertainment such as hotel room movies, newspapers, magazines, health club facilities, event tickets, spa services, etc.; repairs or towing of personal vehicles; expenses for non-employee or non-elected official travel companions, mini-bar refreshments or other snacks; hotel telephone charges; and alcohol.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

13) MEALS. County credit cards shall only be used by Elected Officials or employees for the purchase of meals when the Elected Official or employee is out of the county on official county business. The county credit card may not be used to buy the meal of another person other than the Elected Official or Employee or other Saline County Elected Officials or Employees. Meals provided in-house for work-related training or meeting shall be exempt from this Article.

- a. The maximum amount that may be charged to a county credit card is \$25.00 per meal per person. The maximum that may be charged to a county credit card for meals per day is \$75.00 (\$25.00 x 3 meals). There shall not be more than \$25.00 spent on any one meal (example: if one employee does not use the county credit card to purchase breakfast or lunch, the employee may not spend more than \$25.00 on dinner). The \$25.00 per meal per person is exclusive of tax; and meal tips are allowed but shall not exceed fifteen percent (15%) of the purchase amount of the meal as provided in A.C.A. § 14-14-1207. Tips not itemized on the receipt will be the responsibility of the Elected Official or employee.

14) REGISTRATION FEES. Registration fees for conferences, meetings, etc., may be charged to a county credit card provided that a receipt and agenda is submitted to the Purchasing Department at the time of registration.

15) LODGING. Fees for lodging may be charged to a county credit card when the travel is for official county business outside of Saline County. The maximum amount that may be charged to a county credit card for a single night's stay shall be based on the current fiscal year per diem rate for the jurisdiction traveled to as established by the U.S. General Services Administration (GSA). Such rate(s) may be obtained from the Purchasing Department prior to travel authorization. County official and employee associational meetings, including meetings of the National Association of Counties (NACO), and the Association of Arkansas Counties (AAC), shall be exempt from the maximum limits established by this Article.

16) REIMBURSEMENT: If an Elected Official or employee uses their personal credit/debit card or cash to pay for expenses that would otherwise be paid for by the County, that Elected Official or employee may be reimbursed if the receipt contains the items as required in Article 6. The same spending limits apply to reimbursement as apply to the use of county credit cards; see Article 12, Article 13, Article 14, and Article 15.

17) TRAVEL: If an Elected Official or employee must travel for the county, receipts for expenses incurred, whether by county credit card or reimbursement, must contain the

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

items as requested in Article 6. The same spending limits apply to travel as apply to the use of county credit cards; see Article 12, Article 13, Article 14, and Article 15.

18) EMERGENCY CLAUSE. This Ordinance is necessary for the preservation of the public property of the people and to ensure legitimate use of taxpayer funds for the conduct of public business. An emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and approval.

([Ord. 2014-008](#), passed 3-18-14; Am. [Ord. 2014-045](#), passed 10-21-14; Am. [Ord. 2015-028](#), passed 5-19-15)

**§ 240.08 COUNTY EMPLOYEE AND OFFICER SALARY INCREASE REQUESTS.**

1) The Saline County Quorum Court hereby ordains that it is necessary and in the best interest of the County that any request for an increase in salary for a county position shall be included in an elected county official's departmental budget(s) request for the Annual Budget. No request for a salary increase for any county position shall be considered or approved by the Quorum Court until that time, unless the elected official has addressed the JESAP Sub-Committee for review and the Sub-Committee has made a recommendation to the Quorum Court.

2) This Ordinance is applicable to all county positions. However, this Ordinance shall not be applicable to any new employee hired for any vacant position in which the elected county official utilized the discretion to set the salary within the minimum to mid ranges according to the 2011 JESAP Report is so allowed by the Annual Budget Ordinance.

3) EMERGENCY CLAUSE. This Ordinance is necessary for the protection and preservation of the public peace and property of the people. An emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and publication.

([Ord. 2013-026](#), passed 4-16-13; Am. [Ord. 2015-029](#), passed 5-19-15)

**§ 240.09 ESTABLISHING THE NEW WORK WEEK.**

1) ESTABLISHING WORK PERIODS FOR ALL SALINE COUNTY EMPLOYEES, THE THRESHOLD FOR OVERTIME PAY, AND THE PAYMENT OF NON-EXEMPT EMPLOYEES ON AN HOURLY BASIS.

a. The "work period" for Saline County employees, with the exception of law enforcement personnel, is hereby defined as seven consecutive days (seven consecutive 24-hour periods), the first of which under this Ordinance shall begin at midnight on December 15, 2007. Non-exempt employees will earn overtime

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

pay (either in the form of money or compensatory time off) after working 40 hours in a designated work period.

- b. The work period for law enforcement personnel (those persons who are certified law enforcement officers working in patrol, detention, criminal investigation, warrants, or administrative services) is hereby defined as 14 consecutive days (14 consecutive 24-hour periods), the first of which under this Ordinance shall begin at midnight on December 15, 2007. Non-exempt law enforcement personnel will earn overtime pay (either in the form of money or compensatory time off) after working 85.5 hours in a designated 14-day work period.
- c. Time not spent actually working, excluding a County recognized holiday, is not compensable and will not be credited as time worked for purposes of determining whether an employee has worked the requisite number of hours in a work period to qualify for overtime compensation. In other words, overtime will be calculated on the basis of hours actually worked in the work period. Examples of time that is not work time include sick days, vacation days, other authorized or unauthorized leave, and meal periods of 30 minutes or more.
- d. Non-exempt employees of Saline County shall be paid on an hourly basis for hours actually worked.

2) ESTABLISHING RULES FOR RECORDING TIME WORKED.

- a. It is the duty and responsibility of every Saline County employee to accurately record his or her time on a daily basis on timesheets provided by the County.
- b. All time entries on timesheets shall be based on the actual time worked with no rounding of individual entries. At the end of a work period, the employee can round the total time for the work period up to the next quarter hour. For example, an employee who has worked 81 hours 25 minutes for the entire work period can round the hours worked up to 81 hours 30 minutes.
- c. It is the duty and responsibility of each supervisor to ensure that each employee under his or her supervision accurately records actual working time.
- d. Any time worked before or after a regularly scheduled shift shall be identified on the timesheet. This additional time record shall identify the date the work is performed, the time the work is performed and the purpose of the work.



**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- a. Each elected official shall establish and maintain written policies detailing the reasonable anticipated needs of the Office to have an employee work overtime or be on call after regularly scheduled work hours. The Quorum Court may modify such policies from time to time if it appears to the Quorum Court that the policies established by any elected official are inconsistent with the policies established by the Quorum Court or are inconsistent with the best financial interest of the County.
- b. When an employee is on call and receives a phone call related to work, it is the duty and responsibility of that employee to accurately record the time and date of the phone call, the duration of the phone call, the purpose of the phone call, and the identity of the person who initiated the phone call. These call records shall be reported on the timesheets as described in Section 2(d) above.
- c. It is the policy of Saline County that utilization of overtime shall be kept to an absolute minimum and shall be utilized only for operational necessities that cannot be addressed by employees during regularly scheduled work hours or by other employees who are working a regularly scheduled shift.
- d. The Quorum Court of Saline County hereby defines a callout as the time an employee is called from home or while off duty to perform work that occurs after scheduled work hours. Callout time shall be paid at time and one-half regardless of whether the employee has completed his/her regular work period (40 hours for non-law enforcement or 85.5 for law enforcement). Continuation of work of an employee's shift or when an employee is called to assume another's shift will not be considered a "call out". The county call-out policy shall only apply to the following departments: Office of Emergency Management, Sheriff's Office Administration, Patrol during major incidents, Sheriff's Office Warrants Division, Criminal Investigation Division, Detention Administration, Detention Transport Officers, Saline County Maintenance, Saline County Road Department, and Saline County Juvenile Court.
- e. Employees who are required to work outside regularly scheduled hours (such as to attend an official meeting, scheduled training classes or course certifications or when subpoenaed to court) shall receive overtime pay only if the additional hours cause the employee's hours during the work period to exceed the number of regularly scheduled hours (40 hours for non-law enforcement or 85.5 hours for law enforcement).

5) ESTABLISHING RULES RELATED TO TRAVEL TIME AND TIME DEVOTED TO TRAINING.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- a. While attending the law enforcement training academy, the regularly scheduled shift of such employee shall be considered to be 8:00 a.m. to 5:00 p.m. with one hour for lunch (or such other time period established by the training academy as the school day). Lunch is not considered as time worked and will not be compensated. Any class work or activity required by the training academy (other than study time) shall be recorded consistent with the provisions of Section 2(d).
- b. No employee shall perform work while traveling to and from work. No law enforcement employee shall perform law enforcement duties while on the way to or from the squad room or office to begin a shift or at the end of the shift except in the event of an emergency. For example, if an employee is scheduled to work from 5:00 a.m. to 1:00 p.m. (eight hour shift) but leaves his or her home at 4:30 a.m. in order to arrive at the squad room at 5:00 a.m., the shift does not begin at 4:30 a.m. regardless of whether the employee checks 10-8 with the dispatcher.
- c. In the event that an employee must perform emergency services while traveling to or from the squad room at the beginning or end of a shift, the employee shall record the time devoted to such emergency service that is outside the employee's regularly schedule shift and shall report the incident to his or her supervisor and document the work consisted with Section 2(d) above.

6) ESTABLISHING RULES FOR THE MAINTENANCE OF TIME RECORDS AND FOR THE AMENDMENT OF TIME RECORDS.

- a. All time records of the County shall continue to be maintained as a permanent record by the County Clerk's Office. Each separate County Official shall collect from each employee his or her timesheet and shall see that the timesheets are delivered to the County Clerk's Office no later than the Monday on which pay checks are issued on the following Thursday. All time sheets must be signed by County Official.
- b. It is the duty of every employee who keeps a timesheet to amend the timesheet as soon as possible after he or she realizes that the timesheet contains an error, regardless of whether or not the timesheet has been delivered to the County Clerk's Office.
- c. The timesheets attached hereto as Exhibit "A" and "B" are adopted as the timesheet of Saline County to be used beginning on March 18, 2015.

7) ACCURATE CALCULATION OF SICK LEAVE, VACATION, AND HOLIDAY PAY.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- a. The calculation of all leave benefits shall be done strictly in accordance with the established policy of Saline County.
  - b. Any willful violation of County policy regarding the calculation of such benefits will result in disciplinary action up to and including termination.
  - c. Paid holidays shall be paid to employees on the basis of an eight-hour day. Any employee who is required to work on a paid holiday shall receive pay for the time actually worked on the holiday at the rate of time-and-one-half which pay will be in addition to regular pay for the holiday. Regular holiday pay means pay for eight hours which time is counted as a part of the hours for the work period in which the holiday occurs.
  - d. Any employee who believes that his or her leave benefits are not calculated accurately shall immediately bring the matter to the attention of the supervising elected official who shall then report the matter to the County Personnel Manager who shall assist the County Official in determining whether the leave benefits are calculated accurately and in effecting such changes in the record as are necessary.
- 8) PROHIBITING THE ALTERATION OR REVISION OF COUNTY POLICY. No employee, supervisor, or elected official has the authority to alter or revise the policies established by the Quorum Court as to compensation of County employees.
- 9) RELATIONSHIP TO OTHER POLICIES. All other policies of Saline County not expressly changed by this Ordinance remain in full force and effect.
- 10) GENERAL REPEAL. All ordinances of the County, or parts thereof, in conflict with this Ordinance are hereby repealed to the extent of such conflict. The following Ordinances are hereby specifically repealed: Emergency Ordinance 2001-008; 2002-013; 2006-008; and 2006-028.  
([Ord. 1992-079](#), passed 11-24-92; Am. [Ord. 2001-008](#), passed 1-16-01; Am. [Ord. 2002-013](#), passed 3-19-02; Am. [Ord. 2006-008](#), passed 2-21-06; Am. [Ord. 2006-028](#), passed 5-25-06; Am. [Ord. 2006-063](#), passed 9-19-06; Am. [Ord. 2007-096](#), passed 11-20-07; Am. [Ord. 2007-105](#), passed 12-18-07; Am. [Ord. 2015-015](#), passed 3-17-15)

**§ 240.10 WORK POLICY FOR THE SALINE COUNTY ROAD DEPARTMENT.**

- 1) The Saline County Road Department shall not perform any work on private roads, private drives or private property except in the case of a declaration of disaster or emergency by the Saline County Judge or Office of Emergency Management.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 2) EMERGENCY CLAUSE. It is found and declared to be necessary for the smooth operation of the County of Saline that this policy become known to the citizens of this County. Therefore, an emergency is hereby declared to exist and this Ordinance being necessary for the immediate preservation of the public peace, health and safety, shall be in full force and effect from and after its passage and approval.  
([Ord. 2000-013](#), passed 3-21-00)

**§ 240.11    REGULATING THE FILLING OF JOB VACANCIES IN COUNTY OFFICES.**

- 1) Due to financial constraints, the Saline County Quorum Court hereby declares it necessary to impose regulations for the filling of job vacancies within the county offices. These regulations shall apply to all Saline County entities.
- 2) When any position becomes vacant this vacancy shall not be filled unless there are sufficient appropriate funds left in that line item to pay a new hire for the remainder of the year.
- 3) EMERGENCY CLAUSE. Due to the uncertainty of revenue sources and the current obligation of funds, an emergency is hereby declared to exist and this Ordinance being necessary for the smooth operation of Saline County government shall be in full force and effect after its passage and approval.  
([Ord. 2004-022](#), passed 3-16-04)

*Purchasing Policies*

**§ 250.00    GEOGRAPHIC INFORMATION SERVICES CLASSIFIED AS PROFESSIONAL SERVICES.**

- 1) From and after the effective date of this ORDINANCE, geographic information services shall be classified as professional services under the policy established by Ark. Code Ann. § 19-11-801.
- 2) EMERGENCY CLAUSE. There now exists in Saline County an immediate and pressing need for geographical mapping of Saline County to clarify school district boundaries, city limits and election wards so that the county government and its residents can conduct their daily business and provide for their welfare. Therefore, an emergency is hereby declared to exist and that this Ordinance shall be in full force and effect upon and after its date of passage.  
([Ord. 2002-004](#), passed 1-15-02)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**Article V.    EMERGENCIES: PLANS, SYSTEMS AND FEES**

**A.C.A. § 14-14-1107. Natural disasters.**

In any county in which a natural disaster, including but not limited to a tornado or flood, results in the county being declared a disaster area by the Governor, an appropriate official of the United States Government, or the county judge of the county, is authorized to use county labor and equipment on private property to provide services which are required as a result of the natural disaster.

**A.C.A. §§ 12-75-101-133. Arkansas Emergency Services Act of 1973.**

**Section**

*General*

260.00 Service charge and basic tariff rate for the operation of 9-1-1.

260.01 911 Communications Procedures Manual.

260.02 Interlocal agreement between Garland County and Saline County; 911 emergency communication service.

260.03 Inspection of alarm systems and assessing fines for excessive false alarms.

260.04 Election to fund the implementation of the 911 emergency phone system.

*Flooding*

270.00 Flood damage prevention.

*General*

**§ 260.00    SERVICE CHARGE AND BASIC TARIFF RATE FOR THE OPERATION OF 9-1-1.**

- 1) A 5% (five percent) service charge shall be levied on the basic tariff rate approved by the Arkansas PSC on access lines of the system.
  
- 2) Said 5% service charge shall being to be collected May 1, 1987 or sooner if possible.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 3) Said service charge shall be collected by the various telephone companies servicing the Saline County area and shall be subject to the appropriate administrative fee as outlined by state statute.
- 4) Said service charge shall be turned over to the Saline County Treasurer on a quarterly basis, less administrative fee.
- 5) EMERGENCY CLAUSE. The Quorum Court for the County of Saline, Arkansas has determined that there is a great need to establish a county-wide emergency dispatch and, to comply with Arkansas election laws, an emergency is hereby declared and this Ordinance shall be in full force after its passage.  
([Ord. 1987-006](#), passed 3-10-87)

**§ 260.01    911 COMMUNICATIONS PROCEDURES MANUAL.**

- 1) Standard Operating Saline County 911 Communications Procedures Manual adopted by reference. The 911 Communications Procedures Manual is hereby adopted by reference. A copy of said manual is attached hereto as Exhibit “A” and shall be part of this Ordinance by reference. All current and newly hired employees of the Office of Emergency Services and 911 Communications shall be given a copy of this manual. Policies contained in this manual shall be strictly adhered to.
- 2) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist and this Ordinance shall take effect upon passage and publication.  
([Ord. 1992-032](#), passed 6-17-92)

**§ 260.02    INTERLOCAL AGREEMENT BETWEEN GARLAND COUNTY AND SALINE COUNTY; 911 EMERGENCY COMMUNICATION SERVICE.**

- 1) That the interlocal agreement between Garland County and Saline County is attached hereto and made a part hereof as though set out herein word for word and marked as Attachment “A” and is hereby accepted and approved by the Quorum Court of Saline County, Arkansas.
- 2) EMERGENCY CLAUSE. This Ordinance became necessary for the protection and preservation of the public health, welfare and safety, an emergency is hereby declared to exist, and this Ordinance shall be in force and shall take effect upon passage and publication.  
([Ord. 1994-010](#), passed 2-15-94)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 260.03    INSPECTION OF ALARM SYSTEMS AND ASSESSING FINES FOR EXCESSIVE FALSE ALARMS.**

- 1) **DEFINITIONS.** The following words, terms and phrases, when used in this Ordinance shall have the meaning ascribed to them in this article, except where the context clearly indicates a different meaning.

**Alarm system** means any mechanical or electrical device that is arranged, designed or used to signal the occurrence in the County of a burglary, robbery or other criminal offense, fire emergency to medical emergency requiring urgent attention and to which law enforcement, fire or emergency medical personnel are expected to respond. Alarm systems include those through which public safety personnel are notified indirectly by way of third persons who monitor the alarm systems and who report such signals to the fire or law enforcement departments and those designed to register a signal which is so audible, visible or in other ways perceptible outside a protected building, structure or facility as to notify persons in the neighborhood beyond the zoning lot where the signal is located who in turn may notify the law enforcement or fire department of the signal. “**Alarm system**” does not include those alarms affixed to automobiles; furthermore, such term does not include auxiliary devices installed by telephone companies to protect telephone equipment or systems which might be damaged or disrupted by the use of an alarm system. Alarms in separate structures are to be counted as separate systems even though owned by the same person or entity.

**False alarm** means an alarm signal eliciting a response by law enforcement or the fire department when a situation requiring a response does not in fact exist. “**False alarm**” does not include an alarm signal cause by violent conditions of nature or other extraordinary circumstances not reasonably subject to control by the alarm business operator or alarm user. Alarms resulting from the following conditions are not considered false alarms:

1. Criminal activity or unauthorized entry;
2. Telephone line malfunction verified in writing to the County by at least a first-line telephone company supervisor;
3. Electrical service interruption, verified in writing to the County by local power company;
4. Communication to the law enforcement or fire department, before a unit is dispatched to investigate, clearly indicating that the alarm resulted from authorized entry, authorized system test, or other noncriminal cause; or

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

5. An alarm caused on the reasonable, but mistaken, belief that a burglary, robbery or other criminal offense, fire emergency, or medical emergency is in progress.

6. Activation of lighting or audible device not connected by telephone or other means to alert law enforcement personnel or third party contracted to notify law enforcement personnel. However, should the repeated or habitual activation of such a device unreasonably and consistently falsely deploy and thereby annoy neighboring property owners, the sheriff may, in writing to the property owner, declare such a device to be a false alarm for the purposes of this Section.

2) RESPONSE TO ALARMS; INSPECTION OF ALARMS.

- a. Whenever an alarm is activated in the County thereby requiring an emergency response to the location by the sheriff or fire department and the sheriff or fire department does respond, the sheriff or fire department personnel on the scene of the activated alarm system shall inspect the area protected by the system and shall determine whether the emergency response was in fact required as indicated by the alarm system or whether the alarm signal was a false alarm.
- b. If the sheriff or fire department personnel at the scene of the activated alarm system determine the alarm to be false, the officers shall make a report of the false alarm.
- c. The Sheriff or the fire department chief or his designee shall have the right to inspect any alarm system on the premises to which a response has been made, and he may cause an inspection of such system to be made at any reasonable time thereafter.

3) EXCESSIVE FALSE ALARMS; FINE ASSESSMENT.

- a. In the first instance that an alarm system produces three false alarms in any calendar month, the chief of the involved department shall provide written notice of the fact, which shall be given by certified mail or delivery to the subscriber, asking the subscriber to take corrective action in regard to false alarms and informing the subscriber of the false alarm fine schedule provided in this article. On subsequent instances of more than three false alarms within a single calendar month, the subscriber will be in violation of this Ordinance. The violation shall be a criminal offense to be brought in the Saline County Municipal Court and is punishable by the fine schedule set out in this Ordinance.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- b. Upon any alarm system producing a fourth, fifth, or sixth false alarm in a calendar month, a fine of \$25.00 per false alarm shall be charged to the subscriber. The following fine schedule shall be used for each additional false alarm.
    - i. Seventh, eighth and ninth false alarms in a calendar month, a fine of \$50.00 per false alarm shall be assessed.
    - ii. Ten or more false alarms in a calendar month, a fine of \$100.00 per false alarm shall be assessed.
  - c. If the subscriber is a firm, corporation, partnership, or other entity, the principal or employee directly responsible for the operation of the enterprise at the location from which the false alarm was initiated shall be responsible for the payment of any fine assessments levied in accordance with this Article.
  - d. Subscribers installing a new alarm system or making substantial modifications to an existing system shall be entitled to a grace period during which alarms generated by such system shall be deemed non-false alarms. The grade period shall cease 30 days after installation of or modification to an alarm system.
- 4) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of public health and safety, an emergency is hereby declared to exist. Therefore, this Ordinance shall be in force and shall take effect upon passage and publication.  
([Ord. 1998-065](#), passed 9-15-98)

**§ 260.04 ELECTION TO FUND THE IMPLEMENTATION OF THE 911 EMERGENCY PHONE SYSTEM.**

- 1) An election will be held on Tuesday, November 4, 1986, for the purpose of approving or rejecting an ordinance to implement 911 emergency telephone service within the county.
- 2) At the election to be held on that purpose the voters will be asked to vote upon the following question.

“FOR a 911 emergency telephone system within the County of Saline, State of Arkansas, to be funded by a charge of up to five percent (5%) of the basic telephone tariff approved by the Arkansas Public Service Commission.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

“AGAINST a 911 emergency telephone system within the County of Saline, State of Arkansas, to be funded by a charge of up to five percent (5%) of the basic telephone tariff approved by the Arkansas Public Service Commission.

- 3) REPEALER. All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.
- 4) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance shall take full force and effect from and after its passage and approval.  
([Ord. 1986-029](#), passed 9-11-86)

***Flooding***

**§ 270.00 FLOOD DAMAGE PREVENTION.**

- 1) STATUTORY AUTHORITY. The Legislature of the State of Arkansas has in Ark. Code Ann. § 14-268-101 et seq., delegated the responsibility of local governmental units to adopt regulations to minimize flood losses. Therefore, the Quorum Court of Saline County, Arkansas, does hereby ordain as follows:
  - a. The Federal Emergency Management Agency (FEMA) has identified Special Flood Hazard Areas of Saline County in the current scientific and engineering report entitled “The Flood Insurance Study (FIS) for Saline County, Arkansas and incorporated areas,” dated June 19, 2012, and with an effective Flood Insurance Rate Map (FIRM) dated June 19, 2012 and Letter of Map Revision (LOMR) Case #12-06-084P effective April 22, 2013 and LOMR Case #13-06-1581P effective March 17, 2014.
  - b. These Special Flood Hazard Areas are subject to periodic flooding events that result in loss of life and property, pose health and safety hazards, disrupt commerce and governmental services, and cause extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
  - c. These periodic flooding events are exacerbated by the cumulative effect of floodplain developments which cause an increase in flood heights and velocities, and by the placement of inadequately elevated, inadequately flood proofed or otherwise unprotected structures or uses vulnerable to floods into Special Flood
- 2) FINDINGS OF FACT.
  - a. The Federal Emergency Management Agency (FEMA) has identified Special Flood Hazard Areas of Saline County in the current scientific and engineering report entitled “The Flood Insurance Study (FIS) for Saline County, Arkansas and incorporated areas,” dated June 19, 2012, and with an effective Flood Insurance Rate Map (FIRM) dated June 19, 2012 and Letter of Map Revision (LOMR) Case #12-06-084P effective April 22, 2013 and LOMR Case #13-06-1581P effective March 17, 2014.
  - b. These Special Flood Hazard Areas are subject to periodic flooding events that result in loss of life and property, pose health and safety hazards, disrupt commerce and governmental services, and cause extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
  - c. These periodic flooding events are exacerbated by the cumulative effect of floodplain developments which cause an increase in flood heights and velocities, and by the placement of inadequately elevated, inadequately flood proofed or otherwise unprotected structures or uses vulnerable to floods into Special Flood

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

Hazard Areas. Such structures or uses are inherently hazardous to other lands because of their adverse impact on flooding events.

- 3) **STATEMENT OF PURPOSE.** The purpose of this Ordinance is to promote the public health, safety and general welfare, to prevent adverse impacts from any floodplain development activities, and to minimize public and private losses due to flooding events in identified Special Flood Hazard Areas. This Ordinance advances the stated purpose through provisions designed to:
  - a. Protect human life and health;
  - b. Protect natural floodplains against unwise development;
  - c. Eliminate adverse impacts of necessary floodplain development;
  - d. Minimize expenditure of public monies on flood control projects;
  - e. Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
  - f. Minimize prolonged business interruptions due to flooding events;
  - g. Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in Special Flood Hazard Areas;
  - h. Minimize future flood blight areas to help maintain a stable tax base; and
  - i. Provide for notice to potential buyers when property is in a Special Flood Hazard Area.
  
- 4) **LANDS TO WHICH THIS ORDINANCE APPLIES.** This ordinance shall apply to all Special Flood Hazard Areas within the jurisdiction of Saline County, Arkansas.
  
- 5) **METHODS OF REDUCING FLOOD LOSSES.** This Ordinance uses the following methods to accomplish the stated purpose:
  - a. This Ordinance restricts or prohibits structure or uses in Special Flood Hazard Areas that adversely impact health, safety or property during flooding events.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- b. This Ordinance requires protection against flood damage for structures or uses vulnerable to floods at the time of initial construction, or after substantial improvement of the structure, or after substantial damage has occurred;
  - c. This Ordinance controls the alteration of natural floodplains, stream channels and natural protective barriers which are involved in the accommodation and transport of flood waters;
  - d. This Ordinance controls floodplain development (structural development, placement of manufactured structures, clearing, grading, mining, drilling, dredging, placement of fill, excavating, watercourse alteration, drainage improvements, roadway or bridge construction, individual water or sewer installations and other activities) which may increase flood damage by increasing flood elevations, flood water velocities, or flood discharge patterns;
  - e. This Ordinance regulates the construction of flood barriers which unnaturally divert floodwaters or which may adversely impact other lands.
- 6) FLOOD DAMAGE PREVENTION CODE ADOPTED BY REFERENCE. There is hereby adopted by a reference a “Flood Damage Prevention Code for Saline County, Arkansas,” dated February 21, 2012. The code shall include:

ARTICLE 1 DEFINITIONS

ARTICLE 2 ADMINISTRATION

ARTICLE 3 PROVISIONS FOR FLOOD HAZARD REDUCTION

A copy of the referenced code shall be filed in the office of the GIS Administrator/Flood Plain Manager and shall be made available for inspection and copying by any person during normal office hours.

- 7) ABROGATION AND GREATER RESTRICTIONS. This Ordinance does not repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. Whenever there is a conflict or overlap between this Ordinance and another ordinance, easement, covenant, or deed restriction, the instrument with the more stringent restrictions applies.
- 8) INTERPRETATION. In the interpretation and application of this Ordinance, all provisions must:
- a. Be considered as minimum requirements;

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- b. Be liberally construed in favor of the governing body; and
  - c. Be deemed to neither limit nor repeal any other powers granted under State statutes.
- 9) **WARNING AND DISCLAIMER OF LIABILITY.** The degree of flood protection required by this Ordinance is considered reasonable for regulatory purposes. Documented scientific and engineering data form the basis for these requirements. On rare occasions, flooding events greater than those considered for this Ordinance will occur. In addition, flood heights may increase over time due to man-made or natural causes. This Ordinance does not imply that land outside Special Flood Hazard Areas will be free from flooding, nor that strict adherence to this Ordinance protects uses permitted within Special Flood Hazard Areas from all flood damages. This Ordinance specifically does not create liability on the part of the community, nor any official or employee of the community, for any flood damages that result while strictly following this Ordinance, or from any lawful administrative decision made under the provisions of this Ordinance.
- 10) **COMPLIANCE.** Constructing, locating, substantially altering or changing the use of any structure or land under the effective date of this Ordinance requires full compliance with the provisions of this Ordinance and all other applicable regulations.
- 11) **PENALTY FOR NON-COMPLIANCE.** Flood hazards are reduced by compliance with the provisions of this Ordinance. Accordingly, enforcement of this Ordinance discourages non-compliance and is a recognized mechanism for flood hazard reduction.
- a. The Floodplain Administrator must enforce the provisions of this Ordinance and is authorized to:
  - b. Issue cease and desist orders on non-compliant floodplain development projects;
  - c. Issue citations for non-compliance;
  - d. Request that FEMA file a 1316 Action (Denial of Flood Insurance) against non-compliant properties; and
  - e. Take any other lawful action necessary to prevent or remedy any instance of non-compliance with the provisions of this ordinance.
    - i. It is a misdemeanor to violate or fail to comply with any provision of this Ordinance.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- ii. Any person found, in a court of competent jurisdiction, guilty of violating this Ordinance is subject to fines of not more than \$500 per day for each violation; in addition, the defendant is subject to payment of all associated court costs and costs involved in the case.

12) SEVERABILITY. If any court of competent jurisdiction finds that any section, clause, sentence, or phrase of this ordinance is invalid or unconstitutional, that finding in no way affects the validity of the remaining portions of this Ordinance.

13) REPEALER. Emergency Ordinance No. 2003-017 is hereby repealed in its entirety. All ordinances in conflict with this Ordinance are repealed to the extent of such conflict.

14) EMERGENCY CLAUSE. It is hereby found and declared by Saline County, Arkansas that severe flooding has occurred in the past within its jurisdiction and will certainly occur within the future; that flooding is likely to result in infliction of serious personal injury or death, and is likely to result in substantial injury or destruction of property within its jurisdiction; in order to effectively comply with minimum standards for coverage under the National Flood Insurance Program; and in order to effectively remedy the situation described herein, it is necessary that this ordinance become effective immediately.

Therefore, an emergency is hereby declared to exist, and this Ordinance, being necessary for the immediate preservation of the public peace, health and safety, shall be in full force and effect from and after its passage and approval.

([Ord. 1978-021](#), passed 10-16-78; Am. [Ord. 1982-015](#), passed 8-3-82; Am. [Ord. 1987-007](#), passed 4-13-87; Am. [Ord. 1987-033](#), passed 10-13-87; [Ord. 1995-090](#), passed 12-19-95; [Ord. 2003-017](#), passed 3-18-03; Am. [Ord. 2012-007](#), passed 2-21-12; Am. [Ord. 2012-007](#), passed 2-21-12; Am. [Ord. 2013-018](#), passed 3-19-13; Am. [Ord. 2014-013](#), passed 4-15-14)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**Article VI. COUNTY FUNDS AND FEES**

**Section**

280.00 Petty cash fund for the Saline County Sheriff.

280.01 Petty cash fund for the Saline County Treasurer.

280.02 County emergency rescue fund.

280.03 Fee for marriage license.

280.04 Fees to defray expense of Prosecuting Attorney's Office.

280.05 Road permit fees to be deposited into Saline County road fund.

280.06 Sheriff telephone communication fund.

280.07 Transfer of funds from county public library fund to Saline County Library Board.

280.08 Distribution of Homewav web access visitation and commission fees.

280.09 Deposit of certain fees collected by the Saline County Sheriff's Office into the Sheriff's radio and communications fund.

**§ 280.00    PETTY CASH FUND FOR THE SALINE COUNTY SHERIFF.**

- 1) The Saline County Sheriff is hereby authorized to establish a petty cash fund in the amount of \$1,000.00 for emergency expenses.
- 2) The petty cash fund shall be reimbursed from the various categories as approved in the Saline County Annual Budget.
- 3) At the end of each fiscal year the Saline County Sheriff will reconcile with the Saline County Treasurer with a \$0.00 balance and begin each fiscal year with a \$1,000.00 balance.
- 4) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance being necessary for the public peace, health and safety shall be in full force and effect from and after its passage and approval and will continue each succeeding year thereafter.  
([Ord. 1983-002](#), passed 1-11-83)

**§ 280.01    PETTY CASH FUND FOR THE SALINE COUNTY TREASURER.**

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 1) The Saline County Treasurer is hereby authorized to establish a petty cash fund in the amount of \$100.00 to be in compliance with the 1908/79 audit report.
- 2) The petty cash fund shall be established from the County Treasurer's Miscellaneous Fund -487- as approved in the Saline County Annual Budget.
- 3) At the end of each fiscal year the Saline County Treasurer will reconcile with a \$0.00 balance and bring each fiscal year with a \$100.00 balance.
- 4) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance being necessary for the public peace, health and safety shall be in full force and effect from and after its passage and approve and will continue each succeeding year thereafter.  
([Ord. 1983-033](#), passed 8-1-83)

**§ 280.02 COUNTY EMERGENCY RESCUE FUND.**

- 1) There is hereby established a County Emergency Rescue Fund in accordance with Act 122 of 1987.
- 2) The funds from the County Emergency Rescue Fund shall be divided equally among the County and the Cities within the county having emergency rescue service as set out in A.C.A. § 27-101-111. The emergency service providers shall receive those portions of all funds for all areas of the county for which they provide services.
- 3) REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed.
- 4) The funds shall be divided into 22 payments, these shall then be divided among the emergency service providers in proportion to their service area. The determination of service area shall be determined by the Director of Emergency Services. Appeal of the Director's decision shall be to the County Quorum Court 60 days prior to distribution of the funds.
- 5) EMERGENCY CLAUSE. It is found and declared that this Ordinance is necessary for the immediate protection of the public peace, health and safety; therefore, an emergency is declared to exist.  
([Ord. 1987-032](#), passed 9-14-87; Am. [Ord. 1993-047](#), passed 10-21-93)

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

**§ 280.03    FEE FOR MARRIAGE LICENSE.**

- 1) Act 465 of 1989 amends Ark Statutes § 14-20-111 marriage license fee. The Quorum Court of any county may levy in addition to fees and taxes now charged a fee not to exceed \$5.00 on each application for marriage license. Such fee shall be collected by the County Clerk at the time the license is issued. All fees collected under the provisions of this section shall be credited by the County Treasurer to the County General account and shall be appropriated by the Quorum Court as provided by law.
  
- 2) EMERGENCY CLAUSE. It is hereby found and determined by the Quorum Court of Saline County that due to the phasing out of Federal Revenue Sharing funds, many counties are faced with insufficient revenues to provide necessary services. This Ordinance will provide the County with an optional source of revenue, therefore an emergency is hereby declared to exist and this Ordinance being necessary for the preservation of the public peace, health and safety shall be in full force on June 1, 1989 after its passage and approval.  
([Ord. 1989-014](#), no passage date)<sup>5</sup>

**§ 280.04    FEES TO DEFRAY EXPENSE OF PROSECUTING ATTORNEY'S OFFICE.**

- 1) Fees collected under Arkansas Statutes § 67-726 - § 67-728 shall be deposited in a special fund to be administered by the Prosecuting Attorney and expenditures from this fund shall be at the sole discretion of the Prosecuting Attorney, and may be used only to defray the salaries and expenses of the Prosecuting Attorney's Office, but in no event may the Prosecuting Attorney, or any Deputy Prosecutor supplement his or her own salary with said funds.
  
- 2) The Quorum Court of Saline County shall approve such expenditures and any raises given employees out of such fund.
  
- 3) The Prosecuting Attorney shall annually prepare and present to the Quorum Court of Saline County a report showing all receipts and disbursements from the special fund herein created.
  
- 4) EMERGENCY CLAUSE. This Ordinance is necessary for the continued ordinary growth of the County of Saline, Arkansas, and an emergency is hereby declared to exist and this action being necessary for the preservation of the public peace, health and safety shall take effect and be in full force from and after its passage and approval.

---

<sup>5</sup> Ord. 1989-014 was signed by the County Judge; however, the Clerk's Office has noted that it did not pass.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

[\(Ord. 1986-044](#), passed 12-5-86)

**§ 280.05    ROAD PERMIT FEES TO BE DEPOSITED INTO SALINE COUNTY ROAD FUND.**

- 1) It is hereby ordained that all permit fees, forfeited bonds or any other fees received from road bores, road cuts or use of county road right-of-way by utility companies shall be deposited by the Saline County Treasurer to the Road Fund.
- 2) It is further ordained that all such fees already collected in 1995 shall be transferred to the Road Fund.
- 3) EMERGENCY CLAUSE. An emergency is hereby declared to exist and this Ordinance is necessary for the smooth operation of Saline County Government and shall be in full force and effect after its passage and approval.

[\(Ord. 1995-045](#), passed 8-15-95)

**§ 280.06    SHERIFF TELEPHONE COMMUNICATIONS FUND.**

- 1) Pursuant to Act 520 of 1997, the commission fees derived from prisoner telephone services shall be deposited in the county treasury of the county in which the detention facility is located and shall be credited to the sheriff's office fund.
- 2) The Saline County Sheriff's Office has numerous agreements with vendors who operate inmate communication service systems for correctional facilities. The commission fees derived from these inmate communication service systems shall be deposited into the Sheriff Telephone Commission Fund by the Saline County Treasurer and creditor to Saline County Sheriff's Department Radio and Communications Fund.
- 3) EMERGENCY CLAUSE. Therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect upon and after its date of passage and publication.

[\(Ord. 2015-022](#), passed 4-21-15)

**§ 280.07    TRANSFER OF FUNDS FROM COUNTY PUBLIC LIBRARY FUND TO SALINE COUNTY LIBRARY BOARD.**

- 1) The Saline County Library Board may certify to the county treasurer a claim against the county library fund for an amount equal to the undistributed balance of the fund.
- 2) The claims shall be made on a monthly basis.
- 3) The claims shall be acted upon as all other claims against the county.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 4) When the claim is paid, the funds shall be in the custody of the Saline County Library Board and shall be subject to expenditure pursuant to an appropriate resolution or budget adopted by the Board.
- 5) Upon passage and approval of this Ordinance, and after all outstanding claims against the current library budget have been processed, all remaining budgeted funds from all line items shall be transferred to Line Item 8700 – Transfer of Funds to Library Board.
- 6) REPEALER. All ordinances or parts of ordinances in conflict herein are hereby repealed.
- 7) It is deemed necessary for the smooth operation of Saline County Government that this Ordinance be approved.  
([Ord. 2005-054](#), passed 9-20-05)

**§ 280.08    DISTRIBUTION OF HOMEWAV WEB ACCESS VISITATION  
COMMISSION FEES.**

- 1) Pursuant to Act 250 of 1997, the commission fees derived from prisoner telephone services shall be deposited in the county treasury of the county in which the detention facility is located and shall be credited to the sheriff's office fund.
- 2) The Saline County Sheriff's Office has an agreement with HomeWAV, LLC, who operates an inmate web access visitation system for correctional facilities. The commission fees derived from the HomeWAV, LLC Inmate Web Access Visitation System shall be deposited into the Sheriff Telephone Commission Fund by the Saline County Treasurer and credited to Saline County Sheriff's Department Radio and Communications Fund.
- 3) EMERGENCY CLAUSE. Therefore, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect upon and after its date of passage and publication.  
([Ord. 2015-012](#), passed 3-17-15)

**§ 280.09    DEPOSIT OF CERTAIN FEES COLLECTED BY THE SALINE COUNTY  
SHERIFF'S OFFICE INTO THE SHERIFF'S RADIO AND COMMUNICATIONS  
FUND.**

- 1) The Saline County Sheriff's Office maintains a fund known as the Sheriff's Office Radio Fund.

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 2) A.C.A. § 21-6-307 lists fees that shall be charged by the Sheriff and state that twenty-five percent (25%) of the fees collected shall be paid into the Sheriff's Office Radio Fund.
- 3) A.C.A. § 12-41-105 states that commissions derived from prisoner telephone services and profits earned from prisoner commissary services shall be deposited into the Sheriff's Office Radio Fund.
- 4) There are certain fees collected by the Saline County Sheriff's Office in accordance with A.C.A. § 21-6-307 that are deposited by the Sheriff's Office directly into the Sheriff's Office Radio Fund. These fees consist of: Sheriff's bond fees, Bond Fees and paper service fees, and Warrant fees. To promote transparency, the Saline County Sheriff's Office requests that the above fees be deposited by the Saline County Treasurer into Fund 6017 County Sheriff's Office Fund on a monthly basis when they are received from the Sheriff's Office and then the Treasurer draft a check made payable to the "Saline County Sheriff's Office Radio and Communication Fund" in the amount of the fees for deposit into the Sheriff's Office Radio Fund to be used in accordance with A.C.A. § 21-6-307(b)(2)(C).
- 5) It is the desire of the Saline County Quorum Court that the above fees be deposited by the Saline County Treasurer into Fund 6017 County Sheriff's Office Fund on a monthly basis when they are received from the Sheriff's Office and then the Treasurer draft a check made payable to the "Saline County Sheriff's Office Radio and Communication Fund" in the amount of the fees deposited into the Sheriff's Office Radio Fund to be used in accordance with A.C.A. § 21-6-307(b)(2)(C).
- 6) There are two (2) fees collected by the Saline County Sheriff's Office that are not listed in A.C.A. § 21-6-307 or § 12-41-105, these being accident report fees under A.C.A. § 27-53-210 and "confirmation fees" received from individuals in HOPE Court.
- 7) A.C.A. § 27-53-210 does not address the disposition of the accident report fees other than to state that the fees shall be retained by the County for the support of the law enforcement agency.
- 8) The confirmation received from individuals in Hope Court is not addressed in the Arkansas Code Annotated and thus would be considered general revenues of the County and be deposited in the County's General Fund.
- 9) It is the desire of the Saline County Quorum Court that the accident report fees and the confirmation fees be deposited by the Saline County Treasurer into Fund 6017 County Sheriff's Office Fund on a monthly basis when they are received from the Sheriff's Office and then the Treasurer draft a check made payable to the "Saline County Sheriff's Office Radio and Communication Fund" in the amount of the fees for deposited into the Sheriff's Office Radio Fund to be used in accordance with A.C.A. § 21-6-307(b)(2)(C).

**SALINE COUNTY                      CODE OF ORDINANCES**  
**Chapter 2 - Administration**

- 10) The Saline County Treasurer may include all of the above fees in one check made payable to the “Saline County Sheriff’s Office Radio and Communication Fund.”
- 11) EMERGENCY CLAUSE. This Ordinance being necessary for the protection and preservation of the public peace, health and safety, an emergency is hereby declared to exist and this Ordinance shall be in full force and effect from and after its passage and publication.  
([Ord. 2016-008](#), passed 3-21-16)

**SALINE COUNTY**                      **CODE OF ORDINANCES**  
**Chapter 2 - Administration**