

TITLE 2

CLASSIFICATION, ADMINISTRATION

AND PERSONNEL

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CHAPTER 2.04

CITY CLASSIFICATION

Sections:

- 2.04.01 Operation as first class city

2.04.01 Operation as first class city The city of Crossett, Arkansas, shall operate as a city of the first class under the laws of the state of Arkansas.

STATE LAW REFERENCE - See Ark. Code Ann. 14-37-104 (1998Repl.)

CHAPTER 2.08

CITY AND WARD BOUNDARIES

Sections:

- 2.08.01 Wards established
- 2.08.02 Annexed territory

2.08.01 Wards established There is hereby created and established, within and for the city, three wards to be numbered one, two, and three, the boundaries of which are described as follows:

Ward One:

- A. Beginning at the northwest corner of the corporate limit lines and running due east along the north corporate limit line to the northeast corner of the corporate limit lines;
- B. thence south along the east corporate limit line to the north side of 4th Avenue;
- C. thence due west along the north side of 4th Avenue to the point of intersection of such course with the west corporate limit line;
- D. thence north along the west corporate limit line to the point of beginning. That territory lying within the boundaries so described shall be known as Ward One.

Ward Two:

- A. Beginning at the intersection of the west corporate limit line with the north side of 4th Avenue, and running due east along the north side of 4th Avenue to the point of intersection of such course with the east corporate limit line;
- B. thence south along the east corporate limit line to the north side of 7th Avenue;
- C. thence west along the north side of 7th Avenue to Main Street;
- D. thence south along the west side of Main Street to the north side of 8th Avenue;
- E. thence west along the north side of 8th Avenue to the point of intersection of such course with the east side of Florida Street;
- F. thence north along the east side of Florida Street to the south lot boundary of Lot 4, Block 85, city of Crossett;

- G. thence due west to the west corporate limit line;
- H. thence north to the point of beginning. That territory lying within the boundaries so described shall be known as Ward Two.

Ward Three:

- A. Beginning at the point of intersection of the north side of 7th Avenue with the east corporate limit line and running along the north side of 7th Avenue to Main Street;
- B. thence south along the west side of Main Street to 8th Avenue;
- C. thence west along the north side of 8th Avenue to Florida Street;
- D. thence north along the east side of Florida Street to the south lot boundary of Lot 4, Block 85, city of Crossett;
- E. thence due west to the west corporate limit line;
- F. thence south along the west corporate limit line to the point of intersection with the south corporate limit line;
- G. thence east along the south corporate limit line to the point of intersection with the east corporate limit line;
- H. thence north along the east corporate limit line to the point of beginning. That territory lying within such described boundaries shall be known as Ward Three. (Ord. No. A-10, Sec. 1, Jan. 18, 1945; Ord. No. A-28, Sec. 1, Dec. 15, 1947.)

2.08.02 Annexed territory Territory annexed to the city shall be incorporated in and become a part of the ward to which such annexed territory is contiguous. (Code 1962, Sec. 2-2.)

CHAPTER 2.12

SOCIAL SECURITY COVERAGE

Sections:

- 2.12.01 Contract
- 2.12.02 Withholding taxes from wages
- 2.12.03 City to match withholding

2.12.01 Contract The Mayor and the City Council are hereby authorized and directed to enter into an agreement with the state for the purpose of obtaining insurance coverage for the employees of the city of Crossett , Arkansas, under the terms and provisions of the Federal Social Security Act.

2.12.02 Withholding taxes from wages Each employee's insurance contribution shall be deducted from his salary check in accordance with the terms and provisions of the Social Security Act.

2.12.03 City to match withholding There is hereby appropriated from the general fund of the city the sums of money necessary to pay the city's share of the insurance tax in accordance with the terms and provisions of the Social Security Act.

CHAPTER 2.16

UNCLAIMED PROPERTY

Sections:

- 2.16.01 Disposal
- 2.16.02 Sale
- 2.16.03 Proceeds of sale to owner
- 2.16.04 Proceeds remaining after six months

2.16.01 Disposal The Mayor, under the direction hereinafter set out, is hereby authorized and directed to dispose of at public auction all unclaimed personal property rightfully coming into the hands of his office and to dispose of other confiscated property confiscated under the orders of the City Court with the exception of confiscated liquor, which must be disposed of pursuant to A. C. A. 3-3-312 (1996 Repl.)

2.16.02 Sale All unclaimed personal property coming into the hands of the Mayor will be held by him for a period of six (6) weeks or longer. If property remains unclaimed, he shall periodically advertise such property in some newspaper of general circulation in the city of Crossett once each week for three (3) consecutive weeks setting forth in the notice the time for the sale which shall not be earlier than five (5) days after the last publishing of the notice and no later than ten (10) days thereafter, designating an easily accessible place for the sale thereof, and giving a complete list and description of unclaimed articles to be sold. The Mayor shall have the right to refuse any and all bids not satisfactory and will then proceed to advertise these items for sale at a later date. Terms of such sale shall be for cash only. Nothing in this chapter shall prohibit any person who properly identifies any of the property as being their own before the sale from claiming and having property restored to them.

2.16.03 Proceeds of sale to owner The Mayor shall deposit the receipt from the aforesaid sale of unclaimed property in the treasury and the City Clerk/Treasurer is to keep these funds in a special account for a period of six (6) months and any person identifying as his own any of such property within the six (6) month period shall upon the presentation of satisfactory proof be paid by the city out of the special account the amount for which the property was sold. The City Clerk/Treasurer or some person designated by him shall keep in a well bound book an accurate record and description of each piece of unclaimed property passing through his office and the price for which it was sold and the date, the name and address of those who purchased same, as well as a complete record of those who identified and claimed any of the property before it was sold.

2.16.04 Proceeds remaining after six months All proceeds from the sale remaining in the special fund for a period of six (6) months shall by the Treasurer be transferred to the city's general fund and no further payment shall be made therefrom to anyone who thereafter claims ownership.

CHAPTER 2.20

CITY COUNCIL

Sections:

- | | |
|---------|----------------------------------|
| 2.20.01 | Council meetings - regular |
| 2.20.02 | Council meetings - special |
| 2.20.03 | Freedom of information procedure |
| 2.20.04 | Order of business |
| 2.20.05 | Nepotism Policy |

2.20.01 Council meetings - regular All regular meetings of the Council shall be held at the municipal building on the third Monday of each month at 7:00 p.m.

2.20.02 Council meetings - special Special meetings of the City Council of the city of Crossett, Arkansas, may be held upon the call of the Mayor, whenever in his opinion it shall be necessary, or by three (3) members of the Council by giving at least three (3) days' notice of such special meeting, by giving notice in writing which notice shall be served personally or through the mails to all members of the Council, which notice shall state the time of the meeting and purpose thereof.

2.20.03 Freedom of information procedure All meetings of the City Council of the city of Crossett, Arkansas, shall be public meetings. Notice of the time, place and date of all special meetings shall be given to representatives of the newspapers and radio stations located in Ashley County, Arkansas, which have requested to be notified at least two (2) hours before the special meeting takes place.

2.20.04 Order of business. At all meetings of the Council the following shall be the order of business unless the Council by a majority vote shall order otherwise.

1. Call to order; invocation; Pledge of Allegiance
2. Roll call
3. Reading of minutes of the previous meeting
4. Reports of boards and standing committees
5. Reports of special committees
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

2.20.05 Nepotism Policy No person related within the third degree by consanguinity or within the second degree by affinity to the Mayor, any Council Member, any elected City Official, or any member of any City board or commission shall be appointed or hired to any office, position, clerkship, or other position in the City:

- A. If any person currently employed by the City, meets the criteria set forth in this ordinance, they shall be allowed to continue their employment. However, if said persons employment is ever stopped and they wish to return, they shall not be allowed to, as long as they meet the criteria of this ordinance.
- B. Furthermore, Department Heads shall not be allowed to employ anyone related to them within the third degree by consanguinity or the second degree by affinity. However, a different Department Head shall be allowed to hire family members of other Department Heads. This is allowed because the department head will have no direct effect on another department.
- C. This ordinance shall apply to all city employees.
- D. Prohibited Degrees of Consanguinity:
 1st Degree- Father, Mother, Son, Daughter;
 2nd Degree- Grandfather, Grandmother, Grandson, Granddaughter, Brother or Sister;
 3rd Degree- Aunt, Uncle, Niece, Nephew, Great-Grandson, Great- Granddaughter, Great Grandmother or Great Grandfather.
- E. Prohibited Degrees of Affinity:
 1st Degree- Father-in-law, Mother-in-law, Son-in-law, Daughter-in-law, Spouse;
 2nd Degree- Sister's Spouse, Brother's Spouse, Spouse's Brother, Spouse's Sister, Spouse's Grandfather, Spouse's Grandmother, Spouse's Grandson, Spouse's Granddaughter.

CHAPTER 2.24**MAYOR****Sections:**

2.24.01	Office created
2.24.02	Election
2.24.03	Duties
2.24.04	Appointment of officers
2.24.05	Salary

2.24.01 Office created The office of Mayor is hereby created for the city of Crossett, Arkansas.

2.24.02 Election On the Tuesday following the first Monday in November, 1978 and every four (4) years thereafter, the qualified voters of the city of Crossett, Arkansas, shall elect a Mayor for four (4) years.

2.24.03 Duties As the chief executive officer of the city, the Mayor shall preside over all meetings of the City Council of the city of Crossett, Arkansas, and shall perform such duties as may be required of him by state statute or city ordinance.

2.24.04 Appointment of officers The Mayor shall appoint, with the approval of the City Council of the city of Crossett, Arkansas, (where such approval or confirmation is required) all officers of the city whose election or appointment is not provided for by state statute or city ordinance.

2.24.05 Salary The rate of pay of the Mayor shall be determined by ordinance of the City Council of the city of Crossett, Arkansas, from time to time in a manner that will comply with the Arkansas Constitution.

CHAPTER 2.28

CLERK/TREASURER

Sections:

2.28.01	Offices combined
2.28.02	Term
2.28.03	Duties
2.28.04	Deputies
2.28.05	Bond required

2.28.01 Offices combined The offices of City Clerk and City Treasurer are hereby combined into a single office of City Clerk/Treasurer. The City Clerk/Treasurer shall perform all duties previously performed by the City Financial Director and all duties required by state law or city ordinance to be performed by a City Clerk or Treasurer. On or before June 16, 1997, the current City Financial Director shall deliver to the City Clerk/Treasurer all books, records, monies, funds on deposit and every other financial record in his care, custody or control. (Ord. No. A-608, Sec. 2, June 16, 1997)

2.28.02 Term The City Clerk/Treasurer shall be elected by the qualified electors of the city for a term of four years on the Tuesday following the first Monday in November, 1994, and every four (4) years thereafter. (Ord. No. A-608, Sec. 4, June 16, 1997.)

2.28.03 Duties The City Clerk/Treasurer shall perform the following duties and responsibilities:

- A. Monthly, the City Clerk/Treasurer shall timely prepare and furnish to the Mayor and City Council members an accurate financial report which shall include, but not be limited to:
 1. The actual income and expense budget for the current year;
 2. The year-to-date income and expense budget;
 3. The previous calendar year's income and expense budget; and
 4. Such other reports as the Mayor and City Council may determine.

- B. Quarterly, the City Clerk/Treasurer shall prepare and submit to the Mayor and City Council members a full and detailed report of the financial condition of the city. This report shall show all receipts, disbursements and balance on hand together with all liabilities of the city.
- C. The City Clerk/Treasurer shall be the collector for the city and shall be charged with the responsibility of collecting and accounting for all licenses, fees, taxes, charges, and accounts due and payable to the city, except taxes now collected by the collector of the county.
- D. The City Clerk/Treasurer shall calculate, prepare and file all payroll reports or other reports required by the Internal Revenue Service and the State Department of Finance and Administration.
- E. The City Clerk/Treasurer shall calculate and prepare all other financial reports required by law to be filed in the name and on behalf of the city.
- F. The City Clerk/Treasurer shall daily make bank deposits of all funds on hand in the office of City Clerk/Treasurer.
- G. The City Clerk/Treasurer shall be responsible for all bookkeeping duties for the general fund, city pension funds, street funds, park and zoo commission, District Court and all other city funds, except those independent commissions and committees which maintain their own books and records.
- H. The City Clerk/Treasurer shall be the custodian of all city funds, excluding certain special funds administered by independent commissions and committees established pursuant to state law or city ordinances, and shall be charged with responsibility of receiving, holding, depositing disbursing and accounting for all such funds.
- I. The City Clerk/Treasurer shall be the custodian of all logs, resolutions and ordinances of the city and shall maintain in the municipal buildings a complete and permanent file of those logs, resolutions and ordinances.
- J. The City Clerk/Treasurer shall keep a regular and correct journal of the proceedings of the City Council and the journal shall correctly, accurately and distinctly reflect all action of the City Council on all matters properly before it. The City Clerk/Treasurer shall furnish the Mayor and all Council members with a complete and accurate copy of the minutes of the previous meeting within five business days after the previous meeting. The journal of the City Council proceedings shall be type-written and signed by him, who shall affix the seal of the city and bind the journal in such a manner as to comprise a permanent record.

- K. It shall be the duty of the City Clerk/Treasurer to require legal publication of all ordinances for which publication is required by law. The City Clerk/Treasurer shall publish any required notices of financial condition of the city. The City Clerk/Treasurer shall secure a subscribed and sworn proof of publication or a sworn affidavit and file it with his office showing that legal publication of all ordinances or other required publications has been made as required by law.
- L. The City Clerk/Treasurer shall furnish certified copies of any ordinance, resolutions, regulations or other papers as may be required to be kept by the City Clerk/Treasurer. (Ord. No. A-608, Sec. 5, June 16, 1997.)

2.28.04 Deputies The City Clerk/Treasurer may hire deputies as necessary to effectively perform the duties required of the office. The deputies shall serve at the pleasure of the City Clerk/Treasurer and shall have such qualifications and experience as the City Clerk/Treasurer may prescribe and determine for each position. Provided, however, the City Clerk/Treasurer shall not hire any deputies unless the City Council has appropriated the necessary funds for the deputies' salaries. (Ord. No. A-608, Sec. 6, June 16, 1997.)

2.28.05 Bond required The City Clerk/Treasurer and any deputies for the City Clerk/Treasurer shall be bonded as required by state law. (Ord. No. A-608, Sec. 7, June 16, 1997.)

CHAPTER 2.32

CITY ATTORNEY

Sections:

- 2.32.01 Election
- 2.32.02 Policy
- 2.32.03 Salaried duties
- 2.32.04 Separate duties
- 2.32.05 Retirement benefits

2.32.01 Election The City Attorney of the city of Crossett, Arkansas, shall be elected at the November, 1990 General Election and every four (4) years thereafter to a four (4) year term commencing the next following January 1.

2.32.02 Policy It is the declared policy of the city of Crossett, Arkansas, that the elected City Attorney for the city of Crossett, Arkansas, shall have the responsibility to perform all legal services and related matters for the city of Crossett, Arkansas, and all of its subordinate boards, committees, and commissions, including, but not limited to:

- A. The Crossett Purchasing Committee;
- B. The Crossett Port Authority;
- C. The Board of Trustees of the Crossett Senior Citizens' Center;
- D. The Crossett Municipal Airport Commission;
- E. The Crossett Cemetery Board;
- F. The Crossett Board of Health;
- G. The Crossett Housing Authority
- H. The Crossett Library Board;
- I. The Crossett Recreation Commission;
- J. The Crossett Parks and Zoo Commission;
- K. The City Planning Commission;
- L. The Crossett-Ashley County Joint Planning Commission;
- M. The Crossett City Sewer Committee;
- N. The Crossett Waterworks Commission; and
- O. The Crossett Board of Adjustment.
(Ord. No. A-655, Sec. 1; Nov. 15, 1999)

2.32.03 Salaried duties In consideration of the salary paid to the elected City Attorney for the city of Crossett, Arkansas, he shall perform the following duties:

- A. Advising and assisting the Mayor, the City Clerk/Treasurer, the City Council, and the various department heads, in their capacities in such offices, on routine legal matters, as and when needed;
- B. Attendance at regularly-scheduled or called City Council meetings;
- C. Preparation of ordinances and resolutions as requested by the Mayor, the City Clerk/Treasurer, the City Council, or a department head; and
- D. Timely issuance of legal opinions to the Mayor, the City Clerk/Treasurer, the City Council, and to the various department heads, as and when requested in their capacities as such officers. (Ord. No. A-655, Sec. 2, Nov. 15, 1999.)

2.32.04 Separate duties Any extraordinary legal services that arise, involving the city of Crossett, or any of its subordinate boards, committees and commissions, shall be performed by the elected City Attorney for the city of Crossett, Arkansas, upon such terms of compensation as agreed upon between the City Attorney and the Mayor. Examples of such extraordinary legal issues include, but are not limited to:

- A. Litigation of any type, whether as plaintiff or as defendant;
- B. Assistance with bond issues;
- C. Preparation of sales tax (or other) elections; and
- D. Any other substantial legal services not described in the Crossett Municipal Code.
(Ord. No. A-655, Sec. 3, Nov. 15, 1999.)

2.32.05 Retirement benefits

- A. The city hereby provides for retirement benefits for all elected City Attorneys. Any elected City Attorney who shall have served the city for a total period of not less than ten (10) years, upon reaching age sixty (60) years; or for a total period of twenty (20) years, without regard to age, shall be entitled to retire at an annual retirement benefit during the remainder of his natural life, payable at the rate of one-half (½) of the salary payable to the elected City Attorney at the time of his retirement. The years of service do not have to be consecutive, in totaling the years of service under this section. All payments of retirement benefits under this ordinance shall be payable monthly, shall be paid from the general funds of the city, and shall be provided for in each annual budget as necessary to meet the obligations as to any qualified retiree hereunder.
- B. Any elected City Attorney who retires from such office on or after December 31, 1998, at 12:00 noon, is entitled to receive retirement benefits under this ordinance, and may count all years of service as City Attorney earned prior to the enactment of this ordinance, in calculating his total years of service as a City Attorney for the purposes of this section. (Ord. No. A-634, Sec. 1, Jan. 4, 1999; Ord. No. 05-3, Sec. 1, Feb. 21, 2005; ACA 24-12-120 (2002 Repl.)

CHAPTER 2.36**FIRE DEPARTMENT**Sections:

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| 2.36.01 | Creation |
| 2.36.02 | Composition |
| 2.36.03 | Appointment and removal of Fire Chief |
| 2.36.04 | Duties of Fire Chief |
| 2.36.05 | Members |
| 2.36.06 | Employment qualifications |
| 2.36.07 | Residency and telephone requirements |
| 2.36.08 | Appointment of members |
| 2.36.09 | Suspension of member |
| 2.36.10 | Rescue Charges |

2.36.01 Creation The Crossett Fire Department, the object of which shall be the control and prevention of fire and the protection of life and property within the limits of the city, is hereby created. (Ord. No. A-9, Dec. 8, 1943.)

2.36.02 Composition The Fire Department shall consist of a Chief, one assistant Chief and other officers as the Chief and the City Council may deem necessary for the effective operation of the department. (Ord. No. A-9, Dec. 8, 1943.)

2.36.03 Appointment and removal of Fire Chief

- A. The Chief of the Fire Department shall be appointed by the Mayor. He shall be technically qualified by training and experience and shall have ability to command people and hold their respect and confidence. He shall be removed only for just cause and after a public hearing before the City Council.
- B. The Mayor shall have the right to suspend for inefficiency, misconduct or neglect of duty the Chief of the Fire Department until the next regular, adjourned or special meeting of the Council. At that meeting, he shall lay the matter before the Council. Unless his action is approved and the Chief is removed from office at the meeting within five days thereafter, by a vote of a majority of the Council, the suspension shall cease. No officer shall be suspended twice for the same cause. (Ord. No. A-9, Dec. 8, 1943, Ark. Code Ann. 14-43-504(e)(2)(1998 Repl.)

2.36.04 Duties of Fire Chief

- A. The Chief shall formulate a set of rules and regulations to govern the Fire Department, and shall be responsible to the City Council for the personnel, morale and general efficiency of the department.
- B. The Chief and his duly designated inspector or assistants, may enter any building, dwelling, erection, structure or place, for the purpose of inspecting the same in the interest of fire prevention and public safety, or the performance of duty pertaining to his office at any proper time and in a proper manner. If, upon inspection, a condition is found dangerous to the safety of such building or occupants thereof, from fire or other causes, he or they shall order such dangerous conditions remedied; such order shall be made in writing and shall forthwith be complied with by the owner or occupant of such premises or building within the time fixed in the order.
- C. The Chief shall see that the complete records are kept of all fires, inspections, apparatus and minor equipment, personnel and other information about the work of the department.
- D. The Chief shall report monthly to the City Council the condition of the apparatus and equipment; the number of fires during the month, their location and cause, and date of same and loss occasioned thereby; the number and purpose of all other runs made; and the number of members responding to each fire or other run; and any changes in membership.

- E. The Chief shall make a complete annual report to the City Council within one month after the close of the fiscal year, such report to include the information specified in subsection D, together with comparative data for previous years and recommendations for improving the effectiveness of the department. (Ord. No. A-9, Dec. 8, 1943.)

2.36.05 Members The membership of the Fire Department shall consist of such persons as may be appointed by the Chief and shall be accountable to him only. (Ord. No. A-9, Dec. 8, 1943.)

2.36.06 Employment qualifications No person shall be employed as a member of the Fire Department of the city in a position below Chief unless such person shall first have provided satisfactory evidence of compliance with the following minimum employment qualifications:

- A. That he has satisfactorily passed a physical examination by a licensed physician, establishing that he is in good health and in physical condition to enable him to perform the duties of the position for which he is being employed.
- B. That if he is being employed as a full-time member of the Fire Department that he is over the age of eighteen.
- C. That he has furnished three character references acceptable to the Fire Chief.
- D. That he has not ever been convicted of a felony.
- E. That he has satisfactorily completed high school or the equivalent. (Ord. No. A-257, Sec. 1, Dec. 20, 1965; Ord. No. A-405, Sec. 1, May 15, 1978; Ord. No. A-414, Sec. 1, May 21, 1979.)

2.36.07 Residency and telephone requirements Effective March 1, 2003, any member of the Crossett Fire Department shall, at all times, reside in Arkansas, and maintain and possess a valid Arkansas Driver's License. At all times, a member of the Crossett Fire Department shall further provide either:

- A. Active telephone service at his or her physical residence, through the local telephone service provider for the city of Crossett, Arkansas, Alltel of Arkansas, Inc.; or
- B. An active toll-free telephone number at his or her physical residence.

In addition, at all times, a member of the Crossett Fire Department shall keep and maintain an active cellular telephone service upon his or her person, and shall provide and maintain a current physical address, and these active telephone numbers, on file with the Crossett Fire Chief. A failure to maintain either these

residency requirements, or these communications requirements, at any time, shall be immediate grounds for termination. (Ord. No. 2003-4, Sec. 1, Feb. 20, 2003.)

2.36.08 Appointment of members The assistant Chief and all other Fire Department and company officers shall be appointed by the Chief subject to the approval of the City Council. (Ord. No. A-9, Dec. 8, 1943.)

2.36.09 Suspension of members Any member of the Fire Department may be suspended or discharged from the department by the Chief at any time he may deem such action necessary for the good of the department. On written request of such member to the City Council he shall be given a public hearing by it on the charges brought by the Chief. (Ord. No. A-9, Dec. 8, 1943.)

2.36.10 Rescue Charges The City of Crossett, Arkansas, hereby adopts the following schedule of rescue charges:

Rescue Charges

- A. Stand by at station \$200.00 an hour, minimum of 2 hours.
- B. Stand by on site - \$250.00 an hour, minimum of 4 hours.
\$35.00 per hour per team member

Confined Space or High Angle Rescue

- A. Technical rescue \$300.00 an hour, no minimum
\$70.00 per hour per team member.
- B. Equipment - Price of equipment damaged or required to be taken out of service.
- C. Ambulance – ALS prices

CHAPTER 2.40**POLICE DEPARTMENT****Sections:**

2.40.01	Residency requirements
2.40.02	Qualifications
2.40.03	Suspension of Chief
2.40.04	Supervision of prisoners
2.40.05	Fine collection
2.40.06	Fingerprint Fee

2.40.01 Residency requirements Effective March 1, 2003, any member of the Crossett Police Department shall, at all times, reside in Arkansas, and maintain and possess a valid Arkansas Driver's License. At all times a member of the Crossett Police Department shall further provide either:

- A. Active telephone service at his or her physical residence through the local telephone service provider for the city of Crossett, Arkansas, Alltel of Arkansas, Inc., or
- B. An active toll-free telephone number at his or her physical residence.

In addition, at all times, a member of the Crossett Police Department shall keep and maintain an active cellular telephone service upon his or her person, and shall provide and maintain a current physical address, and these active telephone numbers, on file with the Crossett Police Chief. A failure to maintain either these residency requirements, or these communications requirement, at any time, shall be immediate grounds for termination. (Ord. No. 2003-4, Sec. 2, Feb. 20, 2003.)

2.40.02 Qualifications No person shall be employed as a member of the Police Department of the city in a position below Chief unless such person shall first have provided satisfactory evidence of compliance with the following minimum employment qualifications:

- A. That he has satisfactorily passed a physical examination by a licensed physician, establishing that he is in good health and in physical condition to enable him to perform the duties of the position for which he is being employed.
- B. That is he is being employed as a full-time member of the Police Department that he is over eighteen (18) years of age.
- C. That he has furnished three character references acceptable to the Police Chief.
- D. That he has not ever been convicted of a felony.
- E. That he has satisfactorily completed high school or the equivalent.
(Ord. No. A-257, Sec. 1, Dec. 20, 1965; Ord. No. A-405, Sec. 1, May 15, 1978; Ord. No. A-44, Sec. 1, May 21, 1979.)

2.40.03 Suspension of Chief The Mayor shall have the right to suspend for inefficiency, misconduct or neglect of duty the Chief of the Police Department until the next regular, adjourned or special meeting of the Council. At that meeting, he shall lay the matter before the Council. Unless his action is approved and the Chief is removed from office at the meeting within five days thereafter, by a vote of a majority of the Council, the suspension shall cease. No officer shall be suspended twice for the same cause. ACA 14-43-504(b)(1)(1998 Repl.)

2.40.04 Supervision of prisoners The Chief of Police shall have general supervision of all prisoners committed to the municipal jail and the labor performed by them under the provisions of this article. He shall keep a record of each prisoner required to perform labor under the provisions of this article and the number of days worked by him. (Ord. No. A-146, Sec. 3, Mar. 18, 1957.)

2.40.05 Fine collection As required by Ark. Code Ann. § 16-13-709(a)(2)(A) (2010 Repl.), the City of Crossett, Arkansas designates the Crossett Police Department as the department of the City of Crossett, Arkansas which shall be primarily responsible for the collection of fines assessed in the Ashley County District Court - Crossett Division.

As required by Ark. Code Ann. § 16-13-709(a)(2)(A) (2010 Repl.), all fines collected each month in the Ashley County District Court- Crossett Division by the Crossett Police Department shall be disbursed by the tenth working day of the following month, pursuant to Ark. Code Ann. § 16-17-707 (2010 Repl.).

- A. When the Crossett Police Department collects fines, it shall issue receipts in Virtual Justice, and shall deposit fines directly into the Ashley County District Court- Crossett Division bank account.

- B. The Ashley County District Court-Crossett Division court clerk will receipt and deposit fines which are received through mail or any on-line or direct payments, whether by check, money order or credit card.
- C. The Ashley County District Court-Crossett Division court clerk, or assistant clerk , will collect, receipt and deposit all civil and small claims collections directly into the Ashley County District Court-Crossett Division Civil Cases bank account.
- D. The Ashley County District Court-Crossett Division court clerk will also timely reconcile receipts issued by the Crossett Police Department, with the deposits made into the Ashley County District Court-Crossett Division account. (Ord. No. 2014-09, Secs. 1-3.)

2.40.06 Fingerprinting fee The Crossett Police Department shall charge a fee of Ten Dollars for each fingerprint check conducted. (Ord. No. 2015-04, Sec. 1.)

CHAPTER 2.44

ASHLEY COUNTY DISTRICT COURT/CROSSETT DEPARTMENT

Sections:

- 2.44.01 District Court established
- 2.44.02 Rules
- 2.44.03 Duties
- 2.44.04 Bail bonds

- 2.44.05 Accounting of fines and forfeitures
- 2.44.06 Chief of Police to execute process
- 2.44.07 Court Cost Fund
- 2.44.08 Administration of Justice Fund; Court costs
- 2.44.09 District Court Criminal Justice Fund; Court costs
- 2.44.10 Working of prisoners

2.44.01 District Court established The District Court shall always be open for the dispatch of business, but may adjourn from day to day, or from time to time, and the method in which cases shall be brought before the Court shall be fixed by a rule of the Court, not in conflict with the laws of this state, and the Court shall have power to compel the attendance of witnesses and parties. (Ord. No. A-19, Sept. 20, 1948.)

2.44.02 Rules The District Judge shall adopt such rules of practice and procedure as will give parties a proper statement of any charge against them and opportunity of being heard, but shall, at the same time, dispatch the business with convenient speed, and all rules of the Court shall be written or printed and posted in the courtroom. The judge may appoint a Clerk who shall have the care and custody of all papers, books and records belonging to his Court. (Ord. No. A-19, Sept. 20, 1948.)

2.44.03 Duties The District Judge shall preside over the District Court, and perform the duties of the judge thereof, and shall have jurisdiction over all cases of misdemeanors committed within the city and all ordinances passed by the City Council. (Ord. No. A-19, Sept. 20, 1948.)

2.44.04 Bail bonds The Chief of Police may be authorized by the District Judge, during the absence of the Judge, to set and accept bail bond for violation of city ordinances and for commission of misdemeanors. Such bonds shall be subject to the approval of the Judge. (Ord. No. A-19, Sept. 20, 1948.)

2.44.05 Accounting of fines and forfeitures The District Court Clerk shall on the first day of every month, or within three days thereafter, account under oath for all penalties, fines and forfeitures imposed by the Court in city cases to the City Council, in session, and shall pay to the City Clerk/Treasurer the amount thus received by him. (Ord. No. A-19, Sept. 20, 1948.)

2.44.06 Chief of Police to execute process The Chief of Police, or in his absence an officer designated by him, shall attend the District Court and execute the process issuing therefrom. (Ord. No. A-19, Sept. 20, 1948.)

2.44.07 Court Cost Fund

- A. The City Clerk/Treasurer shall establish a separate account to be known as the Crossett District Court Cost Fund. The City Clerk/Treasurer shall deposit in that fund all monies received from the District Court Clerk which represent the city's portion of the civil filing fees as more specifically set forth in A.C.A. 16-17-706 – 707, as amended.

- B. All funds deposited in the District Court Cost Fund as established shall be used exclusively for operation and expenses of the District Court only upon appropriation by the City Council by adoption of a motion, resolution or ordinance so appropriating the funds. (Ord. No. A-481, Sec. 1-2, Aug. 3, 1987.)

2.44.08 Administration of Justice Fund; Court costs

- A. The City Council finds that the Arkansas General Assembly has adopted A.C.A. 16-17-113 providing for collection of Three Dollars (\$3.00) in additional Court cost and providing for division of the court cost between the city and the bounty based upon an agreement entered into between the city and county; that the collection of these additional funds is needed in order to provide for the efficient operation of the District Court and to provide for funds for the administration of justice in the city; and in order to protect the safety, welfare and best interest of the citizens of the city so that an emergency is declared to exist and this division shall become effective from and after its adoption and publication as required by law. (Ord. No. A-482, Sec. 4.)
- B. There is hereby levied an additional court cost of Three Dollars (\$3.00) or in such amount as may be provided by statute in the District Court to be collected from each defendant upon each plea of guilty, nolo contendere, forfeiture of bond, or determination of guilty for misdemeanors or traffic violations in the District Court. Pursuant to agreement entered into between the city and the county, the District Court Clerk shall collect the court cost levied by this section and shall remit two-thirds of the cost to the City Clerk/Treasurer and shall remit one-third of the Court cost to the County Treasurer. These funds shall be remitted by the District Court Clerk to the respective treasurers not less often than monthly. (Ord. No. A-482, Sec. 1.)
- C. The City Clerk/Treasurer shall deposit all funds received pursuant to this division in a separate account which shall be designated the Crossett District Court Administration of Justice Fund. (Ord. No. A-482, Sec. 2.)
- D. All funds deposited in the Administration of Justice Fund shall be used for the administration of justice and the operation of the District Court, the municipal jail, the incarceration of criminal defendants and for similar needs in the administration of justice in the city, but only upon appropriation of the funds by the City Council duly adopted by motion, resolution or ordinance of the City Council. (Ord. No. A-482, Sec. 3.)

2.44.09 District Court Criminal Justice Fund; Court costs

- A. There is hereby levied as an additional court cost in each case in the District Court involving a plea of guilty, nolo contendere, forfeiture of bond, or determination of

guilt for misdemeanors or traffic violations the sum of Five Dollars (\$5.00). (Ord. No. A-40, Sec. 1.)

- B. The District Court Clerk shall be responsible for collection of the additional court cost levied under this division. The District Court Clerk shall remit to the county treasurer those costs attributable to county cases as defined in A.C.A. 16-17-707 and shall remit to the City Clerk/Treasurer those costs attributable to city cases as defined in A.C.A. 16-17-707. (Ord. No. A-480, Sec. 2.)
- C. The City Clerk/Treasurer shall establish a separate account to be known as the Crossett District Court Criminal Justice Fund and shall deposit therein all costs remitted to him pursuant to this division by the District Court Clerk. (Ord. No. A-480, Sec. 3.)
- D. All funds deposited in the Criminal Justice Fund shall be used for any permissible purpose allowed by law in the administration of the District, including but not limited to salaries for court personnel, cost of incarceration of criminal defendants and other purposes but only upon appropriation by the City Council by adoption of a motion, resolution or ordinance so appropriating the funds. (Ord. No. A-480, Sec. 4.)
- E.
 - 1. Pursuant to A.C.A. 14-52-202(b)(3) (1998 Repl.) and A.C.A. 21-6-307(a)(14) (2004Repl.), the Chief of Police of the city of Crossett, Arkansas, is hereby authorized and directed to collect a fee of Fifty Dollars (\$50.00) from any person served with a city warrant from any court, which shall be paid over to the city treasury.
 - 2. Fifty percent (50%) of the proceeds from this city warrant fee shall be paid into the city's general fund, and fifty percent (50%) of the proceeds from this city warrant fee shall be earmarked for police equipment expense. (Ord. No. 2009-2, Secs. 1-2.)
- F.
 - 1. The city of Crossett, Arkansas, hereby levies an additional fine of Five Dollars (\$5.00) from each defendant who either shall plead guilty to; plead nolo contendere to; is found guilty of; or forfeits bond for any charge, count, violation or offense in the Ashley County District Court-Crossett Division, including each misdemeanor offense or traffic violation.

2. Effective July 1, 2009, the city of Crossett, Arkansas, hereby increases the levy of this additional fine to Twenty Dollars (\$20.00) from each defendant who either shall plead guilty to; plead nolo contendere to; is found guilty of; or forfeits bond for any charge, count, violation or offense in the Ashley County District Court-Crossett Division, including each misdemeanor offense or traffic violation.
3. All sums collected from this additional fine shall be paid into the city treasury to be deposited into a fund to be used exclusively to help defray the cost of incarcerating city prisoners, including the construction and maintenance of the Crossett city jail and payments to other entities for incarcerating city prisoners. (Ord. No. 2009-3, Sec. 1-3.)

2.44.10 Working of prisoners

- A. Whenever any prisoner shall be convicted of a misdemeanor by a court where a sentence in jail is adjudged, or if the fine imposed is not immediately paid to the officer authorized to receive the same, such person shall be committed to jail and may be required to discharge the sentence and/or fine by manual labor upon any street, road, bridge or public works in the city provided that such roads, streets, bridges or other public works shall be owned, operated or conducted by the city.
- B. Such prisoner shall be required to perform such labor for the time he shall have been adjudged to be in prison and for such further time as will discharge the fine and costs, if any, for which he may be committed at the rate of Three Dollars (\$3.00) per day. (Ord. No. A-146, Secs. 1-2, Mar. 18, 1957.)

CHAPTER 2.48

PERSONNEL POLICIES

Sections:

- | | |
|---------|---------------------------|
| 2.48.01 | Personnel Policy Handbook |
| 2.48.02 | LOPFI Transfer |

2.48.01 Personnel Policy Handbook The City Council has adopted the *City of Crossett Personnel Handbook*, on February 19, 2001, by Resolution R-2001-1, as amended by Resolution R-2003-2, dated March 17, 2003, and by Resolution R-2004-1, dated January 22, 2004. That Handbook sets out all of the personnel policies for the city of Crossett, and is incorporated by reference herein.

2.48.02 LOPFI Transfer Once accepted by LOPFI, the administration of the Crossett Police Pension and Relief Fund shall be transferred to LOPFI under authority of A.C.A. 24-11-406, as amended. Such transfer shall mean the administration of the Pension Fund only and not a change in the Pension Fund's benefit program, unless the Pension Fund is actuarially sound and/or a benefit increase is approved by the City of Crossett, Arkansas. (Ord. No. 2015-05, Sec. 1.)

CHAPTER 2.52

PORT AUTHORITY

Sections:

- | | |
|---------|--------------------|
| 2.52.01 | Created |
| 2.52.02 | Term of members |
| 2.52.03 | Purpose |
| 2.52.04 | Functions |
| 2.52.05 | Powers |
| 2.52.06 | Eminent domain |
| 2.52.07 | Fiscal limitations |
| 2.52.08 | Financial reports |
| 2.52.09 | Annual budget |
| 2.52.10 | Meetings |

2.52.01 Created There is hereby created a Port Authority to be known as the Crossett Port Authority, consisting of and governed by a board of five members who are qualified electors of the city. One member of the City Council may be designated by the Mayor as an ex officio member to serve until expiration of his terms as councilmember. A member may be removed for cause by a majority of the City Council. (Ord. No. A-374, Sec. 1, Jan. 20, 1975; Ord. No. A-572, Sec. 1, Jan. 27, 1995.)

2.52.02 Term of members The Port Authority board members shall be nominated by the Mayor and confirmed by majority vote of the Council, and shall hold office for a term of five years. Their successors shall be appointed by the Mayor and confirmed by a majority vote of the Council for a term of five (5) years. All members of the board shall be qualified electors of the city and residing in the city. Each member shall serve for his appointed term of five years and shall serve until his successor shall have been appointed and qualified. The Mayor shall be the automatic chairman of the board. The board shall elect one of their number as vice-chairman, and shall elect a secretary and a treasurer who need not necessarily be members of the board. The board shall meet on the call of its chairman and a majority of all its members shall constitute a quorum for transaction of business. The members of the board shall receive no compensation for their services. The authority shall require a surety bond of the person appointed treasurer in such amount as the authority may fix and the premium or premiums thereon shall be paid by the authority as a necessary expense of the authority. No member of the board shall engage financially in any navigational or river port enterprise while a member of the board. (Ord. No. A-374, Sec. 2, Jan. 20, 1975, Ord. No. A-446, Sec. 1, Aug. 15, 1983.)

2.52.03 Purpose The Port Authority may engage in promoting, developing, constructing, equipping, maintaining and operating the harbors, ports, river-rail terminals, barge terminals and wharves or internal improvements incident thereto within or without the corporate limits of the city, including the acquisition, construction, maintenance and operation of such harbors, ports, river-rail or barge terminals and facilities, including highways, railroads, bridges or other facilities necessary or essential for the proper operation thereof. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.04 Functions The Port Authority shall be an instrumentality of the city for the accomplishment of the following general purposes:

- A. To develop, improve or maintain harbors, ports, river-rail or barge terminals, in or near the city, as they may deem feasible for the more expeditious and efficient handling of waterborne commerce from and to any other part of the state or any other state or foreign countries.
- B. To acquire, construct, equip, maintain, develop and improve the facilities at the ports, harbors, river-rail or barge terminals, and to improve such portions of the waterways thereat as are not within the jurisdiction of the federal government.
- C. To foster and stimulate the shipment of freight and commerce through the ports, harbors, river-rail and barge terminals, whether originating within or without the state, including the investigation and handling of matters pertaining to all transportation rates and rate structures affecting the same.
- D. To cooperate with the United States of America and any other agency, department, corporation or instrumentality thereof in the maintenance, development, improvement and use of the harbors, ports, river-rail and barge

terminals in connection with the furtherance of the operation and needs of the United States.

- E. To accept funds from any sources and to use the same in such manner, within the purposes of the authority, as shall be stipulated by the source from which received, and to act as agent or instrumentality for the city in any matter coming within the general purposes of the authority.
- F. In general, to do and perform any act or function which may tend to or be useful toward the development and improvement of the harbors, ports, river-rail or barge terminals of the city, and to increase the movement of waterborne commerce, foreign and domestic, through the harbors, ports, river-rail and barge terminals.

The enumeration of the above purposes shall not limit or circumscribe the broad objective of developing to the utmost the port possibilities of the city (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.05 Powers The Port Authority shall:

- A. Have the powers of a body corporate, including the power to sue and be sued, to make contracts, and to adopt and use a common seal.
- B. Be authorized and empowered to rent, lease, buy, own, acquire, mortgage, otherwise encumber, and dispose of such property, real or personal, as the authority may deem proper to carry out the purposes and provisions of this division, all or any of them.
- C. Be authorized and empowered to acquire, construct, maintain, equip and operate any wharves, docks, piers, quays, elevators, compresses, refrigeration storage plants, warehouses and other structures, and any and all facilities needful for the convenient use of the same in aid of commerce, including the dredging of approaches thereto, and the construction of belt-line roads and causeways necessary or useful in connection therewith, and shipyards, shipping facilities and transportation facilities incident thereto, and useful and convenient for the use thereof, including terminal railroads.
- D. Appoint, employ and dismiss at pleasure such employees as may be selected by the authority board, and to fix and pay the compensation thereof.
- E. Establish an office for the transaction of the business at such place or places as, in the opinion of the authority, shall be advisable or necessary in carrying out the purposes of this division.

- F. Be authorized and empowered to create and operate such agencies and departments as the board may deem necessary or useful for the furtherance of any of the purposes of this division.
- G. Be authorized and empowered to pay all necessary costs and expenses involved in and incident to the formation and organization of the authority, and incident to the administration and operation thereof, and to pay all other costs and expenses reasonably necessary or expedient in carrying out and accomplishing the purposes of this division.
- H. Be authorized and empowered to act as agent for the United States of America, or any agency, department, corporation or instrumentality thereof, in any matter coming within the purposes or powers of the authority.
- I. Have the power to adopt, alter or repeal its own bylaws, rules and regulations governing the manner in which its business may be transacted, and in which the power granted to it may be enjoyed, and may provide for the appointment of such committees, and the function thereof, as the authority may deem necessary or expedient in facilitation of its business.
- J. Be authorized and empowered to do any and all other acts and things in this division authorized or required to be done, whether or not included in the general powers in this section mentioned, and be authorized and empowered to do any and all things necessary to accomplish the purposes of this division; provided, that the authority shall not engage in shipbuilding.
- K. The property of the authority shall not be subject to any taxes or assessments thereon. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.06 Eminent domain The Port Authority shall, in addition to the enumerated powers, have the power of eminent domain and such other and further powers as are now by law given to a Port Authority, and the authority shall be governed by all existing statutes pertaining to the duties and powers of a Port Authority. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.07 Fiscal limitations All revenue derived from the operation of the port and authority, after paying the operation expenses and maintenance, shall be set aside and used for additional improvement, reserves for depreciation, or for the retirement of bonds and interest thereon issued by the city for the purposes enumerated in this division in the manner now provided by law. All authority funds shall be deposited in a bank to be designated by the authority. Funds of the authority shall be paid out only upon warrants signed by the treasurer of the authority and countersigned by the chairman or the acting chairman. No warrants shall be drawn or issued disbursing any of the funds of the authority except for a purpose authorized by this division and only when the account or expenditure for which the same is to be given in payment has been audited and approved by the authority. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.08 Financial reports The Port Authority shall keep a record of all revenues and expenditures of the Port Authority, its related properties and facilities, and shall submit monthly reports to the Mayor and City Council. It shall be the duty of the Board of the Port Authority to prepare and file an annual report of the financial affairs and conditions of the Port Authority, its related properties and facilities, annually between January 15 and the first Monday in February thereafter. The report shall be published in some newspaper published in the city and shall show a complete financial statement of all moneys received and disbursed by the authority during the preceding year. The statement shall show the several sources from which funds were received, and the balance on hand at the time of publishing the statement, and shall show the complete financial condition of the authority. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.09 Annual budget The Port Authority shall submit to the city annually, before the city prepares its budget, the amount of funds necessary for maintenance, operation and management of the Port Authority, its related properties and facilities, above the estimated revenue and the funds remaining on hand. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

2.52.10 Meetings The Board of the Port Authority shall meet at least monthly, but other meetings may be held at any time by the Board. (Ord. No. A-374, Sec. 1, Jan. 20, 1975.)

CHAPTER 2.56

CROSSETT MUNICIPAL AIRPORT COMMISSION

Sections:

2.56.01	Created
2.56.02	Members
2.56.03	Terms
2.56.04	Powers
2.56.05	Rules and regulations
2.56.06	Meetings
2.56.07	Revenue
2.56.08	Reports

2.56.01 Created There is hereby created and established a commission, which shall be known as the Crossett Municipal Airport Commission, for the purposes, to have the powers and perform the duties prescribed in this article. (Ord. No. A-54, Sec. 1, June 26, 1950.)

2.56.02 Members The Crossett Municipal Airport Commission shall be composed of five (5) members who shall each be a qualified elector of the city. In addition to the five voting

members of the Commission, the Mayor may designate one member of the City Council as an *ex officio* member to serve until expiration of his term as councilmember. At least one of the members of the Commission shall be fully experienced in aviation, holding some type of aeronautical rating. If no such person is available and willing to serve on the Commission, this provision may be waived by the City Council. If a member no longer is a qualified elector of the city, or misses three consecutive meetings of the Commission, his seat shall automatically become vacant. Vacancies shall be filled by appointment of the Mayor subject to confirmation by a three-fourths (3/4) vote of the City Council. (Ord. No. A-54, Sec. 2, June 26, 1950; Ord. No. A-577, Sec. 1, June 19, 1995.)

2.56.03 Terms Members of the Crossett Municipal Airport Commission shall be appointed by the Mayor and confirmed by a three-fourths vote of the duly elected and qualified members of the City Council and shall hold office for a term of five (5) years. The commissioners first appointed and confirmed shall serve for terms of one, two, three, four and five years each, respectively, to be designated by the Mayor. Thereafter, upon the expiration of their respective terms, commissioners appointed by the Mayor and approved by the Council shall each be appointed to a term of five (5) years. The commissioners shall receive no salary but shall be reimbursed for actual expenses from the airport funds. Each commissioner shall execute the constitutional oath of office required of public officials of this state. Any member may be removed for cause by a three-fourths vote of the duly elected and qualified City Council. (Ord. No. A-54, Sec. 3, June 26, 1950; Ord. No. A-577, Sec. 2, June 19, 1995.)

2.56.04 Powers The Crossett Municipal Airport Commission shall have full and complete authority to manage, operate, improve, extend and maintain the Crossett Municipal Airport and its related properties and facilities, including the right to employ or remove any and all assistants, and employees of whatsoever nature, kind or character, and to fix, regulate and pay their salaries, it being the intention of this article to vest in the commissioners unlimited authority to operate, manage, maintain, improve and extend the Crossett Municipal Airport and its related properties and facilities and to have full and complete charge thereof. (Ord. No. A-54, Sec. 4, June 26, 1950.)

2.56.05 Rules and regulations The Crossett Municipal Airport Commission shall adopt such rules and regulations as it may deem necessary and expedient for the proper operation and management of the Crossett Municipal Airport, its related properties and facilities, and shall have the authority to alter, change or amend such rules and regulations at its discretion. The Commission shall comply with, or cause to be complied with, all civil air regulations of the federal and state government as to airworthiness of aircraft, certification of aircraft and operation of aircraft. The Commission shall protect all the aerial approaches to the airport within its jurisdiction. (Ord. No. A-54, Sec. 7, June 26, 1950.)

2.56.06 Meetings The Crossett Municipal Airport Commission shall meet at least monthly, but other meetings may be held at any time by the Commission or upon the call of the Mayor or City Council. (Ord. No. A-54, Sec. 9, June 26, 1950.)

2.56.07 Revenue All revenue derived from the operation of the Crossett Municipal Airport, after paying the operating expenses and maintenance, shall be set aside and used for additional improvements on the airport. (Ord. No. A-54, Sec. 5, June 26, 1950.)

2.56.08 Reports The Crossett Municipal Airport Commission shall keep a record of all revenues and expenditures of the airport, its related properties and facilities, and shall submit monthly reports to the Mayor and City Council. It shall be the duty of the airport commissioners to prepare and file an annual report of the financial affairs and conditions of the airport, its related properties and facilities, annually between January 15 and the first Monday in February thereafter; the report shall be filed in the office of the City Clerk/Treasurer and shall be subject to the inspection of any citizen of the state. The report shall set out a full, detailed, complete and correct statement of all receipts of every kind since the last preceding report, showing the source thereof, and all disbursements of every kind showing date, amount, number and purposes of each voucher, to whom issued and the date cancelled. The report shall show the full financial condition of the airport, its related properties and facilities and the status of its bonded debt, if any, and of every other detail necessary to a full and thorough understanding from such report of the actual financial condition of the airport. The report shall be verified by the commissioners. The commission shall furnish such other reports, data and information as may be requested by the Mayor and/or City Council. (Ord. No. A-54, Sec. 8, June 26, 1950.)

CHAPTER 2.60

AMBULANCE SERVICES

Sections:

- 2.60.01 Ambulance service
- 2.60.02 Charges
- 2.60.03 Unlawful acts
- 2.60.04 Penalty

2.60.01 Ambulance service

- A. The city may own and operate an emergency ambulance service to serve both the city and the county. The ambulance service shall be operated by and under the supervision of the Crossett Fire Department. (Ord. No. A-588, Sec. 1, Nov. 6, 1995.)

- B. The city of Crossett, Arkansas, hereby grants to the Crossett Fire Department – Ambulance Division an exclusive contract and franchise to provide emergency medical services and ambulance services and operations within the city.
- C. This exclusive franchise shall commence on July 19, 2004, and shall expire on December 31, 2014, at which time the Crossett City Council will have the opportunity to make a competitive solicitation of ambulance franchise applications, which may then be pursued by the city. This provides a safe and effective means of encouraging fair and equitable private-sector participation.
- D. The Crossett City Council shall have and possess all the powers granted to an EMS Board under A. C. A. 14-266-101 et seq. (1998 Repl.)
- E. On a case-by-case basis, the Crossett Fire Chief shall have the sole and exclusive authority to authorize another ambulance company to make an ambulance service run originating within the city of Crossett. Any such actions shall have no effect upon the exclusive contract and franchise granted hereunder. (Ord. No. 2004-8, Sec. 1, July 19, 2004.)

2.60.02 Charges Charges for ambulance services shall be as follows:

1	Basic Life Support Emergency Base Rate	\$ 958.00
2	Basic Life Support Non Emergency Base Rat	\$ 604.00
3	Advanced Life Support Emergency Base Rate	\$ 1,150.00
4	Advanced Life Support 1 Non Emergency Base Rate	\$ 725.00
5	Advanced Life Support 2 Emergency Base Rate	\$ 1,660.00
6	Mileage, per mile	\$ 21.50

These rates may only be altered or reduced with the express written consent of the Crossett Fire Chief. (Ord. No. 2017-03, Sec. 1.)

2.60.03 Unlawful acts It shall be a misdemeanor for any person to:

- A. Obtain or receive ambulance services without intending at the time of obtaining or receiving such services to pay, if financially able, the necessary charges. A determination that the recipient of such services has failed to pay for the services rendered for a period of sixty (60) days after request for payment, and the recipient is financially able to do so, shall raise a presumption that the recipient of the services did not intend to pay for the services at the time they were obtained or received.
- B. Knowingly and willfully summon an ambulance or report that an ambulance is needed when such person knows that the services of an ambulance are not needed. (Ord. No. A-296, Sec. 3, May 19, 1969.)

2.60.04 Penalty Any person who is convicted of a violation of Crossett Code Section 2.60.03 shall be fined a sum of not less than Fifty Dollars (\$50.00) nor more than Five Hundred Dollars (\$500.00). (Ord No. A-296, Sec. 4, May 19, 1969; Ord. No. A-588, Sec. 3, Nov. 6, 1995.)

CHAPTER 2.64

LIBRARY BOARD

Sections:

2.64.01	Established
2.64.02	Members
2.64.03	Organization
2.64.04	Powers
2.64.05	Contracts
2.64.06	Library fund
2.64.07	Donations
2.64.08	Annual report

2.64.01 Established There is hereby established a Board of Trustees, which shall be known as the Board of Trustees of the Crossett Public Library, which shall have the powers and perform the duties as may be hereafter prescribed by the City Council. (Ord. No. A-43, Sec. 1, May 16, 1949.)

2.64.02 Members The Library Board of Trustees shall consist of seven (7) members, who shall be qualified electors of the city and who shall be appointed by the Mayor and confirmed by a majority of the City Council. The members will serve staggered six-year terms. One member of the City Council may be designated by the Mayor as an *ex officio* member to serve until expiration of this term as councilmember. Each member of the Board shall immediately after his appointment execute the constitutional oath of office required of public officials. No member of the Board shall receive any compensation for his service. The removal of a trustee permanently from the city or his absence from four consecutive meetings of the Board, without due explanation of absence, shall render his office vacant. Vacancies shall be filled by the Mayor, by appointment, and confirmed by a majority of the City Council. Any trustee may be removed from office for cause by majority vote of the City Council. (Ord. No. A-43, Sec. 2, May 16, 1949; Ord. No. A-351, Secs. 1-2, July 23, 1973, Ord. No. A-573, Sec. 1, Jan. 27, 1995.)

2.64.03 Organization The Library Board of Trustees shall, immediately after its appointment, meet and organize by the election of one of their number president and by election of such other officers as it deems necessary. It shall make and adopt such bylaws, rules and regulations for its own guidance as it shall see fit. The Board shall meet once a month and oftener if necessary for the transaction of business. (Ord. No. A-43, Sec. 3, May 16, 1949.)

2.64.04 Powers

- A. The Library Board shall have control of the construction of any library building, and the supervision, care and custody of the grounds, rooms, or buildings constructed, leased or set apart for that purpose.
- B. The Board shall have the power to appoint a librarian qualified by education, training, experience and personality, who shall serve at the will of the Board. They shall have power to appoint necessary assistants and other members of the staff, basing their appointment on the recommendation of the librarian.
- C. The Board shall have the power to make necessary rules and regulations for administering the library and shall make provisions for representation at library conventions. (Ord. No. A-43, Sec. 4, May 16, 1949.)

2.64.05 Contracts The Library Board may extend the privilege and use of the library and reading rooms to persons residing outside the city upon such terms and conditions as the Board may from time to time by its regulations prescribe. The Board may also contract for library service with the Ashley County Quorum Court or with the municipal authorities of a neighboring city, town or village or with school authorities. (Ord. No. A-43, Sec. 5, May 16, 1949.)

2.64.06 Library fund All money received for library purposes, whether by taxation or otherwise, shall belong to and be designated as the Library Fund, and shall be paid into the city treasury, and kept separate and apart from other funds, of such city, and drawn upon by the proper officers of the library upon the properly authenticated vouchers of the Library Board. The Board shall have exclusive control of the expenditures of all moneys collected to the credit of the Library Fund. (Ord. No. A-43, Sec. 4, May 16, 1949.)

2.64.07 Donations Any person desiring to make donations of money, personal property or real estate, for the benefit of the library, shall have the right to vest the title to the money or real estate so donated in the Library Board of Trustees, to be held and controlled by the Board, when accepted, according to the terms of the deed, gift, devise or bequest of such property, and as to such property the Board shall be held and considered trustees. (Ord. No. A-43, Sec. 6, May 16, 1949.)

2.64.08 Annual report

- A. At the end of each fiscal year the Library Board of Trustees shall present a report of the condition of the trust to the City Council. This report shall be verified under oath by the president of the Board, or by its secretary.

- B. The report shall contain:
1. An itemized statement of the various sums of money received from the Library Fund and other sources.
 2. A statement of the number of books and periodicals available for use, and the number and character thereof circulated.
 3. A statement of the real and personal property received by devise, bequest, purchase, gift or otherwise.
 4. A statement of the character of any extension of library service which may have been undertaken.
 5. Any other statistics, information or suggestions that might be of interest.
- C. A copy of the report shall be filed with free library service in the state department of education. (Ord. No. A-43, Sec. 7, May 16, 1949.)