

ORDINANCE NO. 01-2016

CITY OF DIAMOND CITY, BOONE COUNTY, STATE OF ARKANSAS:

**AN ORDINANCE ESTABLISHING THE ORGANIZATION, MANAGEMENT,
AND RULES OF PROCEDURE FOR THE AFFAIRS OF THE CITY OF
DIAMOND CITY AND THE DIAMOND CITY CITY COUNCIL, AND FOR
OTHER PURPOSES.**

WHEREAS, the City of Diamond has an obligation to provide the citizens with services in the most effective and efficient manner possible; and

WHEREAS, the City of Diamond will establish a mission statement to provide all employees and elected officials with guidelines to follow when providing services and communicating with the citizens; and

WHEREAS, A.C.A. §14-43-501 provides for the elected Aldermen to assemble and organize the City Council; and

WHEREAS, the elected Aldermen of the City of Diamond City, Arkansas believe that it is in the best interest of the City to establish the following rules and regulations regarding the proceedings of the monthly City Council meetings of Diamond City;

NOW THEREFORE, BE IT ENACTED, by the City Council of the City of Diamond City, as follows:

SECTION 1. MISSION STATEMENT

Vision Statement

To deliver effective and efficient services thereby providing a quality of life that makes the City of Diamond City a great place to live, visit and play.

Mission Statement

It is the mission of the City of Diamond City to provide excellent customer service to all residents and visitors of the city. We will strive to wisely manage and utilize the financial and physical resources of town government, to promote policies and programs which will assure the long term health and vitality of the community, and to develop and enhance the professional growth of all Staff members.

Core Values Statement

- **Public Service is our purpose. It is why we are here.**
- **We commit to provide competent, dependable and efficient service to all by knowing our jobs and our City.**
- **We value dependability and accountability in our relationships.**

- We value tactful, useful, informative and honest communication among ourselves and with our community. Listening to the needs of others is a critical part of our communication process.
- We honor diversity by respecting our customers and fellow employees.
- We commit to continuous improvement and growth through visionary, proactive leadership and technology.
- We set these standards of quality service by upholding our core values.

SECTION 2. ORGANIZATION

The City of Diamond City shall have the general organizational structure as follows:

Mayor's Office (Administration) – Responsible for all operations of the City of Diamond City.

Treasurer – Responsible for the financial operations of the city.

Recorder – Responsible for the operations of the City Council and Planning and Zoning Commission.

Public Works Department – Responsible for water, sewage, streets, and general maintenance of public buildings.

Water Billing Department – Responsible for billing for services and daily City Hall operations.

Police Department – Responsible for the safety of the citizens of the City of Diamond City

SECTION 3. COUNCIL PROCEDURAL RULES.

- A. In the absence of specific rules of procedure, as set out in this procedural ordinance, the rules of procedure for transacting business at regular and special sessions of the City Council shall be the "Procedural Rules for Municipal Officials" published by the Arkansas Municipal League in 1987. The Recorder shall commence a roll call vote with a different member of the City Council on a rotating basis or by motion of a City Council Member, seconded and passed by a majority vote of the Council. Any citizen attending a meeting of the Diamond City City Council shall be given a reasonable opportunity at the end of discussion on the second reading of an ordinance at hand but before the final vote, by allowing each citizen three minutes to discuss the matter at hand. The public shall be afforded a reasonable opportunity to voice comments concerning agenda items at the beginning of each regular or special meeting of the Council and topics not on the agenda at the end of each regular meeting to bring concerns for future consideration. Likewise, each citizen shall be afforded three minutes in total for this discussion.

SECTION 4. CITY COUNCIL ADMINISTRATION.

- A. The Recorder shall serve as secretariat of the City Council. In the absence of the Recorder, the Recorder or the Mayor may appoint a Deputy Clerk to serve in place of the Recorder in his/her absence. The recorder shall perform all administrative and record-keeping duties of the Council in accordance with Arkansas Law. A tape recorder may be used to record the meeting for the Recorder's convenience. After the Council minutes are passed, two (2) copies of the recorded meeting shall be kept; one in the Recorder's Office and one in the City Attorney's Office.

SECTION 5. AGENDA

- A. It shall be the responsibility of the Recorder to see that the agenda, Council information packets, and public notifications are prepared. The Recorder will see that the agendas are distributed to the City Council members and other interested citizens in a timely manner to include radio and newspaper notification.
- B. All items submitted to the Recorder for the agenda must be submitted in writing no later than the close of business on the Wednesday prior to the regularly scheduled meeting. The name of the sponsor of each agenda item shall be attached to the ordinance, the resolution, or other item before it is placed on the agenda. Every effort will be made to deliver a packet containing items that have been placed on the agenda to the City Council members no later than noon on the Friday prior to the regularly scheduled meeting. The agenda shall be posted prominently in City Hall and other selected public places no later than noon on the Friday prior to the regularly scheduled meeting.

SECTION 6. MINUTES

- A. The minutes of any regular and special council meeting will be completed no later than 7 business days after the meeting. This will ensure there is ample time for revisions and finalizing of the minutes to be prepared before the next regular meeting at which time the minutes will be put on the agenda for approval by the Council.

SECTION 7. REGULAR MEETINGS.

- A. The regular meeting of the Diamond City City Council will be held on the fourth Tuesday of each month at 6:00 PM in the Diamond City Community Center, unless otherwise announced. The meeting date and time will be posted in selected public places. When a regular meeting of the Council falls on a recognized City holiday, the meeting shall be held the same time and place on the next day for which city government offices are open for business or as announced.

SECTION 8. SPECIAL MEETINGS.

- A. The Mayor or 3 (three) Council members may call special meetings upon at least Six (6) hours' notice. The notice of a special meeting shall specify the subject(s), date, time, and designated location of the special meeting. Only such business as was included in the notice may be considered. Every effort will be made to notify the citizenry of Diamond City through KHOZ radio stations, the Harrison Daily Times, the Public Notice locations designated by the Council, and the Meetings sign on Grand Avenue.
- B. Notice of a special meeting given at any regular or special meeting of the City Council shall constitute due notice to the members. The Recorder shall be responsible for giving a timely notice to absent members, as well as giving public notice, containing the information specified in subsection A. of this section.
- C. Notice of a special meeting of the City Council called by the Mayor at other than a meeting of the City Council shall be accomplished by the Mayor notifying the Recorder, in writing or verbally, who shall be responsible for notifying each City Council member individually, in writing or

verbally, and give due public notice, containing information specified in subsection A. of this section.

- D. Notice of a special meeting of the City Council called by three (3) of the Council members shall be accomplished by one member of the three notifying the Recorder in writing or verbally. In addition to the information specified in subsection A., the notice shall also include the name of each Council member calling the meeting. The Recorder shall notify the Mayor. The Recorder shall be responsible for notifying the Mayor and each Council member not calling the special meeting, in writing or verbally, and giving due public notice.
- E. In order to protect the rights and interests of all city officials concerned and the general public, it is the intent of this body that notice of a call for a special meeting shall be given as far in advance as possible consistent with the nature and immediacy of the purpose of the special meeting. The minimum of Six (6) hours' notice shall be used only under extreme and unusual circumstances.
- F. All special meetings of the City Council or any of its committees shall be in conformance with the Arkansas Freedom of Information Act and all other state laws.
- G. Cancellations of a special meeting of the City Council may be enacted by the Mayor or at least three (3) of the Council members. Notice of the cancellation shall be accompanied by one member of the three notifying the Recorder in writing or verbally. The Recorder shall be responsible for notifying the Mayor and/or each Council member not included in calling the cancellation of the special meeting, in writing or verbally, and giving due public notice. This called cancellation of a special meeting shall be made no less than Six (6) hours prior to the time of the special meeting. It is expected that the special meeting will be canceled by the person/s calling the meeting or for pertinent cause, i.e., the Mayor's inability to attend or the lack of a quorum.

SECTION 9. PUBLIC NOTIFICATION OF MEETING OR COMMITTEE MEETINGS.

- A. In addition to all other duties required by law, the Recorder shall be responsible for giving public notification required by Arkansas Freedom of Information Act of regular and special meetings of the City Council and committees thereof. Committee Chairpersons shall strive to give the Recorder forty-eight (48) hours' notice, in writing or verbally, of meetings of their committees in order to give the Recorder time to notify all City Council members, the Mayor and the public.

SECTION 10. ATTENDANCE AT MEETINGS BY CITY RECORDER AND CITY TREASURER

- A. In addition to duties required by law, the City Recorder and the City Treasurer shall attend all regular meetings of the City Council for the purpose of responding to any questions which may arise concerning the financial statement required to be submitted monthly to the City Council by the City Treasurer. In the event he/she is unable to attend, the mayor will answer any questions as able.
- B. In addition to duties required by law, the Recorder and the Treasurer shall attend all special meetings of the City Council

SECTION 11. COMMITTEES

A. Definitions

- 1) Wherever the term "standing committee" is used in this section, it shall mean a committee of the City Council, constituted by the City Council, meant to perform in a continuing function, and intended to remain in existence.
- 2) Wherever the term "special committee" is used in this section, it shall mean a committee of the City Council, constituted by the City Council, meant to complete a specific assignment, and to be dismissed upon completion of its task.
- (3) Wherever the term "committee" or "committees" is used, it shall mean both standing and special committees of the City Council.

B. There are hereby established the following Standing Committees of the City Council. The Mayor is an ex-officio member of all committees:

- (1) Budget and Finance (consisting of the Council as a whole)
- (2) Ordinance and Resolution
- (3) Personnel and Employee Policy
- (4) Public Works Committee (Streets, Water, and Sewer)

C. The Ordinance and Resolution, the Personnel and Employee Policy, and Public Works (Streets, Water and Sewer) committees shall consist of Two (2) members of the City Council. Other citizens may be added.

D. Appointments: The majority of the City Council shall appoint all standing committees constituted by the City Council.

E. Terms of Members. The length of membership of each committee member shall coincide with the Councilman's term of office.

- 1) Election of Chairpersons. Committee Chairpersons shall be elected by each individual committee provided that no Councilman serve as the chairperson of more than one standing committee. The term of the chairperson shall be one year, but a Chairperson may be elected to serve successive terms.
- 2) Meeting calls. Committees shall meet at the call of the Chairperson or two committee members or by the request of the Mayor.
- 3) Nature of Meetings. All committee meetings shall be open to the public. Media representatives shall be given at least Six (6) hours' notice of all committee meetings.
- 4) Reports. Each committee shall report its progress, findings and recommendations to the City Council during regular and special meetings. The formal committee report in the regular or special session of the City Council shall provide opportunity for both a majority and a minority report, if and when such a situation exists.

- 5) Minutes. Each committee shall require written minutes of the proceedings in each meeting. Copies of committee minutes shall be furnished to the Recorder for a file of committee minutes to be available for public inspection and copying.

SECTION 12. OVERSEEING BOARDS, COMMISSIONS AND APPOINTMENTS.

- A. Appointments. A majority of the City Council shall make appointments to all overseeing (advisory) boards and commissions constituted by the City Council. Likewise, the City Council may remove any board or committee member by a vote of the Council.
- B. The City Council, with the recommendation of the Mayor, hereby establishes the following Boards and Commissions, if any:
 - 1) Parks and Recreation
 - 2) Community Center
 - 3) Special Projects and Grants
 - 4) Planning and Zoning
 - 5) Municipal Improvement District 1
 - 6) Municipal Improvement District 2
- C. Terms of Members. The length of membership of each board member shall be two years or as designated by the Board By-laws and approved by the City Council. Members may be elected to serve successive terms.
- D. Election of Officers. Board Officers shall be decided by a majority of its members. No Board Member shall serve as a chairperson of more than one board. Officers may be elected to serve successive terms.
- E. Additional Boards. The City Council, with the recommendation of the Mayor, as need arises, may form other boards with a majority vote to establish such boards.
- F. The City Council may approve or remove any member of any board outside the purview of the City with a majority vote of the Council.
- G. Meeting calls: Boards shall meet at the call of the Chairperson or President, two committee members, or the Mayor.
- H. Nature of Meetings: Notice. All Board meetings shall be open to the public. The Public will be notified of canceled meetings in the same manner special meetings are called.
- I. Reports: Each Board shall report its progress, findings and recommendations, if any, to the City Council during regular and special meetings.
- J. Minutes: Each Board shall require written minutes of the proceedings in each meeting. Copies of board minutes shall be furnished to the Recorder for a file of board minutes to be available for public inspection and copying.

SECTION 13. PUBLIC HEARINGS, TOWN MEETINGS AND/OR WORK SESSIONS:

- A. The Mayor or two (2) members of the City Council may call a Public Hearing, Town Meeting and/or Work Session upon at least Six (6) hours' notice. The notice of a hearing, meeting or session shall specify the subject, date, time, and designated location of the hearing, meeting or session. Public Hearings, Town Meetings and/or Work Sessions shall be used for a means of information gathering or the hearing of evidence on a particular subject or action and only such business as was included in the notice may be considered and no conclusions or votes mandating the City Council to act or take action will be taken or recognized by the City Council at such hearings, meetings or sessions.
- B. Notice of a Public Hearing, Town Meeting and/or Work Session called by the Mayor at other than a regular meeting of the City Council shall be accomplished by the Mayor notifying the Recorder in writing or verbally. The Recorder shall be responsible for notifying each Council member individually, in writing or verbally, and give due public notice, containing information specified in subsection (a) of this section.
- C. Notice of a Public Hearing, Town Meeting and/or Work Session of the City Council called by any Three (3) Council members shall be accomplished by one member of the calling group to notify the Recorder in writing or verbally. In addition to the information specified in subsection (a), the notice shall also include the name of each Council member making up the called public hearing town meeting or work session. The Recorder shall be responsible for notifying the Mayor and each Council member not in the calling group of the hearing, meeting or session, in writing or verbally, and giving due public notice.
- D. In order to protect the rights and interests of all city officials concerned and the general public, it is intent of this body that notice of a call for a Public Hearing, Town Meeting and/or Work Session shall be given as far in advance as possible consistent with the nature and immediacy of the purpose of the hearing, meeting or session. The minimum of Six (6) hours' notice shall be given only under unusual circumstances.
- E. All Public Hearings, Town Meetings and/or Work Sessions called by the Mayor, City Council or any of its committees shall be in conformance with the Arkansas Freedom of information Act and all other state laws.

SECTION 14. EMERGENCY.

- A. As pursuant to the Arkansas Law adopted by the Arkansas General Assembly and Amendments thereto, the law requires the City Council to meet at least monthly at a specified time and place. The City Council and/or Mayor may call a special meeting with a Six (6) hour notification. Certain notices must be given under certain circumstances by order of law. The City Council and/or Mayor has the authority to require certain persons to attend the special and regular meetings of the City Council and to give, record and store certain information and records pertaining to the state, status and condition of the City. Certain committees ordained by the City shall function responsively and immediately for the benefit of the City.

SECTION 15.

- A. If any provision of this ordinance or the application thereof to any person or circumstance is held to be invalid by a Court of competent jurisdiction, such invalidity shall not affect other provisions

or applications of the ordinance, and to such end the provisions of this ordinance are declared to be severable.

SECTION 16.

- A. All ordinances or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 23 day of February, 2016 in a regular meeting.

Aye 5 Nay 0 Absent 1 Abstain 0

ATTEST:


Cheryl Guthrie, Recorder/Treasurer

APPROVED:


Jan Hudson, Mayor