

MOUNTAIN HOME CITY COUNCIL REGULAR MEETING AGENDA

THURSDAY, AUGUST 24th, 2023 @ 6 P.M.
COUNCIL CHAMBERS OF THE MUNICIPAL BUILDING
720 HICKORY STREET, MOUNTAIN HOME, ARKANSAS

Pledge of Allegiance

Prayer

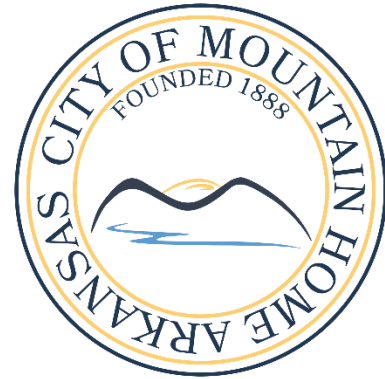
Roll call

Minutes from the August 3rd Council meeting

Committee reports

Bank reconciliations

Announcements



OLD BUSINESS

NEW BUSINESS

REQUEST TO CREATE LINE ITEMS FOR PARKS DEPARTMENT, presented by Alma Clark

- ***101-5107-73449 (DONATIONS RECREATION SCHOLAR – REV) AND FUND AT (\$20.00)***
- ***101-5107-73550 (DONATIONS RECREATION SCHOLAR – EXP) AND FUND AT \$20.00***
- ***101-5107-73551 (DONATIONS WATER SAFETY SCHOLAR – REV)***
- ***101-5107-73552 (DONATION WATER SAFETY SCHOLAR – EXP)***

REQUEST TO MAKE BUDGET ADJUSTMENTS TO NINE PARKS DEPARTMENT LINE ITEMS (SEE ATTACHED TABLE), presented by Alma Clark

AN ORDINANCE AMENDING ORDINANCE NO. 2023-14, 2023-06, 2020-19, 2019-19, 2018-11, 2017-8, 2014-10, 2013-10 PERMITTING MUNICIPAL EMPLOYEES AND OFFICIALS TO CONDUCT BUSINESS WITH THE CITY OF MOUNTAIN HOME, ARKANSAS AND PRESCRIBING THE EXTENT OF SUCH AUTHORITY, PRESENTED BY Eddie Griffin

AN ORDINANCE WAIVING COMPETITIVE BIDDING AND AUTHORIZING THE PURCHASE OF A PUBLIC SAFETY CAMERA SYSTEM FROM CRITICAL EDGE OF JONESBORO, ARKANSAS, FOR A SUM OF \$65,000, presented by Eddie Griffin

APPOINTMENT TO THE MOUNTAIN HOME DEPOSITORY BOARD (SEE RESOLUTION #613), presented by Hillrey Adams

COMMENTS

ADJOURN

Respectfully submitted,
Scott Liles, City Clerk

MINUTES
REGULAR CITY COUNCIL MEETING – Thursday, August 3rd, 2023

1. The Mountain Home City Council met in regular session on August 3rd, 2023, in the Council Chambers of the Municipal Building. Mayor Hillrey Adams called the meeting to order at 6 p.m.
2. **ROLL CALL** Following the Pledge of Allegiance and an invocation, the following Council members were present for the roll call: Bob Van Haaren, Susan Stockton, Jennifer Baker, Wayne Almond, Carry Manel, Jim Bodenhamer and Nick Reed. Council member Paige Evans was absent.
3. **IN ATTENDANCE** City officials present: Mayor Hillrey Adams, City Clerk Scott Liles, Director Alma Clark, Public Works Director Steve Hill, Fire Chief Kris Quick, Police Chief Eddie Griffin and Code Enforcement Officer Mike Anderson.
4. **MEDIA** Chris Fulton with the Mountain Home Observer, Heather Link with KTLO News and Caroline Spears with The Baxter Bulletin.
5. **MINUTES** Council member Jennifer Baker made a motion to approve the minutes from July 6th, 2023, meeting. The motion was seconded by council member Susan Stockton. *The vote was recorded as follows: All present – Yes.*
6. **NEW BUSINESS**

RESOLUTION REAPPROPRIATING ARPA FUNDS FROM HIGHWAY 5 SOUTH WATER AND SEWER LINE EXTENSION PROJECTS (600-5601-46328 AND 600-5602-46329) TO THE COUNTY ROAD 390 FORCE MAIN REHAB PROJECT (600-5602-46330) If approved, this resolution would reappropriate American Rescue Plan Act (ARPA) funds from the Highway 5 South water and sewer line extension projects to the County Road 390 Force Main rehabilitation project. The 390 Force Main project needs immediate repairs, while the Highway 5 South expansion is not expected to begin for another 12-18 months, at minimum. Council member Jennifer Baker made a motion to approve the resolution and was seconded by council member Bob Van Haaren. *The vote was recorded as follows: All present – Yes, and the resolution declared adopted and numbered Resolution No. 2023-10.*

OPENING A NEW CHECKING ACCOUNT FOR THE CR 390 FORCE MAIN REHABILITATION PROJECT Finance Director Alma Clark asked the Council to approve the request to open a new checking account for the CR 390 rehabilitation project. Council member Jennifer Baker made a motion to approve this request and was seconded by council member Susan Stockton. *The vote was recorded as follows: All present – Yes, and the request was approved.*

MOVING \$500,000 INTO THE NEW CR 390 FORCE MAIN REHABILITATION PROJECT CHECKING ACCOUNT FROM FUNDS IN THE HIGHWAY 5 SOUTH WATER/SEWER LINE EXTENSION PROJECT ACCOUNT

If approved, this request would transfer \$500,000 into the new CR 390 project account from the current balance of \$599,980 found in the Highway 5 S project account. This would leave \$99,980 in that account for future use towards extending the water/sewer lines on Highway 5 South. Council member Bob Van Haaren made the motion to approve the request and was seconded by Jennifer Baker. *The vote was recorded as follows: All present – Yes, and the request was approved.*

CREATING A NEW CHECKING ACCOUNT FOR THE POLICE DEPARTMENT

Police Chief Eddie Griffin asked the Council to approve creating a new checking account for the Police Department that would be used when the PD sells surplus items online. Once an item is sold thru an online reseller like eBay, the funds from that sale would go into the new checking account before being transferred out into the appropriate line-item accounts. Council member Bob Van Haaren made a motion to approve the request and drew a second from council member Nick Reed. *The vote was recorded as follows: All present – Yes, and the request was approved.*

AN ORDINANCE AMENDING THE CONTRACTED WATER RATES BETWEEN THE CITY OF MOUNTAIN HOME WATER DEPARTMENT AND WHOLESALE PURCHASERS, AS OUTLINED IN ORDINANCE NO. 599 SECTION 8 AS AMENDED BY ORDINANCE NO. 01-21, 03-12, 2005-42, 2006-28, 2007-24, 2008-21, 2009-13, 2010-22, 2011-10, 2012-6, 2013-7, 2014-11, 2016-13 & 2019-28, 2020-32, 2021-21, and 2022-25

If approved, this Ordinance would adjust the rates the City charges to its wholesale water customers, namely surrounding public water authorities and municipalities. Under contract, the City charges such entities the cost of water production plus 10 percent, and the City is allowed a yearly review of its expenses and subsequent pricing adjustment. If approved, the Ordinance would see the Northeast Water Authority pay \$4.82 per 1,000 gallons, an increase of 4 cents compared to last year's rate; the cities of Gassville or Cotter pay \$5.30 per 1,000 gallons, an increase of 29 cents compared to the previous rate; and the Lakeview-Midway Water Authority pay \$5.51 per 1,000 gallons, an increase of 27 cents compared to last year's rate. City clerk Scott Liles placed the item on its first reading, reading the Ordinance in its entirety.

SECOND READING After the item's first reading, council member Bob Van Haaren made a motion to suspend the rules and place the Ordinance on its second reading by title only. His motion was seconded by council member Nick Reed. *The vote was recorded as follows: All present – Yes, and the motion was declared passed.*

THIRD READING Following the proposed Ordinance's second reading, council member Bob Van Haaren made a motion to suspend the rules and place the item on its third reading by title only. Council member Jennifer Baker seconded the motion. *The vote was recorded as follows: All present – Yes, and the motion was declared passed.*

ADOPTION After the item's third reading, council member Bob Van Haaren made a motion to adopt the proposed Ordinance and drew a second from council member Jennifer Baker. *The vote was recorded as follows: All present – Yes, and the Ordinance declared adopted and numbered Ordinance No. 2023-31.*

RESCHEDULING THE AUG. 17 MEETING With two council members not being able to attend the next Council meeting scheduled for Thursday, Aug. 17th, it was decided that the meeting would be moved back a week to Thursday, Aug. 24th.

NEW BULLETIN REPORTER Mayor Hillrey Adams took a moment to recognize Caroline Spears, the new reporter for the Baxter Bulletin. Spears moved to the area about a year ago from Shreveport and will be covering city and county government for The Bulletin.

NEW SERVICE OFFERED BY WASTE CONNECTIONS Kendrick Ketchum, district manager for Waste Connections, addressed the Council. The city's trash hauler will begin offering a weekly pickup of large, bulky items for a fee of \$5 per item. This will be in addition to the twice-a-year large item pickup that Waste Connections already provides. The weekly bulk pickup will be on Fridays, and residents should call Waste Connections earlier in the week to schedule a stop on the route. Customers may pay for their pickups online, over the phone with a credit card or by leaving the money for the Waste Connections driver.

PLANNING COMMISSION APPOINTMENT Mayor Hillrey Adams reported that Lynn Anderson, a member of the Mountain Home Planning Commission, has decided to step down after 16 years of service. Adams has nominated Emily Floyd to fill Anderson's seat on the Commission, and asked the Council to approve that nomination so that she may be seated at the next meeting. *Council member Nick Reed made a motion to approve the nomination and was seconded by council member Jim Bodenhamer. The vote was recorded as follows: All present – Yes, and the nomination was confirmed.*

UPDATE ON COMMUNITY AND AQUATIC CENTER Mayor Hillrey Adams reported that the designs for the proposed combination community/aquatic center at McCabe Park had now been completed. The City hoped to advertise for construction bids next week and possibly open bids by late August or early September.

UPCOMING CHARITY RAG BALL GAME City clerk Scott Liles reminded everyone that the charity rag ball game between the Fire Department and Police Department would be Saturday, Aug. 12, at 6 p.m. at the high school softball field. Last year's inaugural contest saw the firefighters rally to tie it late and briefly take the lead before the police pulled back ahead in the ninth inning to win.

IRT CAMP REPORT Council member Susan Stockton reported on figures from the recent week-long Innovative Readiness Training Camp held by the U.S. military in Yellville. The camp, which wrapped up June 19, involved 185 medical personnel and provided free

medical, dental and optometric services to the area. Stockton said the camp performed 13,346 procedures that carried a total value of \$717,262.14.

7. ADJOURN

With no further business to come before the council, Mayor Hillrey Adams declared the meeting adjourned at 6:31 p.m.

HILLREY ADAMS, MAYOR

ATTEST:

SCOTT LILES, CITY CLERK

AUGUST 2023 08/01/2023 - W/S Committee Meeting

@ 4:33pm. Attending: Alma Clark, Steve Hill, Scott Liles, Jennifer Baker, Nick Reed, Bob Van Haaren, & Kirby Rowland & Mary Ellen Anderson. We met in Council Chambers. The meeting adjourned at 5:00 pm.

- Cash analysis / Revenue / Expense Report ending JULY 2023 were presented.
- Project reports will be presented at the next meeting in September's meeting.
- Our water loss was 19.9% Ending JUNE 2023. The previous month was at 24.4%. We continue to fix and find leaks daily as these leaks present themselves. Steve will have a report on findings of satellite imagery next meeting
- Reminder that the **Wholesale Rate Ordinance Passed out last meeting will be on council agenda for passage on 08/03/2023.**
- Kirby passed out copies of Garver project updates to the W/S Committee that are in progress: WWTP upgrades & additional upgrades at WWTP, New Lake intake project, Master Plan Updates.
- Steve informed the committee again that there is upcoming work that will need to be done quickly on the force main from CR 390 Lift station coming into town. Sealed bids were taken on getting the 12' DI line replaced by a contractor. There was one bid that was submitted. Steve has negotiated with the only bidder to get a better price for the work that contractor would do and then decided that the city could do a portion of this work and save what we pay a contractor for some of the services that were bid out (such as concrete/asphalting drives we may have to cross). Steve reported to the committee that he will need to make some changes to the ARPA appropriation request from last year's appropriation of funds to be placed toward this project instead of HWY 5 S project in which funds were previously allotted. It is necessary to get CR 390 Force Main Rehab Project started and completed in a timely manner. **Steve is requesting that reappropriation of the ARPA funds fund from HWY 5 S water/sewer project in the amount of \$500,000.00 be reappropriated to CR 390 Force Main Rehab Project in the next council meeting on August 3, 2023.**

PROJECT UPDATES: Will be given again on September 19, 2023 – only a half month as gone by since last updated... what is showing below is from last meeting July 18, 2023.

- **Dyer St. phase II Sewer Line Upgrade:** Started on 12/19/2022. Total footage to be upgraded is 2900' of pipe and 21 manholes to be replaced. To date we have laid 1078' of SDR 26 pipe and have set 6 manholes and 1 bore has been completed. Remaining to be laid is 1822' and 15 manholes. **ON HOLD** working on Conway Right now.
- **Hickory St Phase 2:** Started 06/08/23 again on W. 8th Street - we Laid 42' of 6" pipe and set 1 manhole and temporarily stubbed pipe for continuation and finished this section on 06/13/23. On E. 8th Street – we started this part on 05/26/2023 there will be an approximately 300' of line and 4 manholes to be set. To date we have laid & completed on 06/30/23 we shortened the amount of line due to services tying into line under buildings poured new manhole and moved manhole about 40' from original plan.
- **Morris St / N Church Water Line Upgrade:** Started 03/23/23. On Morris St total footage was 705' of 6" water line. To date we have laid all of the pipe & completed two bores on Morris St along with Clean-up & 4 service ties ins and placement of 1 fire hydrant and was completed on 05/25/23. Total footage that will be redone on church St is 740' (CHANGED) of 8". We started N. Church St. WL upgrade on 05/26/23. To date we have laid all 740' of 8" C-900 PVC have installed 1 FH on N Church St. Remaining to complete on N. Church is installed services tie ins will be completed when line has passed testing & then cleanup.

Morris St / N Church Sewer Line Upgrade: Started 06/15/23 on Morris St there will be a total of 904' & 3 manholes. To date we have laid 714' and 2 manholes and all tied into existing manhole at N street & Morris. Remaining to do on Morris is 176' and set 1 manhole. This footage that will be redone on Church St is 697' of 8" and 2 manholes this will start when finished on Morris.

Hargrave Water Line Upgrade: Started _____. We will be laying 20' of 6" line and placing a fire hydrant then reduce to 4" in which we will lay 330' of line & reset 7 services on new line.

*****OUR NEXT MEETING IS (CHANGE DAYS & DATE)*****

NEXT MEETING WILL BE HELD ON *******SEPTEMBER 19, 2023 @ 4:30PM******* Meeting will be held in council chambers.

Street Committee
August 15, 2023 – 12:30 p.m.

The meeting was called to order at 12:32.

Present were Scott Manchester, Assistant Street Director; Jim Bodenhamer, Susan Stockton and Paige Evans, Committee Members; Arnold Knox, Director of Planning and Engineering; and Steve Hill, Director of Public Works.

Scott reported the Access Road and community center at McCabe Park hasn't seen any work lately. Combined, the total spent on this project is \$111,683.53. Invitations for sealed bids will go out today for the community center and will be opened in a couple weeks.

Phase 2 of the Bike Path is at a stopping point at this time, as that crew has been working on Conway. When they are done with their part of the rebuild, they will go back to the Bike Path and continue where they left off. The total cost through July 31, 2023, is \$186,866.90.

The rebuild project going on at 1st Street is going well, and that crew is now pouring sidewalk from the bridge to College Street. Scott reported this project should be completed by the end of August, and as of July 31 the total cost to 1st Street is \$129,507.10. When this project is completed, the crew will be moving over to North Church Street for a complete rebuild from Highway 62 to North Street. They will then move over to Morris Street for a complete rebuild from Highway 62 to North Street.

The Conway Street rebuild project is going well and has a cost of \$97,874.33. Curbing should be completed by Friday, and the crew will start on the sidewalk. When the sidewalk has been completed, that crew will head back to the Bike Path and continue that build project. Last week, the Maintenance crew started digging out the roadbed and made it to Columbia.

Maintenance for the month of July 2023 totals \$69,054.30. The maintenance crew continued trimming limbs and spraying weeds. They repainted crosswalks

and stop bars throughout the city, swept streets and rebuilt the 8th St. parking lot after the Sewer Department put new sewer line through the lot. Scott reported they will reimburse the Street Department for the repairs to the 8th St. parking lot.

The Budget Summary was reviewed and looks good. Jim asked what the projected carryover would be, and Arnie reported it to be approximately \$3 million.

Susan reported two streetlights that need repairs; on Colewood at Holly Grove, and another streetlight on Colewood at Osage that has a shield missing.

The meeting was adjourned at 12:44 p.m.

2023 Budget Adjustments 08/24/23

Line Item Description	Line Item Number	Amount to Move to	Amount to Move From	BUDGET ADJUSTMENT
PARKS DEPARTMENT				
DONATIONS RECREATION SCHOLAR - REV	101-5107-73449	APPROVE LINE ITEMS FOR INCODE AND AMOUNT IN BUDGET		(20.00)
DONATIONS RECREATION SCHOLAR - EXP	101-5107-73550			20.00
DONATIONS WATER SAFETY SCHOLAR-REV	101-5107-73551			
DONTATION WATER SAFETY SCHOLAR-EXP	101-5107-73552			
INS - PROOPERTY & CONTENTS	101-5107-21610	\$5,787.89		
TRAVEL & TRAINING	101-5107-25800	\$1,714.29		
COMPUTER OPERATING	101-5107-27310	\$6,331.29		
CONCESSIONS	101-5107-28790	\$2,099.08		
PARK DEVELOPMENT	101-5107-28820	\$5,514.11		
OFFICE SUPPLIES	101-5107-31650	\$1,863.61		
SALARIES - PART TIME	101-5101-11501	\$20,000.00		
INMATE MEALS	101-5107-38610		\$6,669.67	
CONTRACT LABOR	101-5107-21390		\$36,640.60	
		\$43,310.27	\$43,310.27	0.00

ORDINANCE NO: 2023-xx

AN ORDINANCE AMENDING ORDINANCE NO. 2023-14, 2023-06, 2020-19, 2019-19, 2018-11, 2017-8, 2014-10, 2013-10 PERMITTING MUNICIPAL EMPLOYEES AND OFFICIALS TO CONDUCT BUSINESS WITH THE CITY OF MOUNTAIN HOME, ARKANSAS AND PRESCRIBING THE EXTENT OF SUCH AUTHORITY

WHEREAS, Arkansas Code Annotated 14-42-107 allows City employees and officials to conduct business with the City of Mountain Home upon passage of an Ordinance prescribing the extent of such authority;

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

The City Council of the City of Mountain Home, Arkansas hereby authorizes the individuals/companies listed on “Exhibit A” attached hereto to conduct business with the City of Mountain Home, Arkansas; and further defines the extent of authority as that shown on “Exhibit A”.

PASSED AND APPROVED THIS 24TH DAY OF AUGUST, 2023

HILLREY ADAMS, MAYOR

ATTEST:

SCOTT LILES, CITY CLERK

EXHIBIT A**ORDINANCE NO: 2023-xx**

<u>Employee name</u>	<u>Services provided</u>	<u>Value per year</u>
Bob Harris	CPR Training	+/- \$1,250
Steve Nearn	Detail Shop	+/- \$500
Lyle Uchtman	CPR Training	+/- \$1,250
Eric Setzer	Mowing	+/- \$1,000
Rocky Morrell	Mowing	+/- \$1,000
Larry Caruso	Clean Intake Well at Water Planet	+/- \$3,000-\$5,000
Roger Morgan	Legacy Title Co.	+/- \$1,000
Isaiah Kemp	Umpiring Soccer Season	+/- \$1,500
Nick Volkman	Umpiring Baseball/Softball Season	+/- \$1,000
Seth Farmer	Umpiring Baseball/Softball Season	+/- \$1,000
Josh Evans	Firearms and ammunition sales	+/- \$3,000-\$5,000

ORDINANCE NO. 2023-xx

**AN ORDINANCE WAIVING COMPETITIVE BIDDING
AND AUTHORIZING THE PURCHASE
OF A PUBLIC SAFETY CAMERA SYSTEM
FROM CRITICAL EDGE OF JONESBORO, ARKANSAS,
FOR A SUM OF \$65,000**

WHEREAS, The City of Mountain Home Police Department is desirous of purchasing a public safety camera system with analytics and recording; and

WHEREAS, the public safety camera system is necessary to provide greater ability to the Mountain Home Police Department in crime-solving for the citizens of Mountain Home.

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

SECTION 1. The Mountain Home Police Department desires to purchase a public safety camera system to aid criminal investigators to perform their duties.

SECTION 2. The Mountain Home Police Department has researched various systems and believes an Avigilon cloud system provided by Critical Edge would best meet the needs of the City of Mountain Home. The system is not available through state bidding, however the system was available through the national bidding system known as THE INTERLOCAL PURCHASING SYSTEM (TIPS).

SECTION 3. That the Mountain Home Police Department is hereby authorized to purchase of video monitoring, analytical, and recording system for a sum not to exceed \$65,000.00 (Sixty-five Thousand Dollars) from Critical Edge located in Jonesboro, Arkansas.

EMERGENCY CLAUSE The purchase of a public safety camera system is necessary for Mountain Home Police Department. An emergency is therefore declared to exist, and this Ordinance shall be in full force and effect from and after its passage.

PASSED AND APPROVED THIS 24th DAY OF AUGUST, 2023.

HILLREY ADAMS, MAYOR

ATTEST:

SCOTT LILES, CITY CLERK

2020 Arkansas Code Title 27 – Transportation Subtitle 4 - Motor Vehicular Traffic Chapter 52 - Traffic-Control Devices Subchapter 1 - General Provisions § 27-52-111. Automated enforcement device operated by municipality or department of state government operating within boundaries of municipality – Definitions

Universal Citation: [AR Code § 27-52-111 \(2020\)](#)

- a. (a) As used in this section:
 1. (1) “Automated enforcement device” means a system operated by a municipality or a department of state government that is operating within the boundaries of the municipality that:
 - A. (A) Uses a photo-radar device that is capable of detecting a speeding violation; and
 - B. (B) Photographs or records an image of the vehicle used in committing the violation, the operator of the vehicle, or the license plate of the vehicle; and
 2. (2) “Municipality” means a city of the first class, a city of the second class, or an incorporated town.
- b. (b) Except as used under subsection (c) of this section, an automated enforcement device shall not be used by a law enforcement agency of a municipality or a department of state government that is operating within the boundaries of the municipality to detect or enforce:
 1. (1) A violation of the traffic laws, rules, or regulations of the State of Arkansas; or
 2. (2) An ordinance of the municipality.
- c. (c)
 1. (1) A municipality or a department of state government that is operating within the boundaries of the municipality may use an automated enforcement device to detect and enforce a violation of traffic laws or ordinances:
 - A. (A) In a school zone; or
 - B. (B) At a railroad crossing.
 2. (2) If a municipality or a department of state government that is operating within the boundaries of the municipality uses an automated enforcement device, then a certified law enforcement officer must:
 - A. (A) Be present with the automated enforcement device; and

- B. (B) Issue the citation to the violator at the time and place of the violation.
- d. (d) This section shall not prevent the Arkansas Highway Police Division of the Arkansas Department of Transportation from using automated enforcement devices to enforce state or federal motor carrier laws.

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MOUNTAIN HOME POLICE DEPARTMENT



700.11	Law Enforcement Public Safety Cameras
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
ALEAP Standard:	
PROPOSED COPY	Potential Date Implemented: 11/01/2023
Authority: /s/ Edward J. Griffin	Review Date:

I. Purpose: The purpose of this policy is to regulate the use of Law Enforcement/Public Safety Cameras that will be deployed, operated, maintained, and monitored at locations within this jurisdiction and how images captured by those cameras will be stored, accessed, disseminated and retained.

II. Policy: This Department is committed to using Law Enforcement / public safety cameras and images captured by those cameras for lawful and legitimate purposes that will not abridge the privacy and civil rights of any individual and will take measures to ensure that the images collected and stored by these cameras are properly protected from unauthorized access or viewing. Further, this department will put into place security measures and auditing procedures to ensure that protocols are maintained with respect to the accessing of images, utilization of images for investigative and evidential purposes, and the established retention schedule of images collected and stored by these cameras.

III. General Guidelines: This department will deploy, operate and maintain fixed mounted camera monitoring systems within its jurisdiction in order to provide and enhance the overall security and safety of its public places. The department public safety camera system may be used for the following purposes including but not limited to: identify criminal activity and suspects, identify and gather evidence in criminal and civil actions, document police actions, safeguard individuals and police officer rights, aid in the search for lost or missing children or adults, assist emergency service personnel when responding to incidents, and assist with the training needs of the department through after action assessments of public safety personnel.

- A.** The public safety camera system will not be used to replace current police techniques. On the contrary, it is to be used to supplement them and assist in the delivery of public

safety services.

- B. The public safety camera system will record twenty-four (24) hours per day, seven (7) days per week, however this department may not monitor the cameras at all time.
- C. The installation of the camera system does not create a special relationship with any specific person or party. This department does not represent that the cameras will prevent or reduce criminal activity in the areas that are monitored.
- D. In all instances, the rights of individuals and the privacy of citizens will be strictly adhered to when utilizing the cameras.

IV. Definitions:

A. Archival Footage: Archival footage is considered those images captured through the use of cameras of incidents that have occurred in the past.

B. Department Personnel: For purposes of this directive, “department personnel” will include police department and public safety personnel.

C. Evidence Policy: Evidence Policy shall refer to the department’s property and evidence policy.

D. Observation: The word “observation” used in the context of camera operation shall mean real-time viewing and simultaneous recording of live camera images.

E. Operate: The word “operate” used in the context of camera operation shall mean using the pan, tilt, or zoom functions of a camera.

F. Pan, Tilt, and Zoom: The words “pan,” “tilt,” and “zoom” refer to the manipulation of a camera from a remote site so as to view areas outside of the original image frame or measurably increase the resolution of the images rendered.

G. Public Places: The phrase “public places” is defined as an area maintained for or used by the people or the community, or an area that is open to the scrutiny of others.

H. Public Safety Camera System: For purposes of this policy, Public Safety Camera System refers to all cameras that are owned, operated, and maintained by the law enforcement department, city or town that are in place to provide general monitoring of and in public places

I. Recording: The word “recording” refers to those images that are preserved and stored in the public safety camera system.

J. Specific Event Recording: Specific event recording refers to those situations when the activation of a camera is in accordance with this policy as a result of a specific event that is planned for in advance. This term also includes the activation of a camera for unplanned events that will assist in achieving the purpose set forth in the purpose section of this directive.

K. Sworn Department Personnel: The term “sworn department personnel” refers to sworn law enforcement officers of this department.

V. Procedures:

A. Monitoring

1. All employees that have been given user access will have the authority to operate the public safety security camera system upon written order.
2. Operators may utilize pan/tilt/zoom capabilities of the public safety security camera system. Any cameras that have been utilized in the pan/tilt/zoom mode must be returned to normal operations upon completion of the operation in pan/tilt/zoom mode.

B. Retention of Footage: All public safety camera recordings shall be stored as archival footage for twenty (20) days before being overwritten.

C. Retention of Archival Footage:

- a. Any LPR data that involves a hit from which an enforcement action, an investigation, or a prosecution resulted will be added to the case file and maintained therein until no longer needed.
- b. LPR data kept for the reasons stated above will be destroyed at the conclusion of an investigation that does not result in criminal charges being filed or upon completion of any criminal action undertaken in the matter involving the captured plate data.
- c. The recording has evidentiary value or if the recording has been subpoenaed due to an event which is captured, the recording shall be maintained until all legal action has been resolved.
- d. If a recording is used by the department for training purposes, the recording shall be maintained as a training record for five years.
- e. If the recording is referred to the District Attorney for advice or prosecution, then the recording shall be held for a minimum of six years or final action. The recording shall be maintained for the longer period of time.
- f. If a recording is used in a disciplinary action against an employee, then the recording shall be held for a minimum of three years from the time the employee is no longer employed completion of the disciplinary action and recording will be saved in the Internal Investigation File.
- g. In cases where the movements of persons or things that have been recorded are believed to be evidence of a crime the operator will notify his supervisor and inform him of the captured images. The supervisor shall then review the recording and determine the evidentiary value. If the supervisor determines that the recording should be maintained as evidence, the supervisor shall make a report so that the incident may be copied and maintained as evidence with the case. The copied footage will be forwarded to the appropriate investigative division and investigator to be maintained in the case file.
- h. Evidentiary tapes shall be marked by the supervisor of the public safety

camera system with the corresponding report number and turned over to the investigating officer assigned the case who shall then review the evidence and forward it to the evidence division for custody until such time as the case in question is needed in a court proceeding, reaches disposition or the statute of limitations expires.

- i. Where there is any indication that the recorded event may contain evidence that may be helpful to a suspect's/defendant's defense, that recording must be saved and turned over to the prosecutor assigned to the case in accordance with the "Duty to Disclose" policy of this department.

VI. Retrieval of Archival Footage

1. Operation Access Code/Certification: In order to operate any public safety security camera it will be necessary to enter an Operation Access Code/Password. The Operation Access Codes/Password will be issued to those members of the Police Department that have been given the prior written permission of the Police Chief or designee to access the public safety camera system. The Police Chief will make the determination.

RESOLUTION NO. 613

A RESOLUTION ESTABLISHING A DEPOSITORY BOARD FOR THE CITY OF MOUNTAIN HOME (UNDER A.C.A. §19-8-106) AND AMENDING RESOLUTION NO. 562.


WHEREAS, current Arkansas law provides that cities shall establish a three member depository board consisting of the Mayor, the Treasurer and a council designee; and,

WHEREAS, in keeping with the general law in Arkansas, a majority vote of the depository board shall be necessary to establish and control financial accounts;

NOW THEREFORE, BE IT RESOLVED by the Mountain Home City Council that there is hereby established a Depository Board consisting of the Mayor, the Treasurer and Council Member designee. Said council designee being for a term of 2 years; and, the Board shall be empowered with the authority to designate depositories and supervise the depositing of municipal funds in keeping with Arkansas Code Annotated §19-8-106 as it may from time-to-time be amended. Resolution No. 562 shall be amended to the extent that its terms are inconsistent with the express terms of this Resolution.

THIS RESOLUTION PASSED AND ADOPTED THIS 5th DAY OF

March
AUGUST, 2015.



JOE DILLARD, MAYOR

ATTEST:



BRIAN A. PLUMLEE, CITY CLERK