



BOARD OF ALDERMEN REGULAR MEETING

Tuesday, March 14, 2023 at 7:00 PM

City Hall, 206 Van Buren NE, Camden, AR 71701

AGENDA

- A. **CALL TO ORDER**
- B. **INVOCATION** - Superintendent Ronald Matheney, Pastor, Johnson Memorial Church of God in Christ, 885 Lincoln Drive, Camden, Arkansas.
- C. **PLEDGE OF ALLEGIANCE**
- D. **ROLL CALL**
- E. **APPROVAL OF MINUTES**
- F. **ACCEPTANCE OF FINANCIAL REPORTS**
- G. **AUDIENCE PARTICIPATION**
- H. **MAYOR'S REPORT**
- I. **OLD BUSINESS**
 - 1. ORDINANCE NO. 01-23, AN ORDINANCE AUTHORIZING A RATE PLAN FOR THE WATER AND SEWER DEPARTMENT, AND AMENDING CHAPTER 22, WATER AND SEWERS, ARTICLE II, WATER, DIVISION W, METER AND RATES, SECTION 22-22, RATES OF THE CODE OF ORDINANCES OF THE CITY OF CAMDEN, ARKANSAS. (second reading)
 - 2. ORDINANCE NO. 20-23, AN ORDINANCE AMENDING CHAPTER 22, WATER AND SEWERS, ARTICLE III, SEWERS, DIVISION 3 RATES AND CHARGES, SECTION 22-65, SEWER RATES, OF THE CODE OF ORDINANCES OF THE CITY OF CAMDEN, ARKANSAS. (second reading)
 - 3. RESOLUTION NO. 14-23, A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE OUACHITA PARTNERSHIP FOR ECONOMIC DEVELOPMENT (OPED) TO PROVIDE CERTAIN ECONOMIC DEVELOPMENT SERVICES FOR THE CITY OF CAMDEN.
- J. **NEW BUSINESS**
 - 1. RESOLUTION NO. 20-23, A RESOLUTION CONFIRMING THE APPOINTMENT OF KAREN McCLANE TO THE CAMDEN HOUSING AUTHORITY BOARD OF COMMISSIONERS.
 - 2. RESOLUTION NO. 21-23, A RESOLUTION CONFIRMING THE APPOINTMENT OF SANDRA WOOD TO THE CAMDEN HOUSING AUTHORITY BOARD OF COMMISSIONERS
 - 3. RESOLUTION NO. 22-23, A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH OUACHITA COUNTY COOPERATIVE EXTENSION SERVICE TO PROVIDE EDUCATIONAL PROGRAMS.
 - 4. RESOLUTION NO. 23-22, A RESOLUTION AMENDING THE ANNUAL OPERATING BUDGET FOR 2023; AND FOR OTHER PURPOSES.
 - 5. RESOLUTION NO. 24-23, A RESOLUTION AMENDING THE ANNUAL OPERATING BUDGET FOR 2023; AND FOR OTHER PURPOSES.
 - 6. RESOLUTION NO. 25-23, A RESOLUTION AMENDING RESOLUTION 7-17 AND THE PERSONNEL POLICIES AND PROCEDURES MANUAL.
 - 7. RESOLUTION NO. 26-23, A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH THE EVENT CENTER AT FAIRVIEW PARK; AND FOR OTHER PURPOSES.
 - 8. RESOLUTION NO. 27-23, A RESOLUTION AMENDING THE ANNUAL OPERATING BUDGET FOR 2023; ADDING NEW REVENUE AND EXPENSE LINE ITEMS FOR A POLICE GRANT; AND FOR OTHER PURPOSES.

9. RESOLUTION NO. 28-23, A RESOLUTION AMENDING RESOLUTION 7-17 AND THE PERSONNEL POLICIES AND PROCEDURES MANUAL; SHORTENING THE WAITING PERIOD FOR EMPLOYEE INSURANCE COVERAGE; AND FOR OTHER PURPOSES.

K. **OTHER BUSINESS**

L. **ADJOURNMENT**

Mayor, Charlotte Young

City Clerk, Donna Stewart

ORDINANCE NO. 01-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, AUTHORIZING A RATE PLAN FOR THE WATER AND SEWER DEPARTMENT, AND AMENDING CHAPTER 22, WATER AND SEWERS, ARTICLE II, WATER, DIVISION 2, METERS AND RATES, SECTION 22-22, RATES, OF THE CODE OF ORDINANCES OF THE CITY OF CAMDEN, ARKANSAS.

WHEREAS, the City of Camden’s Water and Sewer Department wishes to continue to offer professional service and products to the citizens of Camden; and

WHEREAS, like much of the nation, the City of Camden’s Water infrastructure is approaching its age and service limit and is in need of improvement; and

WHEREAS, the Camden City Council previously approved a twenty (20) year Master plan for water and sewer improvements in 2015 as Ordinance 11-15; and

WHEREAS, the Master Plan included rate increases for five (5) years with a review to be conducted by the City Council after the first five (5) year cycle; and

WHEREAS, Act 605 of 2021 requires, among other things, that retail water providers conduct a rate study at least every five (5) years; and

WHEREAS, Camden Water Utilities retained Civil Engineering Associates, LLC of Conway to complete a rate study; and

WHEREAS, Civil Engineering Associates, LLC has presented its 2023 Water & Sewer Rate Study to the Camden Water & Sewer Commission and the Camden City Council; and

WHEREAS, the Camden Water & Sewer Commission voted to approve the rates suggested in the rate study and forwarded it to the City Council for review and approval; and

WHEREAS, it has been determined that funding for water operations necessitate an annual rate increase for the next five (5) years.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. Section 22-22. Rates. Is hereby deleted in its entirety and the following substituted therefor:

Section 22-22. Rates.

- (a) **BASE CHARGE** - shall include the meter charge and the first one-thousand (1,000) gallons of metered water.
- (b) **CHARGE PER GALLONS** - the charge per gallons of water used shall be applied after the first one-thousand (1,000) gallons of metered water, which shall be included within the base charge.
- (c) The following monthly rates shall apply to all measured water service, except as otherwise provided in this division:
 - (1) Beginning August 1, 2023:
 - (A) Three dollars and fifty cents (\$3.50) per one thousand (1,000) gallons, or any portion thereof; plus
 - (B) A sixteen dollar (\$16.00) per each metered customer account base charge; and
 - (C) An additional surcharge of thirteen dollars (\$13.00) shall apply to each meter supplying a customer located outside the Camden City Limits [equaling a total of twenty-nine dollars (\$29.00) per meter serving customers outside of the city limits of Camden].
 - (2) Beginning August 1, 2024:
 - (A) Three dollars and seventy-five cents (\$3.75) per one thousand (1,000) gallons, or any portion thereof for all accounts; plus
 - (B) An eighteen dollar (\$18.00) per each metered customer account base charge; and
 - (C) An additional surcharge of thirteen dollars (\$13.00) shall apply to each meter supplying a customer located outside the Camden City Limits [equaling a total of thirty-one dollars (\$31.00) per meter serving customers outside of the city limits of Camden].
 - (3) Beginning August 1, 2025:
 - (A) Three dollars and eighty-five cents (\$3.85) per one thousand (1,000) gallons, or any portion thereof for all accounts; plus
 - (B) A nineteen dollars (\$19.00) per each metered customer account base charge; and
 - (C) An additional surcharge of thirteen dollars (\$13.00) shall apply to each meter supplying a customer located outside the Camden

City Limits [equaling a total of thirty-two dollars (\$32.00) per meter serving customers outside of the city limits of Camden].

- (4) Beginning August 1, 2026:
- (A) Three dollars and ninety-five cents (\$3.95) per one thousand (1,000) gallons, or any portion thereof for all accounts; plus
 - (B) A twenty dollar (\$20.00) per each metered customer account base charge; and
 - (C) An additional surcharge of thirteen dollars (\$13.00) shall apply to each meter supplying a customer located outside the Camden City Limits [equaling a total of thirty-three dollars (\$33.00) per meter serving customers outside of the city limits of Camden].
- (5) Beginning August 1, 2027:
- (A) Four dollars and five cents (\$4.05) per one thousand (1,000) gallons, or any portion thereof for all accounts; plus
 - (B) A twenty-one dollars (\$21.00) per each metered customer account base charge; and
 - (C) An additional surcharge of thirteen dollars (\$13.00) shall apply to each meter supplying a customer located outside the Camden City Limits [equaling a total of thirty-four dollars (\$34.00) per meter serving customers outside of the city limits of Camden].
- (6) Beginning August 1, 2028:
- (A) Four dollars and fifteen cents (\$4.15) per one thousand (1,000) gallons, or any portion thereof for all accounts; plus
 - (B) A twenty-two dollars (\$22.00) per each metered customer account base charge; and
 - (C) An additional surcharge of thirteen dollars (\$13.00) shall apply to each meter supplying a customer located outside the Camden City Limits [equaling a total of thirty-five dollars (\$35.00) per meter serving customers outside of the city limits of Camden].

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

ORDINANCE NO. 02-23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, AMENDING CHAPTER 22, WATER AND SEWERS, ARTICLE III, SEWERS, DIVISION 3, RATES AND CHARGES, SECTION 22-65, SEWER RATES, OF THE CODE OF ORDINANCES OF THE CITY OF CAMDEN, ARKANSAS.

WHEREAS, the City of Camden’s Water and Sewer Department wishes to continue to offer professional service and products to the citizens of Camden; and

WHEREAS, like much of the nation, the City of Camden’s sewer infrastructure is approaching its age and service limit and is in need of improvement; and

WHEREAS, Act 605 of 2021 required, among other things, that retail water providers conduct a rate study at least every five (5) years; and

WHEREAS, Camden Water Utilities retained Civil Engineering Associates, LLC of Conway to complete a rate study; and

WHEREAS, Civil Engineering Associates, LLC has presented its 2023 Water & Sewer Rate Study to the Camden Water & Sewer Commission and the Camden City Council; and

WHEREAS, the Camden Water & Sewer Commission voted to approve the rates suggested in the rate study forwarded it to the City Council for review; and

WHEREAS, it has been determined that funding for water and sewer operations necessitate an annual rate increase for the next five (5) years.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The second paragraph of Section 22-65 (a) of the Code of Ordinances is hereby deleted in its entirety and the following substituted therefor:

Commencing on the date set forth in subsection (q) hereof, all users of the system shall be charged the following monthly rate per one thousand (1,000) gallons, over the first one thousand (1,000) gallons included within the base charge, or portion thereof of metered water consumption for OM&R.

- (1) Beginning August 1, 2023, all customers shall pay four dollars and fifty cents (\$4.50) per (1,000) one-thousand gallons.

- (2) Beginning August 1, 2024, all customers shall pay four dollars and seventy-five cents (\$4.75) per (1,000) one-thousand gallons.
- (3) Beginning August 1, 2025, all customers shall pay five dollars (\$5.00) per (1,000) one-thousand gallons.
- (4) Beginning August 1, 2026, all customers shall pay five dollars and twenty-five cents (\$5.25) per (1,000) one-thousand gallons.
- (5) Beginning August 1, 2027, all customers shall pay five dollars and fifty cents (\$5.50) per (1,000) one-thousand gallons.
- (6) Beginning August 1, 2028, all customers shall pay five dollars and seventy-five cents (\$5.75) per (1,000) one-thousand gallons.

SECTION 2. Section 22-65 (d) of the Code of Ordinances is hereby deleted in its entirety and the following substituted therefor:

(c) The following monthly sewer base charge shall apply to all customers except as may be provided in subsection (c) hereof.

- (1) Beginning August 1, 2023, all customers shall pay a monthly sewer base charge of twenty-two dollars (\$22.00); and
- (2) Beginning August 1, 2024, all customers shall pay a monthly sewer base charge of twenty-four dollars (\$24.00); and
- (3) Beginning August 1, 2025 all customers shall pay a monthly sewer base charge of twenty-six dollars (\$26.00).
- (4) Beginning August 1, 2026 all customers shall pay a monthly sewer base charge of twenty-seven dollars (\$27.00).
- (5) Beginning August 1, 2027 all customers shall pay a monthly sewer base charge of twenty-eight dollars (\$28.00).
- (6) Beginning August 1, 2028 all customers shall pay a monthly sewer base charge of twenty-nine dollars (\$29.00).
- (7) A five dollar (\$5.00) outside city customer surcharge will be added to the sewer base charge for all customers residing outside the City.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 14-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT WITH THE OUACHITA PARTNERSHIP FOR ECONOMIC DEVELOPMENT (OPED) TO PROVIDE CERTAIN ECONOMIC DEVELOPMENT SERVICES FOR THE CITY OF CAMDEN.

WHEREAS, the future of the City of Camden is dependent upon economic development in order to sustain the progress and success of the local economy; and

WHEREAS, the mission of the Ouachita Partnership for Economic Development, Inc. (OPED), is to work with existing industry, attract new industry, capital investment and jobs to the City of Camden, Ouachita County and its environs; and

WHEREAS, the City of Camden desires for OPED to exercise its leadership role in providing a comprehensive and aggressive marketing strategy to insure economic prosperity in the City of Camden, Ouachita County and its environs; and

WHEREAS, the City of Camden wishes to enter into a new Contract with OPED to replace previous contracts; and

WHEREAS, the City of Camden specifically desires to contract with OPED to pay to it the sum of \$100,000 to be used by OPED for administration of the economic development program, including the continued employment of the Executive Director, maintenance of the Small Business Development Center, and marketing for a period of time through December 31, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The Mayor, on behalf of the City of Camden, is hereby authorized to enter into a contract, similar to the one previously presented to the city council, of which has been presented to the City Council, in the amount of One-Hundred Thousand Dollars (\$100,000.00) for the purpose of providing economic development services for the City of Camden in full replacement of all previous contracts. Said amount shall be paid from the economic development line item 08-54045.

SECTION 2. In the event OPED ceases to exist all its assets shall be conveyed to the City of Camden without any compensation.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 20-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, CONFIRMING THE APPOINTMENT OF KAREN MCCLANE TO THE CAMDEN HOUSING AUTHORITY

WHEREAS, Arkansas Code Annotated §14-169-208 provides for the appointment of members to a local housing authority; and

WHEREAS, said statute further provides that when a vacancy occurs on the commission, the commission shall appoint a person to fill the vacancy, subject to the approval of the city council; and

WHEREAS, there is a vacancy on the commission due to the resignation of Darla Boroughs; and

WHEREAS, the Camden Housing Authority has requested that Karen McClane be appointed to serve the remainder of the term that will expire on January 9, 2026; and

WHEREAS, Karen McClane has expressed her willingness to serve on the Camden Housing Authority; and

WHEREAS, the City Council desires to confirm the appointment of Karen McClane to serve the remainder of the term that will expire on January 9, 2026.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The City Council, the official governing body of the City of Camden, Arkansas, does hereby confirm the appointment of Karen McClane to serve the remainder of the term on the Camden Housing Authority, effective on March 27, 2023 and ending on January 9, 2026.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 21-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, CONFIRMING THE APPOINTMENT OF SANDRA WOOD TO THE CAMDEN HOUSING AUTHORITY

WHEREAS, Arkansas Code Annotated §14-169-208 provides for the appointment of members to a local housing authority; and

WHEREAS, said statute further provides that when a vacancy occurs on the commission, the commission shall appoint a person to fill the vacancy, subject to the approval of the city council; and

WHEREAS, there is a vacancy on the commission due to the resignation of Tessa Wilson; and

WHEREAS, the Camden Housing Authority has requested that Sandra Wood be appointed to serve the remainder of the term that will expire on January 9, 2024; and

WHEREAS, Sandra Wood has expressed her willingness to serve on the Camden Housing Authority; and

WHEREAS, the City Council desires to confirm the appointment of Sandra Wood to serve the remainder of the term that will expire on January 9, 2024.

THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The City Council, the official governing body of the City of Camden, Arkansas, does hereby confirm the appointment of Sandra Wood to serve the remainder of the term on the Camden Housing Authority, ending on January 9, 2024.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 22-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CAMDEN, ARKANSAS, AUTHORIZING THE MAYOR
TO ENTER INTO A CONTRACT WITH THE OUACHITA COUNTY COOPERATIVE
EXTENSION SERVICE TO PROVIDE EDUCATIONAL PROGRAMS**

WHEREAS, the future of the Ouachita County Cooperative Extension Service is dependent upon supplemental funding in order to sustain the progress and success of the services provided to the City of Camden citizens; and

WHEREAS, the mission of the Ouachita County Cooperative Extension Service is to provide research-based information through non-formal education to help all Ouachita County residents improve their economic well-being and the quality of their lives; and

WHEREAS, the City of Camden desires to contract with the Ouachita County Cooperative Extension to continue providing educational services to the City of Camden citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The Mayor, on behalf of the City of Camden, is hereby authorized to enter into a contract with the Ouachita County Cooperative Extension Service to provide educational services for the sum of \$5,500.00.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

MEMORANDUM OF AGREEMENT BETWEEN

BOARD OF TRUSTEES OF THE UNIVERSITY OF ARKANSAS, ACTING FOR AND ON BEHALF OF THE UNIVERSITY OF ARKANSAS SYSTEM, DIVISION OF AGRICULTURE and The City of Camden, Arkansas

Relative to: Extension County Education Programs and Local Funding

This agreement is entered into this first day of January 2023, by and between the Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas System, Division of Agriculture (hereinafter referred to as UADA) and The City of Camden (hereinafter referred to as Camden).

PURPOSE: The purpose of this agreement is to establish the terms under which UADA will provide educational programming in Ouachita County and the City of Camden. Educational priorities and activities are planned with the input of the County Extension Council and are offered at locations and times appropriate to meet the needs of the citizens who receive them. In return, Camden agrees to pay an annual appropriation for the programs delivered.

UADA agrees to provide educational programming in the areas of agriculture and natural resources, family and consumer sciences, community and leadership development and 4-H youth development.

- A. The City of Camden agrees to:
 - Pay an assessment of \$5,500.
 - Pay the agreed upon amount in one installment, as invoiced, due on or before the last working day of April.

- B. This agreement shall remain in effect through December 31, 2023, unless terminated by either party with 30-days written notice.

C. Signatures

City of Camden

Charlotte Young
Camden Mayor

Date

Board of Trustees of the University of Arkansas, acting for and on behalf of the University of Arkansas
Division of Agriculture – Cooperative Extension Service

Robert Scott
Senior Associate Vice President
for Agriculture-Extension

Date

Reviewed by:

Keri Weatherford
Ouachita County Staff Chair

Date

Beth Phelps
District Director

Date

RESOLUTION NO. 23-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS,
AMENDING THE ANNUAL OPERATING BUDGET FOR 2023; AND FOR OTHER
PURPOSES**

WHEREAS, the 2023 annual operating budget allocated \$45,000.00 for the purchase of a new rescue boat for the Camden Fire Department in line item 01-120-59410 (capital outlay / equipment); and

WHEREAS, the Camden Fire Department desires to refurbish the current rescue boat with a new motor; and

WHEREAS, the current rescue boat would be beneficial for smaller operations if it was outfitted with a new motor; and

WHEREAS, the city council desires to amend the 2023 annual operating budget to authorize the purchase of a motor for the current rescue boat; and

WHEREAS, the total amount in the budget for a rescue boat will not change.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. Line item number 01-120-59410 (capital outlay/equipment) of the 2023 annual operating budget for the purchase of a rescue boat is amended to authorize the purchase of a motor for the current rescue boat.

SECTION 2. The budgeted expense for line item 01-120-59410 of the 2023 annual operating budget for the purchase of capital equipment/equipment shall remain \$45,000.00.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 24-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS,
AMENDING THE ANNUAL OPERATING BUDGET FOR 2023; AND FOR OTHER
PURPOSES**

WHEREAS, the 2023 annual operating budget allocated \$150,000.00 for a 2023 road truck in solid waste disposal line item 9-560-59410; and

WHEREAS, due to economic and supply issues, a new road truck could not be located that will meet the needs of the solid waste division; and

WHEREAS, a used road truck will satisfy the needs for solid waste disposal; and

WHEREAS, the city council desires to amend the 2023 annual operating budget to authorize the purchase of a used road truck for solid waste disposal; and

WHEREAS, the amount in the budget for a truck for solid waste disposal will not change.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. Line item number 9-560-59410 of the 2023 annual operating budget for the purchase of capital equipment/equipment is amended to authorize the purchase of a used road truck.

SECTION 2. The budgeted expense for line item 9-560-59410 of the 2023 annual operating budget for the purchase of capital equipment/equipment shall remain \$150,000.00.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 25-23

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF CAMDEN, ARKANSAS,
AMENDING RESOLUTION 7-17 AND THE
PERSONNEL POLICIES AND PROCEDURES
MANUAL.**

WHEREAS, the City of Camden has a vital interest in providing for the safety and well-being of all employees and the public and maintaining efficiency and productivity in all of its operations; and

WHEREAS, the most recent Personnel Policies and Procedures Manual was adopted by the City Council in Resolution Number 7-17; and

WHEREAS, the subject of “Vacation Leave” is explained in pages 117-119 of the Manual; and

WHEREAS, Section 2 of Vacation Leave (page 118) provides that “All employees of the City of Camden shall forfeit all rights to accrued vacation leave over 240 hours if it is not taken by December 31st of each year. They may, however, carry over vacation hours converted through the sick leave conversion policy.”; and

WHEREAS, Section 7 of Vacation Leave (page 118) provides in part that “The time at which an employee may take his or her vacation shall be determined by the Department Head with due regard for the wishes of the employees and particular regard for the needs of the City.”; and

WHEREAS, “Cancellation of Leave” (page 119) provides that “The Mayor may cancel any Leave of Absence, except Military Leave, for just cause at any time upon prior written notice to the employee specifying a reasonable date for returning to work. This includes Vacation Leave.”

WHEREAS, the City Council desires to amend the Personnel Policies and Procedures Manual; and

WHEREAS, the City desires to provide employees with an additional six (6) months to use Vacation Leave if the employee has not been afforded an opportunity to use Vacation Leave.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. A new sentence is inserted at the end of the first paragraph in Section 6 of Vacation Leave at page 118 of the Manual so that it reads as follows:

“6. All employees of the City of Camden shall forfeit all rights to accrued vacation leave over 240 hours if it is not taken by December 31st of each year. They may, however, carry over vacation hours converted through the sick leave conversion policy. Provided, however, that if the employee has been denied a request for Vacation Leave, the employee shall be afforded an additional six (6) months in which to utilize the Vacation Leave. In such instance, the employee must provide a written request for the extension prior to December 31st approved by the department head confirming that the employee was not afforded an opportunity to use the Vacation Leave.”

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: VACATION LEAVE

PURPOSE: To outline vacation policy for City of Camden employees and to establish a central location for the maintenance of leave records.

STATEMENT OF POLICY:

Regular Employees - Eligibility for Vacation Leave:

Vacation leave is authorized absence from duty, with pay, granted all permanent full-time employees.

Each employee shall, after six (6) months continuous service from the last date of hire with the City of Camden, accrue vacation time on the following basis:

All regular full-time employees of the City of Camden shall be allowed 96 hours vacation per year with pay which shall accumulate at the rate of 8 hours for each month of service with the City. The amount of vacation leave is dependent upon an employee's length of service measured from his or her last date of hire in accordance with the following schedule:

- | | |
|---|---------------------|
| One year of service but less than ten years of service: | 96 hours annually. |
| Ten years of service but less than twenty years of service: | 120 hours annually. |
| Twenty years of service or more: | 160 hours annually. |

CIVIL SERVICE EMPLOYEES:

Police Officers After six (6) months of service, shall be granted an annual vacation of not less than 120 hours with full pay in accordance with State Statutes. Except that after twenty (20) years of continuous service, Police Officers shall earn vacation time at the rate of 160 hours annually.

Fire Fighters After six (6) months of service, shall be granted an annual vacation of not less than 192 hours with full pay in accordance with State Statutes. Except that after twenty (20) years of continuous service, Fire Fighters shall earn vacation time at the rate of 240 hours annually.

ADMINISTRATION OF VACATION LEAVE:

The following procedures will be followed in administering the vacation policy of the City of Camden:

1. Paid City holidays occurring during vacation are not charged to vacation.

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

2. Accumulated vacation leave cannot be transferred from one employee to another employee.
3. Temporary, part-time, or seasonal employees are not entitled to vacation leave.
4. Employees terminating their service with the City of Camden shall be paid for the number of full and fractional days of vacation leave accrued through the last day of service. A Notice of Termination Form shall show the date of separation as the last day worked and shall show the number of unused vacation days to be paid.
5. Vacation leave shall be credited monthly on the employee's vacation record and shall not be taken in advance.
6. All employees of the City of Camden shall forfeit all rights to accrued vacation leave over 240 hours if it is not taken by December 31st of each year. They may, however, carry over vacation hours converted through the sick leave conversion policy.

Civil Service Policy:

All Civil Service Employees for the city of Camden shall be granted an annual vacation of not less than 192 hours with full pay in accordance with state statutes. Exception: employees with 20 years of continuous service shall earn 240 hours annually. Probationary civil servants will not be allowed to schedule or take vacation until they have completed six (6) months of service. After six months of service they may take only the vacation they have accrued and only in increments of not less than 24 hours. All employees will be allowed to bank and maintain no more than 192 hours of vacation. Any time over the 192 hours must be taken before the end of the calendar year.

Exception:

Employees hired before June, 2011 may accrue and maintain up to 360 hours of vacation.

7. The time at which an employee may take his or her vacation shall be determined by the Department Head with due regard for the wishes of the employees and particular regard for the needs of the City. Vacation leave shall be charged against employees in not less than four (4) hour units. Before being absent for any vacation time, the Personnel Office must be notified two (2) days in advance in order that the record of vacation time can be properly computed on the Vacation Control Roster. No employee may be advanced vacation, i.e., employees may not take vacation in excess of actual days earned.
8. If an employee transfers from one department within the City to another, the vacation leave credits shall also be transferred.
9. Employees hired between the first and fifteenth day of the month shall accrue vacation credit for that month. Employees hired after the fifteenth of the month will not receive credit for a day of vacation until the end of the following month.

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

10. Temporary, part-time, and seasonal employees shall not earn vacation nor be entitled to vacation upon separation from the City service.
11. Vacation leave will not accrue while an employee is on leave of absence without pay.
12. Vacation leave may be applied for by submitting a Request For Time Off form to the Department Head.
13. An employee on vacation leave who becomes ill will not be allowed to change the vacation leave to sick leave without a written statement from a certified medical doctor explaining the reasons for the illness and listing the dates of treatment.

CANCELLATION OF LEAVE

The Mayor may cancel any Leave of Absence, except Military Leave, for just cause at any time upon prior written notice to the employee specifying a reasonable date for returning to work. This includes Vacation Leave.

MAINTENANCE OF LEAVE RECORDS

Vacation and Sick Leave records, including records of Compensatory Time, will be maintained by the City Clerk and Personnel Director. All "Request For Time Off" forms will be forwarded to the City Clerk for approval. Vacation and sick leave accrual will be reported on each paycheck.

RESOLUTION NO. 26-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, AUTHORIZING THE MAYOR TO EXECUTE A LEASE AGREEMENT WITH THE EVENT CENTER AT FAIRVIEW PARK; AND FOR OTHER PURPOSES

WHEREAS, the Camden Fairview School District (CFSD) previously donated certain property at the corner of Fairview and Mt. Holly Road; and

WHEREAS, as a condition of the donation, the City executed a long term lease with the Ouachita County Boys and Girls Club (OCBGC); and

WHEREAS, the Ouachita County Recreational Center, Inc. (OCRC) is the successor in interest to the OCBGC; and

WHEREAS, the subject property included the “Old Fairview Gymnasium”; and

WHEREAS, the “Old Fairview Gymnasium” has been significantly restored and is being used by the Event Center at Fairview Park, Inc. a nonprofit organization (ECFP); and

WHEREAS, the OCRC is willing to release the gymnasium back to the City; and

WHEREAS, the OCRC has requested that the ECFP be allowed to continue to operate at the gymnasium; and

WHEREAS, the City desires to authorize the mayor to execute a long term lease agreement for the property with ECFP.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The Mayor is authorized to execute a long term lease agreement (similar to the one attached hereto) on behalf of the City of Camden to the Event Center at Fairview Park, Inc.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

LEASE AGREEMENT

This Lease Agreement made and entered into this ____ day of _____, 2023, by and between THE CITY OF CAMDEN, an Arkansas municipality, hereinafter referred to as “LESSOR” and THE EVENT CENTER AT FAIRVIEW PARK, INC., an Arkansas nonprofit corporation, hereinafter referred to as “LESSOR”.

WITNESSETH:

WHEREAS, LESSOR is the owner of a building (the Old Fairview Gymnasium) located at 2740 Mt. Holly Road, Camden, Ouachita County, Arkansas; and

WHEREAS, LESSEE desires to lease said building from LESSOR upon the terms and conditions and for the purposes stated herein.

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and promises of the parties hereto, LESSOR and LESSEE covenant, contract and agree as follows:

1. **LEASED PREMISES.** LESSOR hereby leases to LESSEE, and LESSEE hereby leases from LESSOR the building located at 2740 Mt. Holly Rd., Camden, commonly known as the "Old Fairview Gymnasium", including the front and side lawn areas, extending approximately 165 feet the width of the building and side lawn and running approximately 285 feet the length of the building and front lawn to the parking lot adjacent to Mt. Holly Road, as shown on the map attached hereto as Exhibit “A”, containing 1.1 acre, more or less (hereinafter referred to as the “Lease”).

2. **INSPECTION.** LESSEE hereby acknowledges that it has inspected the Premises and it accepts the same in its present condition.

3. **TERM.** The term of this Lease shall be for a period of forty (40) years. An extension of the Lease may be negotiated upon such terms as the parties may agree.

4. **RENT.** LESSEE shall pay to LESSOR the sum of One Dollar (\$1.00) per year as rental for the Premises.

5. **PROPERTY INSURANCE.** LESSOR may obtain insurance on the leased Premises insuring against all perils normally covered in a standard property damage insurance policy in an amount equal to at the appraised value of the Premises. The LESSOR shall be named as the mortgagee loss payee on said policy. LESSOR shall provide to LESSEE the invoice for the cost of said insurance. LESSEE shall reimburse LESSOR for the cost of said insurance within thirty (30) days.

LESSEE shall not use the demised Premises, or any part thereof, or permit any part of the demised Premises to be used or permit any act whatsoever to be done on the demised Premises in a manner that will violate or make void or inoperative any policy of insurance held by LESSOR.

6. **USE OF PREMISES.** LESSEE agrees that the Premises shall continue to be used to support its nonprofit mission of providing affordable art and educational opportunities for all ages. LESSEE agrees the Premises shall be used for providing an historic venue for public and private events, and for such other purposes which are reasonably related thereto. The Premises shall not be used for any other purpose without the written consent of LESSEE. LESSEE agrees that all use of the Premises shall be in

full compliance with all laws and ordinances of the City of Camden, County of Ouachita, State of Arkansas and the United States of America.

LESSEE shall not permit the demised Premises, or any part thereof, to be used in any manner that will impair the structural integrity thereof, nor permit the installation of any machinery or apparatus, the weight of which may tend to injury or impair the foundations or structural integrity thereof.

7. OUTSIDE MAINTENANCE.

LESSEE agrees that it shall continue to keep the sidewalks and surrounding areas clean and in a neat condition. This shall include removing trash and mowing/weed-eating the outside areas.

8. BUILDING REPAIRS AND MAINTENANCE. LESSEE agrees that it shall continue to be responsible for any "build-out" repairs or modifications to the building, both interior and exterior, as well as the walkways, and all heating, air and electrical systems. LESSEE agrees that it shall be responsible for any "ongoing" repairs necessary to the building, both interior and exterior, as well as the walkways, and all heating, air and electrical systems. LESSOR shall have no responsibility for repairs or maintenance to any part of the Premises.

9. IMPROVEMENTS, ALTERATIONS, CHANGES, AND ADDITIONS BY LESSEE.

No structural changes, alterations, or additions shall be made by LESSEE to the demised Premises without the prior written consent of LESSOR, and any such structural change, alteration, or addition to or on the demised Premises shall remain for the benefit

of and become the property of LESSOR unless otherwise provided in such written consent. LESSEE may, at its own expense, make such alterations, improvements, additions, and changes to the leased Premises as it may deem reasonable and necessary in its operation of the Premises, subject to the prior written consent of LESSOR. The consent of the LESSOR shall not be unreasonably withheld. All improvements placed on the Premises shall become the property of LESSOR upon the termination or expiration of this Lease. However, detached trade fixtures, furniture and equipment shall remain the property of LESSEE.

10. SIGNS, EXTERIOR LIGHTING, AND FIXTURES.

Installation of all exterior signs on the demised Premises, including the roof thereof, shall be subject to the prior written approval of LESSOR as to design, size, and location.

Any signs erected or placed in or on the demised Premises by LESSEE may be removed by LESSEE at any time during the term, or on the expiration or termination of this Lease, and, on the written request of LESSOR, must be removed on such expiration or termination. All damage caused by the erection, maintenance, or removal of any and all such signs shall be the responsibility of LESSEE, and LESSEE shall either fully repair such damage at LESSEE'S expense or indemnify LESSOR for the cost of such repairs.

11. ASSIGNMENT AND SUBLETTING. LESSEE shall not assign this Lease, or any interest therein, nor sublet the leased Premises or any part thereof, nor permit the occupancy or use of any part thereof by any other person, firm, corporation, or entity, without the prior written consent of LESSOR. This prohibition shall not apply to

the LESSEE'S routine use of the Premises as a venue for public and private events, providing art and educational programs, or other such reasonably related short-term uses by LESSEE'S patrons.

12. UTILITIES. LESSEE shall be totally responsible for and pay the charges for all electricity, water, gas, cable tv, internet, telephone, or other utilities used or consumed on the Premises by LESSEE and the operation of this facility or the leased Premises. LESSEE shall indemnify and hold harmless LESSOR from any liability and obligation for payment of the same.

13. LIABILITY and INDEMNIFICATION. LESSEE shall bear the responsibility for loss of any furniture, fixtures, equipment, or other personal property owned by LESSEE and kept on the Premises. LESSEE shall indemnify and hold harmless LESSOR from any and all liability for damages, fees, costs, fines, expenses, or any other liability arising out of the occupation by LESSEE of the Premises. No waiver of sovereign immunity by either party is intended by including this indemnification provision; neither is a waiver of sovereign immunity by either party to be implied from the inclusion of said indemnification provision.

At all times after taking possession of the Premises, LESSEE shall carry at its sole cost and expense "comprehensive general liability insurance" with an insurance company authorized to do business in the State of Arkansas naming itself and LESSOR as co-insureds for the protection and indemnification and defense of itself and LESSOR against any and all liability claims, demands and causes of action that may be asserted against it or the LESSOR arising from the use, maintenance and operation of the Premises during

the term of this Lease; and LESSEE obligates itself to have the company or agency issuing such policy certify to LESSOR as to the policy and its coverage of LESSOR, as well as the policy expiration date, and agree to give at least thirty (30) days written notice to LESSOR prior to cancellation or reduction thereof. The policy limits shall not be less than Five Hundred Thousand and no/100 Dollars (\$500,000.00) for bodily injury or death.

14. TAXES. LESSOR shall pay any real estate taxes and assessments on the leased Premises if any. LESSEE shall be responsible for any other taxes, including, but not limited to, these incurred or caused by the operation of its offices on the leased Premises.

15. ENTRY AND INSPECTION. LESSEE shall permit LESSOR and its members and agents to enter the premises at all reasonable times to inspect and to perform the duties required by this Lease.

16. SURRENDER OF PREMISES.
LESSEE shall, at the termination of this Lease, vacate the demised Premises and leave it in as good a condition as said Premises was in at the time of entry thereof by LESSEE, reasonable use and wear thereof excepted, and on vacating shall leave the demised Premises free and clear of all rubbish and debris.

17. DEFAULT.
If LESSEE shall fail to promptly perform any covenant provided herein; or if LESSEE abandons the demised Premises; or if LESSEE shall cease to be operated as a nonprofit organization for the purposes described hereinabove; then, and in any such

event, LESSEE shall be deemed to be in default. If such default is not cured within sixty (60) days after written notice of default, LESSOR may declare this Lease terminated, and re-enter and take possession of the Premises, including all improvements placed on the Premises. However, detached trade fixtures, furniture and equipment shall remain the property of LESSEE.

18. NOTICE. Any written notice required or provided hereunder shall be provided by certified mail, return receipt requested, to the parties as follows:

The City of Camden
PO Box 278
Camden, AR 71711-0278
(870) 837-5500

The Events Center at Fairview Park
PO Box 605
Camden, AR 71711-0605

19. COVENANT OF QUIET ENJOYMENT. Unless LESSEE is in default, then LESSEE shall at all times have peaceful and quiet possession of the Premises throughout the term of the Lease, provided that LESSEE shall at all times use and operate the facilities in accordance with the purposes for which it was leased and in total accordance with all federal, state and local laws. LESSOR agrees that during the term of this Lease, the use of the Premises shall be managed and operated by the LESSEE.

20. AMENDMENT. No amendments, changes, alterations, or modifications of the Lease shall be valid, unless in writing signed by all parties hereto.

21. **ENTIRE AGREEMENT.** This writing constitutes the entire agreement of the parties, and all other writings, statements, agreements and representations, whether oral or written, are superseded and replaced hereby.

IN WITNESS WHEREOF, the CITY OF CAMDEN, ARKANSAS, LESSOR and THE EVENT CENTER AT FAIRVIEW PARK, INC., LESSEE have executed this Lease Agreement on the day and year first above written.

LESSOR: THE CITY OF CAMDEN, ARKANSAS

BY: _____
Charlotte Young, Mayor

ATTEST:

Donna Stewart, Clerk

LESSEE: THE EVENT CENTER AT FAIRVIEW PARK, INC.

BY: _____
Amanda T. Wunnenberg, Director

BY: _____
Teresa E. Allen, Director

BY: _____
Paul D. Simpson, Director

STATE OF ARKANSAS)
COUNTY OF OUACHITA) **ACKNOWLEDGMENT**

On this day personally appeared before me Charlotte Young and Donna Stewart, and acknowledged that they are Mayor and Clerk of the City of Camden, Arkansas (LESSOR), and that being properly authorized to do so, they had executed the same for the purposes therein contained.

WITNESS my hand and official seal this _____ day of _____, 2023.

Notary Public

Commission Expires: _____

STATE OF ARKANSAS)
COUNTY OF OUACHITA) **ACKNOWLEDGMENT**

On this day personally appeared before me Amanda T. Wunnenberg, Teresa E. Allen, and Paul D. Simpson, and acknowledged that they are Directors of The Event Center at Fairview Park, Inc. (LESSEE), and that being properly authorized to do so, they had executed the same for the purposes therein contained.

WITNESS my hand and official seal this _____ day of _____, 2023.

Notary Public

Commission Expires: _____

RESOLUTION NO. 27-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS
AMENDING THE ANNUAL OPERATING BUDGET FOR 2023; ADDING NEW
REVENUE AND EXPENSE LINE ITEMS FOR A POLICE GRANT; AND FOR OTHER
PURPOSES**

WHEREAS, the City of Camden has received a grant for the Camden Police Department; and

WHEREAS, new line items need to be created for the receipt and expenditure of the grant funds; and

WHEREAS, the city council desires to amend 2023 annual operating budget to add new line items for the grant funds.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The 2023 annual operating budget is amended by adding a new revenue line item 43540 titled “DPS Equipment Police Grant” with an initial estimated revenue of \$ 41,979.70.

SECTION 2. The 2023 annual operating budget is amended by adding a new expense line item 01-110-53540 titled “DPS Equipment Police Grant” with an initial estimated expense of \$41,979.70.

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

RESOLUTION NO. 28-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, AMENDING RESOLUTION 7-17 AND THE PERSONNEL POLICIES AND PROCEDURES MANUAL; SHORTENING THE WAITING PERIOD FOR EMPLOYEE INSURANCE COVERAGE; AND FOR OTHER PURPOSES

WHEREAS, the City of Camden has a vital interest in providing for the safety and well-being of all employees and the public and maintaining efficiency and productivity in all of its operations; and

WHEREAS, the most recent Personnel Policies and Procedures Manual was adopted by the City Council in Resolution Number 7-17; and

WHEREAS, the subject of “Life Insurance” is explained on page 105 of the Manual; and

WHEREAS, the subject of “Group Medical Insurance” is explained on page 106 of the Manual; and

WHEREAS, the subject of “Group Dental Insurance” is explained on page 107 of the Manual; and

WHEREAS, the above sections provide that insurance coverage becomes effective on the first day of the month after a sixty (60) day waiting period; and

WHEREAS, the City Council desires to amend the Personnel Policies and Procedures Manual; and

WHEREAS, the City desires to provide employees with insurance coverage on the first day of the month following a thirty (30) day waiting period.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CAMDEN, ARKANSAS, THAT:

SECTION 1. The second paragraph of page 105 covering Life Insurance is deleted in its entirety and replaced with the following:

“Coverage becomes effective the first day of the month following a thirty (30) day waiting period after the employee’s date of hire. Coverage continues until the employee leaves the City’s employment, the employee moves to an employee class which is not eligible for this benefit, or the benefit is discontinued by the City. Specific benefits of the plan are described in the Life Insurance booklet, which can be found on the insurer website.”

SECTION 2. The second paragraph of page 106 covering Group Medical Insurance is deleted in its entirety and replaced with the following:

“Coverage becomes effective the first day of the month following a thirty (30) day waiting period after the employee’s date of hire. Coverage continues until the employee leaves the City’s employment, the employee moves to an employee class which is not eligible for this benefit, or the benefit is discontinued by the City. Specific benefits of the plan are described in the Group Medical Insurance Plan booklet, which can be found on the insurer website.”

SECTION 3. The second paragraph of page 107 covering Group Dental Insurance is deleted in its entirety and replaced with the following:

“Coverage becomes effective the first day of the month following a thirty (30) day waiting period after the employee’s date of hire. Coverage continues until the employee leaves the City’s employment, the employee moves to an employee class which is not eligible for this benefit, or the benefit is discontinued by the City. Specific benefits of the plan are described in the Group Dental Insurance Plan booklet, which can be found on the insurer website.”

PASSED AND APPROVED THIS _____ DAY OF _____, 2023.

Mayor

City Clerk

CITY OF CAMDEN, ARKANSAS
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: LIFE INSURANCE

PURPOSE: To define procedures for the administration and eligibility for life insurance.

STATEMENT OF POLICY:

All full-time City of Camden employees are currently covered by a term life insurance policy provided and paid by the City through the Employee Group Health Insurance benefits package. The policy provides a double indemnity accidental death and dismemberment (AD&D) policy for each regular full-time employee.

Coverage is effective 60 days after the month hired and continues until the employee leaves the City's employment, the employee moves to an employee class which is not eligible for this benefit, or the policy is discontinued completely by the City for some reason.

Specific benefits and terms of the policy are provided each new employee by the City Clerk's office. Additional copies are also available from the same office.

It is the employee's individual responsibility to keep policy information on file up-to-date as to name, address, and beneficiary(s). Additional information concerning life insurance is available through the City Clerk's office.

SUBJECT: GROUP MEDICAL INSURANCE

PURPOSE: To establish procedures for the administration and eligibility of the Employee Group Health Insurance Program.

STATEMENT OF POLICY:

The City offers to all regular full-time employees and all eligible dependents, group medical insurance. The City pays 100% of the group individual health insurance premium for each full-time employee and the employee pays an amount determined by the City for a family policy at his or her own expense through payroll deduction.

Coverage becomes effective 60 days after the month of hire. Specific benefits of the plan are described in the Group Health Insurance Plan Booklet, which can be found on the insurer website.

PROCEDURES:

Enrollment forms should be completed in the following instances:

- 1) New employees beginning service with the City of Camden.
- 2) Employees wanting to add an eligible dependent.
- 3) Employees who want to drop a dependent.

Enrollment forms are available from the City Clerk's office. It is the employee's responsibility to notify the City Clerk's office of any change in dependent status by completing updated enrollment forms. Upon termination of employment with the City, the employee may elect to continue medical coverage under the Consolidated Omnibus Budget Reconciliation Act (R.L. 99-272) (COBRA). The Group Health Insurance Administrator and the City of Camden provide eligible employees with information on COBRA.

SUBJECT: GROUP DENTAL INSURANCE

PURPOSE: To establish procedures for the administration and eligibility of the Employee Group Dental Insurance Plan.

STATEMENT OF POLICY:

The City of Camden offers to all regular full-time employees and all eligible dependents, a group dental plan. The City pays 100% of the dental premium for each full-time employee and the employee pays an amount determined by the City for a family policy at his or her own expense through payroll deduction.

Coverage becomes effective the first day of the month following a 60-day waiting period after the month of hire. Specific benefits are described in the Group Dental Insurance Plan booklet provided to each new employee by the City Clerk's office.

PROCEDURES:

Enrollment forms are available from the City Clerk's office. It is the employee's responsibility to notify the City Clerk's office of any change in dependent status by completing updated enrollment forms.