Finance Committee
Meeting Agenda
August 27, 2024
4:30 PM
City Council Chambers

City Council Members:

Gayatri Agnew	**Ward 1, Position 2**
Cindy Acree	**Ward 2, Position 1**
Bill Burckart	**Ward 3, Position 2**

***If the public would like to attend virtually, please log on at the following link: https://us02web.zoom.us/j/89139307844?pwd=ZWMxNVhRby9RVElhd1pyZzluVmdHZz09**

Call to Order/Roll Call

Items For Discussion

1. **Ozark Regional Transit Presentation** — **Informational**

City Council Items To Be Considered

1. **Section II Item 15 from the City Council Agenda: Ordinance amending City Pay Plan Creating Communications Manager & Airport Manager Positions** — **Ordinance***

   Ordinance amending the City Pay Plan to eliminate the Director of Administration position, creating positions of Communications Manager (grade 33) and Airport Manager (grade 33). A budget adjustment is needed and follows on the next page.

2. **Section II Item 16 from the City Council Agenda: Resolution to Award Bid IFB-24-63 Emergency Waterway Debris Removal & Disaster Recovery** — **Resolution**

   Resolution to award bid IFB-24-63 Emergency Waterway Debris Removal and Disaster Recovery Services to Horner Services, LLC per the unit prices attached, in an amount not to exceed $905,008.00. A budget adjustment is needed.

3. **Section III Item 2 from the City Council Agenda: Resolution to Award Bid IFB-** — **Resolution**

24-50 to Techline & Arkansas Electric Cooperative for Electric Materials

Resolution to award bid IFB-24-50-Electric Material to Techline, Inc. and Arkansas Electric Cooperative, Inc. per the unit prices and estimated quantities attached, plus applicable taxes. This bid is to replenish electric stock materials. Approved by Utility Board 5-0. No budget adjustment is needed.

City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:	8/27/2024	**Submitted By:**	Machele Bowen
Phone:	479-271-3117	**For Department(s):**	Administration and Transportation
Email:	mbowen@bentonvillear.com		

Item Type (Check all that apply)

☐ Informational ☐ Bid Award ☐ Enter into an Agreement ☐ Change Order
☐ Recognizing Funds ☑ Budget Adjustment ☐ Waiver of Bid ☑ Emergency Clause
☑ Ordinance ☐ Resolution ☐ Informational

Title, Recommendation & Justification

Title:	Ordinance amending City Pay Plan Creating Communications Manager & Airport Manager Positions
Action Recommendation & Justification:	Ordinance amending the City Pay Plan to eliminate the Director of Administration position, creating positions of Communications Manager (grade 33) and Airport Manager (grade 33). A budget adjustment is needed and follows on the next page.
Additional Comments for Consideration (Optional):	Please see attached memo.
Amount for Approval:	$ 29,875.00

Budget Impact

Is this Item Budgeted? ☐ YES ☑ NO ☐ ITEM HAS NO COST ☐ OTHER:_____

Budget Adjustment *(to be completed by Finance when applicable)*

		$ Expense	$ Revenue
Account Number (ORG-OBJECT)	Account Description		
		$ Expense	$ Revenue
Account Number (ORG-OBJECT)	Account Description		
		$ Expense	$ Revenue
Account Number (ORG-OBJECT)	Account Description		
		$ Expense	$ Revenue
Account Number (ORG-OBJECT)	Account Description		

Fund(s) Impacted (check all that apply) ☑ General Fund ☐ Utility Fund ☐ Street Fund ☐ Other(s):_____

Budget Impact Notes for Consideration (Optional):

Funded by General Fund reserves.

Budget Adjustment - Pay Plan Amendment (Communication Manager & Airport Manager)

Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
101010-41010	Full Time Salaries/Wages	4,500.00	
101650-41010	Full Time Salaries/Wages	16,650.00	
101650-41420	Misc Add Pay	700.00	
101650-41910	Cell Phone Allowance	202.00	
101650-41940	Vehicle Allowance	1,212.00	
101650-41510	FICA and Medicare Expense	1,418.00	
101650-41810	Retirement - APERS	2,655.00	
101650-41710	Health Insurance	2,055.00	
101650-41740	Dental Insurance	154.00	
101650-41750	Vision Insurance	9.00	
101650-41712	HSA Contribution	300.00	
101650-41720	Long Term Disability	20.00	
	Total	**29,875.00**	-

MEMO

To:	City Council Members and City Clerk
From:	Stephanie Orman, Mayor
CC date:	August 27, 2024
RE:	Creation of Communications Manager & Airport Manager Positions

As Bentonville continues to grow rapidly, the demands on our city administration have increased. The current role of the Director of Administration, which covers both communications and airport management, has become challenging due to the distinct nature of these responsibilities. To better serve our community, I propose splitting this role into two positions: Communications Manager and Airport Manager.

A Communications Manager would handle public relations, media outreach, community engagement, and internal communications, which are vital for shaping the city's image and ensuring effective communication with residents.

An Airport Manager would oversee the airport's operations, including hanger leases, grant management, project oversight, regulatory compliance, and coordination with aviation authorities, requiring specialized aviation knowledge.

To minimize the budget impact, these two new positions would be created at lower pay grades than the current Director of Administration role. This approach ensures that we can gain the necessary expertise in both areas without significantly increasing overall personnel costs.

By separating these roles, we can ensure each is led by a professional with the right expertise, leading to more effective management, improved efficiency, and enhanced focus on strategic priorities. This change is essential for supporting Bentonville's continued growth and development.

I recommend that the City Council approve the creation of these two positions to better serve our community and position Bentonville for future success.

Thank You-

[redacted]

Stephanie Orman
Mayor of Bentonville

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE 2024 PAY PLAN FOR THE CITY OF BENTONVILLE; ELIMINATING THE DIRECTOR OF ADMINISTRATION POSITION; ADDING THE POSITIONS OF COMMUNICATIONS MANAGER AND AIRPORT MANAGER; AMENDING THE 2024 BUDGET TO APPROPRIATE TWENTY-NINE THOUSAND EIGHT HUNDRED SEVENTY-FIVE DOLLARS ($29,875.00) TO VARIOUS PAYROLL ACCOUNTS; PROVIDING FOR THE EMERGENCY CLAUSE; AND FOR OTHER PURPOSES.

WHEREAS, as job responsibilities have shifted, the Mayor has worked with the Human Resources, Finance, and Transportation Departments to create positions that best serve the citizens of Bentonville; and

WHEREAS, a budget adjustment is required to properly appropriate the funds.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BENTONVILLE, ARKANSAS THAT:

Section 1: The Pay Plan for the City of Bentonville should be and is hereby amended to include the following:

Position Replacement:

Remove:	Director of Administration	Grade 38
Add:	Communications Manager	Grade 33
	Airport Manager	Grade 33

Section 2 - Emergency Clause: The need to make this change is immediate, so as to fill these positions and not delay implementation, an emergency is hereby declared to exist, and this Ordinance shall be in full force and effect from the date of its passage and approval;

Section 3: The 2024 Budget is adjusted to appropriate monies, in the total amount of twenty-nine thousand eight hundred seventy-five dollars ($29,875.00) from General Fund Reserves to various accounts as shown below:

Account Number (ORG-OBJECT)	Account Description	Expense
101010-41010	Full Time Salaries/Wages	4,500.00
101650-41010	Full Time Salaries/Wages	16,650.00
101650-41420	Misc Add Pay	700.00
101650-41910	Cell Phone Allowance	202.00
101650-41940	Vehicle Allowance	1,212.00
101650-41510	FICA and Medicare Expense	1,418.00
101650-41810	Retirement - APERS	2,655.00
101650-41710	Health Insurance	2,055.00
101650-41740	Dental Insurance	154.00
101650-41750	Vision Insurance	9.00
101650-41712	HSA Contribution	300.00
101650-41720	Long Term Disability	20.00

Section 4 - Severability Provision: If any part of this Ordinance is held invalid, the remainder of this Ordinance shall continue in effect as if such invalid portion never existed; and

Section 5 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Ordinance are repealed to the extent of such conflict.

PASSED this _____ day of _____, 2024.

APPROVED:

_____
STEPHANIE ORMAN, Mayor

Attest:

_____
MALORIE MARRS, City Clerk

City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:	8/27/2024	**Submitted By:**	Mike Bender
Phone:	479-271-3140	**For Department(s):**	Water Utilities
Email:	mbender@bentonvillear.com		

Item Type (Check all that apply)

☐ Informational ☑ Bid Award ☐ Enter into an Agreement ☐ Change Order
☐ Recognizing Funds ☑ Budget Adjustment ☐ Waiver of Bid ☐ Emergency Clause
☐ Ordinance ☑ Resolution ☐ Informational

Title, Recommendation & Justification

Title:	Resolution to Award Bid IFB-24-63 Emergency Waterway Debris Removal & Disaster Recovery
Action Recommendation & Justification:	Resolution to award bid IFB-24-63 Emergency Waterway Debris Removal and Disaster Recovery Services to Horner Services, LLC per the unit prices attached, in an amount not to exceed $905,008.00. A budget adjustment is needed.
Additional Comments for Consideration (Optional):	Horner Services, LLC is the low, responsive bidder. This contract covers waterway debris removal from damage left by the May 26, 2024, tornado and severe storm event on a per unit price, not to exceed the total bid amount. Debris removal will be managed by the City's grant management consultant, Thompson Consulting, Inc., per the contract approved at the June 3, 2024, City Council meeting.
Amount for Approval:	**$** 905,008.00

Budget Impact

Is this Item Budgeted? ☐ YES ☑ NO ☐ ITEM HAS NO COST ☐ OTHER:_____

Budget Adjustment *(to be completed by Finance when applicable)*

101010-43710	Contracts	$ 905,008.00	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue

Fund(s) Impacted (check all that apply) ☑ General Fund ☐ Utility Fund ☐ Street Fund ☐ Other(s):_____

Budget Impact Notes for Consideration (Optional):

BID TABULATION

IFB-24-63 Emergency Waterway Debris Removal and Disaster Recovery Services

City of Bentonville, Arkansas

Bids Received Tuesday, August 13, 2024 at 1:00 PM

IFB-24-63 Emergency Waterway Debris Removal and Disaster Recovery Services					Looks Great Services of MS, Inc.		Horner Services, LLC		TFR Enterprises, Inc.	
Item No.	Description	Additional Item Description	Unit	Quantity	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Debris Removal from Waterways and Hauling to Debris Management Sites (DMS)		CY	25,000	$ 42.00	$ 1,050,000.00	$ 8.95	$ 223,750.00	[redacted]	
2	Debris Removal from Waterways and Hauling to Final Disposal Sites Approved by the City. Tipping fees shall be a pass through cost to the City.		CY	25,000	$ 67.00	$ 1,675,000.00	$ 17.35	$ 433,750.00	During bid evaluation, Purchasing discovered that TFR Enterprises, Inc. did not use the amended bid packet that was included in Addendum 1. Failure to submit a bid using the amended bid packet has resulted in the rejection of TFR Enterprises, Inc. Bid Submission.	
3	DMS Management, Operations, and Reduction of Waterways Debris By Grinding, Includes preparation, operation, remediation, and management of disaster related debris delivered to the DMS by the Contractor or City.		CY	25,000	$ 6.00	$ 150,000.00	$ 5.90	$ 147,500.00		
4	Haul Out Reduced Waterways Debris to a Final Disposal Site(s) Approved by the City. Tipping fees shall be a pass through cost to the City.	0 - 30 Miles	CY	25,000	$ 8.00	$ 200,000.00	$ 4.00	$ 100,000.00		
4A	Haul Out Reduced Waterways Debris to a Final Disposal Site(s) Approved by the City. Tipping fees shall be a pass through cost to the City.	30 - 60 Miles	CY	1	$ 12.00	$ 12.00	$ 4.00	$ 4.00		
4B	Haul Out Reduced Waterways Debris to a Final Disposal Site(s) Approved by the City. Tipping fees shall be a pass through cost to the City.	Greater than 60 Miles	CY	1	$ 18.00	$ 18.00	$ 4.00	$ 4.00	[redacted]	
TOTAL BID PRICE					$	3,075,030.00	$	905,008.00		
							**Line 4 (0-30 Miles) Extended Price and Total Bid Price corrected during bid evaluation.*			

purchasing@bentonvillear.com - (479) 271-3115

RESOLUTION NO. _____

A RESOLUTION AWARDING BID IFB-24-63 TO HORNER SERVICES, LLC., FOR EMERGENCY WATERWAY DEBRIS REMOVAL AND DISASTER RECOVERY, ON A PER UNIT PRICE, IN AN AMOUNT NOT TO EXCEED NINE HUNDRED FIVE THOUSAND EIGHT DOLLARS ($905,008.00); ADJUSTING THE 2024 BUDGET; AND FOR OTHER PURPOSES.

WHEREAS, Horner Services, LLC. was the lowest responsive bidder for bid IFB-24-63;

WHEREAS, this contract covers waterway debris removal from damage left by the May 26, 2024, tornado and severe storm event; and

WHEREAS, this will be paid utilizing monies from the General Fund Reserves.

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

Section 1: The Mayor and City Clerk are authorized to enter into a contract with Horner Services, LLC. to provide waterway debris removal and disaster recovery, on a per unit price, in an amount not to exceed nine hundred five thousand eight dollars ($905,008.00);

Section 2: The 2024 Budget is hereby adjusted to appropriate nine hundred five thousand eight dollars ($905,008.00) from General Fund into Account #101010-43710 – Contracts;

Section 3 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED and APPROVED this _____ day of _____, 2024.

APPROVED:

_____
STEPHANIE ORMAN, Mayor

ATTEST:

_____
MALORIE MARRS, City Clerk

City of Bentonville, Arkansas Agenda Item Form

Item Details

Council Meeting Date:	8/27/2024	**Submitted By:**	Travis Matlock
Phone:	479-271-5941	**For Department(s):**	Inventory Warehouse
Email:	tmatlock@bentonvillear.com		

Item Type (Check all that apply)

☐ Informational ☑ Bid Award ☐ Enter into an Agreement ☐ Change Order
☐ Recognizing Funds ☐ Budget Adjustment ☐ Waiver of Bid ☐ Emergency Clause
☐ Ordinance ☑ Resolution ☐ Informational

Title, Recommendation & Justification

Title:	Resolution to Award Bid IFB-24-50 to Techline & Arkansas Electric Cooperative for Electric Materials
Action Recommendation & Justification:	Resolution to award bid IFB-24-50-Electric Material to Techline, Inc. and Arkansas Electric Cooperative, Inc. per the unit prices and estimated quantities attached, plus applicable taxes. This bid is to replenish electric stock materials. Approved by Utility Board 5-0. No budget adjustment is needed.
Additional Comments for Consideration (Optional):	Lowest bidders: Arkansas Electric in the amount of $39,850.50 Techline in the amount of $78,071.70
Amount for Approval:	**$** 117,922.20

Budget Impact

Is this Item Budgeted? ☑ YES ☐ NO ☐ ITEM HAS NO COST ☐ OTHER:_____

Budget Adjustment *(to be completed by Finance when applicable)*

		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue
		$	$
Account Number (ORG-OBJECT)	Account Description	Expense	Revenue

Fund(s) Impacted (check all that apply) ☐ General Fund ☐ Utility Fund ☐ Street Fund ☐ Other(s):_____

Budget Impact Notes for Consideration (Optional):

CITY OF BENTONVILLE, ARKANSAS PURCHASING DEPARTMENT

FORMAL SEALED BID TABULATION

Date of Bid Opening:	7/23/2024	Time of Bid Opening:	1:30 PM	IFB-24-50

Solicitation Title: Electric Material

					Bidders:	AECI	Techline
Line Item	**Quantity**	**Unit of Measure**	**BEUD Part #**	**Description**		**Unit Price**	**Unit Price**
1	4	EA	1470	ENCLOSURE BURIAL CONCAST 200 AMP 3PH. LID FIBERCRETE MOUNTING PAD LID FC-37-73-2-3PH-1 (NO SUB)		$752.00	$775.75
2	50	EA	1524	FUSE CUTOUT 100 AMP POLYMR-MPS #SC15-H-G-1-10-B-D90 (NO SUB)		$170.15	$214.84
3	400	EA	1567	FUSETRON FUSE HOLDER SHAWMUT FEB-21-21 (NO SUB)		No Bid	$30.57
4	120	EA	1634	INSULATOR SUSPEN/DEADEND OHIO BRASS #401015-0215		$17.90	$17.69
5	400	EA	1711	PIN SADDLE CHANCE 14322 OR MACLEAN J3322Z		$28.15	$33.26
6	200	EA	1716	PLUG STAND-OFF ELASTIMOLD #161SOP (NO SUB)		No Bid	$71.56
7	120	EA	1885	STIRRUP 477 ACSR 336.4-954 AHLS954922E (NO SUB)		$60.11	$54.17
8	250	EA	1042	ARRESTOR LIGHTNING 10KV COOPER #UNS10050A1A1B1A (NO SUB)		$46.70	No Bid
9	210	EA	1154	CAP PROTECTIVE/INSULATED GROUND ELASTIMOLD #167-DRG (NO SUB)		No Bid	$51.40
10	100	EA	1370	CONDUIT STANDOFF BRKT. 12" ALUMFORM #9-CSO-12-4WT (NO SUB)		$54.00	No Bid
11	150	EA	1449	ELBOW 1/0 15KV 220MIL #162LRJS-B-5240 W/T.POINT INSUL. DIA. 16.0 - 23.1 (NO SUB)		No Bid	$71.43
12	100	EA	1636	KADDAS KE-1068BGR FUSE CUTOUT COVER (NO SUB)		$21.48	$22.80
13	100	EA	1637	KADDAS KE-1077A TRANSFORMER BUSHING CAP (NO SUB)		$15.96	$17.03
14	2	EA	1922	SWITCHGEAR AIS-9 3PH DEADFRONT CHANCE #A090A2OU (NO SUB)		$21,848.00	$24,221.89
15	10,000	FT	2183	WIRE 4/0 TRI-U/G SWEETBRIAR 4/0-4/0-2/0 (1000' REELS) PHASES MUST BE MARKED		$2.24	$2.14

purchasing@bentonvillear.com - (479) 271-3115

RESOLUTION NO. _____

A RESOLUTION AWARDING BID IFB-24-50, TO THE LOWEST RESPONSIVE BIDDERS, FOR ELECTRIC MATERIALS IN AN APPROXIMATE AMOUNT OF ONE HUNDRED SEVENTEEN THOUSAND NINE HUNDRED TWENTY-TWO DOLLARS AND TWENTY CENTS ($117,922.20), PLUS APPLICABLE TAXES; AND FOR OTHER PURPOSES.

WHEREAS, Techline and Arkansas Electric were the lowest responsive bidders for bid IFB-24-50;

WHEREAS, this agreement covers various electric materials per the unit prices and estimated quantities attached, plus applicable taxes; and

WHEREAS, this will be paid with budgeted funds.

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

Section 1: The Mayor and City Clerk are authorized to enter into agreements with Techline and Arkansas Electric, the lowest responsive bidders for certain electric materials pursuant to IFB-24-50;

Section 2: The estimated contract costs are one hundred seventeen thousand nine hundred twenty-two dollars and twenty cents ($117,922.20), plus applicable taxes;

Section 3 - Severability Provision: If any part of this Resolution is held invalid, the remainder of this Resolution shall continue in effect as if such invalid portion never existed; and

Section 4 - Repeal of Conflicting Provisions: All Ordinances, Resolutions, or Orders of the City Council, or parts of the same, in conflict with this Resolution are repealed to the extent of such conflict.

PASSED and APPROVED this _____ day of _____, 2024.

APPROVED:

_____
STEPHANIE ORMAN, MAYOR

ATTEST:

_____
MALORIE MARRS, CITY CLERK