

1. Agenda

Documents:

[MAY 12, 2015 CITY COUNCIL FULL AGENDA.PDF](#)

2. Short Agenda

Documents:

[MAY 12, 2015 CITY COUNCIL SHORT AGENDA.PDF](#)



BENTONVILLE CITY COUNCIL AGENDA

***Note that at 5:30 p.m. on Tuesday, May 12, 2015, there will be a presentation of the City of Bentonville's Comprehensive Plan by John Houseal of Houseal Lavigne Associates, LLC.**

**Committee of the Whole
Community Development
Planning Commission Meeting Room**

**Tuesday, May 12, 2015 6:00 p.m.
305 SW "A" Street**

**Regular City Council Meeting
Community Development
Planning Commission Meeting Room**

**Tuesday, May 12, 2015 6:00 p.m.
305 SW "A" Street**

**Public Comments on Tonight's Agenda Items (Limited Public Forum)
Questions, Comments and Discussion from Alderman on Tonight's Agenda
Call to Order
Pledge of Allegiance
Moment of Silence – For our Military Forces
Roll Call
Approval of Minutes: April 28, 2015**

AGENDA

1. Proclamations presented to recognize "Police Week" and "Emergency Medical Services Week" in Bentonville, Arkansas. **(Pages 4-5)**
2. Planning:
- 2a. **Terry and Linda O'Dell: Lot Split, Lots 1 and 2 of O'Dell Subdivision, 7555 Hutchens Road, Zoned A-1.**

(Pages 7-11)

The planning commission voted 7-0 recommending approval.

The applicant is proposing a lot split creating two lots from one existing tract that will be known as Lot 1 (3.34 acres) and Lot 2 (1.32 acres) of O'Dell Subdivision. Both lots are being rezoned from A-1, Agriculture to R-1, Single Family Residential. The lot split shows the dedication of right-of-way along Hutchens Road per the master street plan. Both water and sewer services are not available to these lots. A soil pit analysis for a septic system has been preliminarily approved by the Benton County Health Department.

- 2b. **Terry and Linda O'Dell: Rezoning, 7555 Hutchens Road, A-1, Agricultural to R-1, Single Family Residential.**

(Pages 12-18)

The planning commission voted 7-0 recommending approval.

Per the applicant, the intent is to create and rezone 2 tracts to the R-1, zone.

- 2c. **First National Bank of Fort Smith: Property Line Adjustment, Lots 17, Block 1 of Hollands Addition, 402 Southwest 'A' Street, Zoned DC, Downtown Core.**

(Pages 19-23)

The planning commission voted 7-0 recommending approval.

The applicant has submitted a property line adjustment for property located at 402 Southwest 'A' Street. The proposed plat indicates the creation of one lot from portions of four existing lots to be known as Lot 17, Block 1 of Hollands Addition (0.5 acres). Thirty feet of right-of way is being dedicated along SW 'A' Street. Both water and sewer services are available to this location.

- 3a. Requesting approval of an ordinance authorizing the Mayor and City Clerk to enter into an agreement with Lavigne Associates, LLC in an amount not to exceed \$448,223.00 for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan and waiving the requirement of competitive bidding.

(Pages 24-57)

- 3b. Approval of a budget adjustment in the amount of \$225,000.00 to enter into an agreement with Houseal Lavigne Associates, LLC in an amount not to exceed \$448,223.00 for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan. The City budgeted \$125,000.00 for the project in 2015 and has been awarded a \$200,000.00 grant from the Walton Family Foundation to help underwrite the total cost of the project. Half of the grant, \$100,000.00, has already been disbursed to the City. Therefore, the total 2015 budget for the project is \$225,000.00. The second half of the Walton Family Foundation grant in the amount of \$100,000.00 will be distributed later this year. The total project budget of \$450,000.00 consists of a \$200,000.00 grant from the Walton Family Foundation and \$250,000.00 from the City.

(Pages 58-61)

4. Public hearing and ordinance vacating a public access easement located in Lots 8 and 9 of Oakbrooke Subdivision Phase II, to the City of Bentonville, Arkansas, Benton County, Arkansas.

(Pages 62-65)

5. Public hearing and ordinance vacating a public access easement located in part of Lot 114, Stonehenge Subdivision Phase I, to the City of Bentonville, Arkansas, Benton County, Arkansas.

(Pages 66-70)

6. Award Competitive Formal Bid #15-24 to the lowest bidder for the purchase of specific items of police vehicle equipment to be used to outfit eight (9) 2015 Chevrolet Tahoe that are currently on order. (Note: in addition to these 9 Tahoes on order, a new Animal Control truck is also on order.) Fleet Safety of North Little Rock submitted a total equipment price of \$41,760.95. See attached breakdown for item description, quantity, and cost.

(Pages 71-72)

7. Request the City Council approve Two (2) Police Officer positions for the Bentonville Police Department. One position will assume the duties of "Community Officer" and have responsibilities to include media relations, press releases, threat assessments, and risk management efforts. This officer would be assigned to the department's administrative division. The other position would assume the duties of a "Domestic Violence Officer" would have responsibilities related to Domestic Violence investigations, related arrests & arrest warrants, and case follow up and tracking, handling over 102 domestic violence cases per year. This officer would be assigned to the Criminal Investigative Division. **(Pages 73-76)**
8. The Parks and Recreation Staff are seeking the City Council's approval of a bid award for bid #15-20 in the amount of \$33,033.88 for the purchase of Contour Mower from Ladd's Inc. Ladd's is the only vendor to supply a bid. **(Pages 77-79)**
9. Parks and Recreation Staff is requesting City Council's approval of a change order and budget adjustment, in the amount of \$5,800.00 for the Citizens Park Parking Lots project. **(Pages 80-84)**
10. Parks and Recreation Staff is requesting City Council's approval of a final reconciliation change order and budget adjustment, in the amount of \$9,293.24 for the Merchants Park Parking Lots project. **(Pages 85-88)**
11. Recommend the Mayor and City Council award bid for a metal plate embosser to AAMSCO in the amount of \$33,642.58. **(Pages 89-91)**

PROCLAMATION

WHEREAS: There are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Bentonville Police Department; and

WHEREAS: Nearly 60,000 assaults against law enforcement officers are reported each year, resulting in approximately 16,000 injuries; and

WHEREAS: Since the first recorded death in 1791, almost 20,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty, including 1 member of the Bentonville Police Department in 1997; and

WHEREAS: The names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, D.C.; and

WHEREAS: The new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 126 officers killed in 2014; and

WHEREAS: The service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 27th Annual Candlelight Vigil, on the evening of May 13, 2015; and

WHEREAS: The Candlelight Vigil is part of National Police Week, which takes place this year on May 10-16; and

WHEREAS: May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

NOW, THEREFORE, I, Bob McCaslin, Mayor of the City of Bentonville, do hereby proclaim May 10-16, 2015 as **Police Week** in Bentonville, AR, and I publicly salute the service of law enforcement officers in our community and in communities across the nation.

Given this twelfth day of May, 2015, in Bentonville, in the Great State of Arkansas, in the United States of America.



Bob McCaslin, Mayor
City of Bentonville

PROCLAMATION

WHEREAS: Emergency Medical Services is a vital public service; and

WHEREAS: The members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS: Access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS: The emergency medical services system consists of emergency physicians, emergency nurses, emergency medical technicians, paramedics, firefighters, first responders, educators, administrators and others; and

WHEREAS: The members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills, and

WHEREAS: It is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week.

NOW, THEREFORE, I Bob McCaslin, Mayor of the City of Bentonville do hereby proclaim the week of May 17-23, 2015 as "**Emergency Medical Services Week**" in the City of Bentonville, Arkansas. With the theme, "EMS Strong", I encourage the community to observe this week with appropriate programs, ceremonies and activities. .

Given this 12th day of May, 2015, in Bentonville, in the great State of Arkansas, in the United States of America.



Bob McCaslin, Mayor
City of Bentonville

**City Council
Planning Agenda
May 12, 2015**

Terry and Linda O'Dell: Lot Split, Lots 1 and 2 of O'Dell Subdivision, 7555 Hutchens Road, Zoned A-1.

The planning commission voted 7-0 recommending approval.

The applicant is proposing a lot split creating two lots from one existing tract that will be known as Lot 1 (3.34 acres) and Lot 2 (1.32 acres) of O'Dell Subdivision. Both lots are being rezoned from A-1, Agriculture to R-1, Single Family Residential. The lot split shows the dedication of right-of-way along Hutchens Road per the master street plan. Both water and sewer services are not available to these lots. A soil pit analysis for a septic system has been preliminarily approved by the Benton County Health Department.

Terry and Linda O'Dell: Rezoning, 7555 Hutchens Road, A-1, Agricultural to R-1, Single Family Residential.

The planning commission voted 7-0 recommending approval.

Per the applicant, the intent is to create and rezone 2 tracts to the R-1, zone.

First National Bank of Fort Smith: Property Line Adjustment, Lots 17, Block 1 of Hollands Addition, 402 Southwest 'A' Street, Zoned DC, Downtown Core.

The planning commission voted 7-0 recommending approval.

The applicant has submitted a property line adjustment for property located at 402 Southwest 'A' Street. The proposed plat indicates the creation of one lot from portions of four existing lots to be known as Lot 17, Block 1 of Hollands Addition (0.5 acres). Thirty feet of right-of way is being dedicated along SW 'A' Street. Both water and sewer services are available to this location.

Planning Commission Staff Report
Lot Split: Lots 1 and 2 of O'Dell Subdivision

TO: Bentonville Planning Commission Members
THRU: Troy Galloway, AICP, Community Development Director
FROM: Jon Stanley, Planner
PC DATE: May 5, 2015

GENERAL INFORMATION:

Project Number: 15-05000013

Applicant: Terry & Linda O'Dell

Representative: Jason Appel

Requested Action: Lot Split Approval

Location: 7555 Hutchens Road

Existing Zoning: A-1, Agricultural

Land Use Plan: Agriculture

BACKGROUND:

The applicant is proposing a lot split creating two lots from one existing tract that will be known as Lot 1 (3.34 acres) and Lot 2 (1.32 acres) of O'Dell Subdivision. Both lots are being rezoned from A-1, Agriculture to R-1, Single Family Residential. The lot split shows the dedication of right-of-way along Hutchens Road per the master street plan. Both water and sewer services are not available to these lots. A soil pit analysis for a septic system has been preliminarily approved by the Benton County Health Department.

SURROUNDING LAND USES AND ZONING:

Direction	Zoning	Land Use
North	City of Centerton	-
South	City of Highfill	-
East	A-1, Agricultural	-
West	City of Highfill	Agriculture

STREETS

Direction	Name	Classification
North	-	-
South	West Highway 12	Arterial
East	-	-
West	Hutchens Road	Local

TRAFFIC FINDINGS

- (a) Traffic data for the nearest intersections are as follows: No traffic data exists for this location.

(b) Traffic summary software predicts the additional traffic for this project is: N/A.

STANDARD CONDITIONS OF APPROVAL

1. A digital copy of the plat.
2. All technical review comments must be addressed before building permits will be issued.

ISSUES / ANALYSIS:

Site Inspection: A site inspection was completed; this is the location of a single family home in a rural area.

Drainage Report: A drainage report is not required for this lot split.

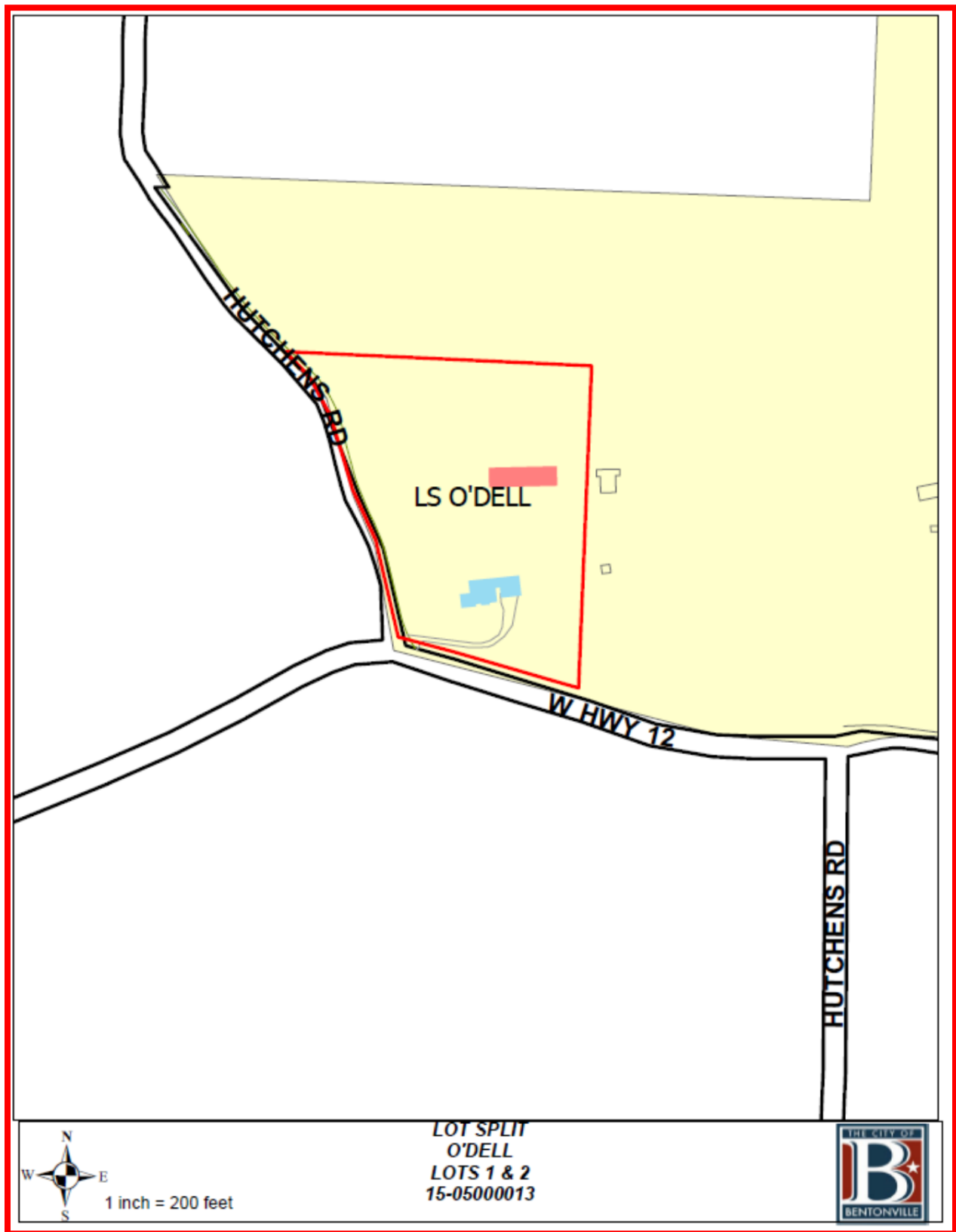
Water / Sewer: Per the G.I.S. site, water and sewer are not available at this location. A soil pit analysis for a septic system has been preliminarily approved by the Benton County Health Department.

Waiver(s): N/A

Analysis / Conclusion: This lot split **DOES** meet the minimum requirements of the subdivision regulations.

RECOMMENDATION:

Staff has reviewed this application and recommends **APPROVAL**.



ENGINEERING SERVICES INC

1207 S. Old Missouri Rd. • P.O. Box 282 • Springdale, Arkansas 72765-0282

Ph: 479-751-8733 • Fax: 479-751-8746

March 27, 2015

Planning Department
City of Bentonville, Arkansas
305 SW A Street
Bentonville, AR 72712

RE: Lot Split and Rezoning Application - Parcel Number 01-08203-265

Dear Sir or Ma'am,

This letter is intended to serve as a narrative to accompany the application for the rezoning of a property within the City of Bentonville. The intent of this submittal is to create and rezone 2 tracts to the R-1 Zone.

The property to be developed is Benton County Parcel Number 01-08203-2650, which is an approximately 5.00 acre tract located north of Highway 12 and east of Hutchens Road.

The property being developed is owned by Terry and Linda Odell at 7555 Hutchens Rd., Bentonville, AR. The property is currently zoned A-1 (Agricultural) and the proposed zoning is R-1 (Single Family Residential). This zoning will allow the property owner to divide the property into 2 tracts, one being 3.33 Acres and the other being 1.33 Acres.

There are currently no existing water or sewer mains to this property within the City of Bentonville City Limits. The Existing house is on a well and on a septic system. The proposed lot split will allow the existing house to be sold with the shop building located on the 3.33 Acre Tract. The 1.33 Acre tract will be developed with a single family home with a proposed well and septic system.

The following supporting materials to accompany the rezoning and lot split application are enclosed with this letter:

- Completed, Signed Rezoning and Lot Split Applications
- \$400 Check to City of Bentonville for the Review Fees (\$275 for Rezoning, \$125 for Incidental Subdivision)
- 15 (Fifteen) Folded Copies of the Proposed Lot Split
- One electronic copy (Word File on enclosed CD) of the Legal Description
- Copy of the Warranty Deed
- Certified List of Adjacent Property Owners within 200 feet of the Property
- Certified Mail Receipts with a copy of the notification letter

Please do not hesitate to contact me if you have any questions regarding this application or need anything further.

Thank you,

Jason Appel, P.E.
Project Engineer

Enclosures



Jerry W. Martin, P.E.
Chairman of the Board

Philip C. Humbard, P.E., E.L.S.
President

Brian J. Moore, P.E.
Vice President

Tim J. Mays, P.E.
Secretary / Treasurer

Consulting Engineers and Surveyors

www.engineeringservices.com

ORDINANCE NO. _____

AN ORDINANCE ACCEPTING A LOT SPLIT OF LOTS 1 & 2 O'DELL SUBDIVISION TO THE CITY OF BENTONVILLE, ARKANSAS.

WHEREAS, pursuant to the provisions of Title 15 of the Bentonville Municipal Code, the lot split of Lots 1 & 2 O'Dell Subdivision, to the City of Bentonville, Benton County Arkansas, was submitted to the Bentonville Planning Commission on the 5th day of May, 2015 and

WHEREAS, said lot split is attached hereto as Exhibit "A" and

WHEREAS, the Bentonville Planning Commission considered said lot split on the date stated and at other times, and voted to recommend the approval of said lot split to the City Council; and

WHEREAS, the lot split of real property as described herein has been submitted to the City Council of the City of Bentonville, and after consideration and deliberation said Council is of the opinion that said lot split should be approved.

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

Section 1: That the lot split of Lots 1 & 2 O'Dell Subdivision, to the City of Bentonville, Arkansas, should be and the same is hereby accepted and approved for all purposes.

Section 2: That the Mayor and City Clerk be and are hereby authorized and directed to evidence the acceptance of said lot split by certifying said acceptance on the approved lot split.

PASSED AND APPROVED THIS _____ DAY OF _____, 2015

ATTEST

APPROVED

CITY CLERK

MAYOR



The City of Bentonville, Arkansas

PC Meeting of: May 5, 2015

305 S.W. "A" Street
Bentonville, AR 72212
Telephone: (479) 271-3126
Fax: (479) 271-5906

REZONING: O'Dell A-1, Agricultural to R-1, Single Family Residential

TO: City of Bentonville, Arkansas Planning Commission
FROM: Jon Stanley, Planner
THRU: Troy Galloway, AICP, Community Development Director
DATE: May 5, 2015

GENERAL INFORMATION

H.T.E. Project Number: 15-09000016

Applicant/Current Owner: Terry & Linda O'Dell

Representative: Jason Appel (Engineer Service (ESI))

Requested Action: Rezoning

Location: 7555 Hutchens Road

Existing Zoning: A-1, Agricultural

Proposed Zoning: R-1, Single Family Residential

Future Land Use Map Designation: Agricultural

BACKGROUND / HISTORY

Property Description/Site Inspection: A site inspection was completed; the property is the site of a single family home in an agriculture area.

Previous Rezoning Requests for this Property: There are no known rezonings at this location.

Surrounding Land Uses & Zonings:

Direction	Current Land Use	Existing Zoning	Future Land Use Map Designation
North	Agriculture	City of Centerton	City of Centerton
South	Agriculture	City of Highfill	City of Highfill
East	Agriculture	A-1, Agricultural	Agriculture
West	Agriculture	City of Highfill	City of Highfill

Surrounding Streets & Classifications:

Direction	Name	Master Street Plan Classification	Current Condition
North	Town Vu Road	-	-
South	-	West Highway 12	2 lane asphalt state highway
East	-	-	-
West	Hutchens Road	Local	Gravel

LEGAL NOTIFICATIONS

Public Notice: The property owner and/or representative mailed certified public notices to property owners within a 200 foot radius of the subject site on **March 27, 2015** and staff published a legal notice in the Arkansas Democrat-Gazette, Northwest Arkansas Addition on **April 3, 2015**. In addition, staff posted a notice of public hearing sign on the property on **April 20, 2015**. This **DOES** meet legal notification requirements due to the applicant failing to notify all property owners within 200 feet of said parcel.

RELATIONSHIP TO THE GENERAL PLAN AND FUTURE LAND USE MAP

1. A determination of the degree to which the proposed zoning is consistent with land use planning objectives, principles, and policies and with land use and zoning plans.

Finding(s) of Staff: The Master Land Use plan depicts this property as Low Density Residential. Policy LU-23 Housing Types within the General Plan states “the City should encourage the development of a mix of housing types to the meet the needs of residents...”. The rezoning request is consistent with good land use planning and the general plan and will meet the intent of the policy.

2. A determination as to whether the proposed zoning would create or appreciably increase traffic danger and congestion.

Finding(s) of Staff: The proposed development will not create an increase to traffic danger in the area.

3. A determination as to whether the proposed zoning would significantly alter the population density and thereby undesirably increase the load on public services including schools, emergency services, and water and sewer facilities.

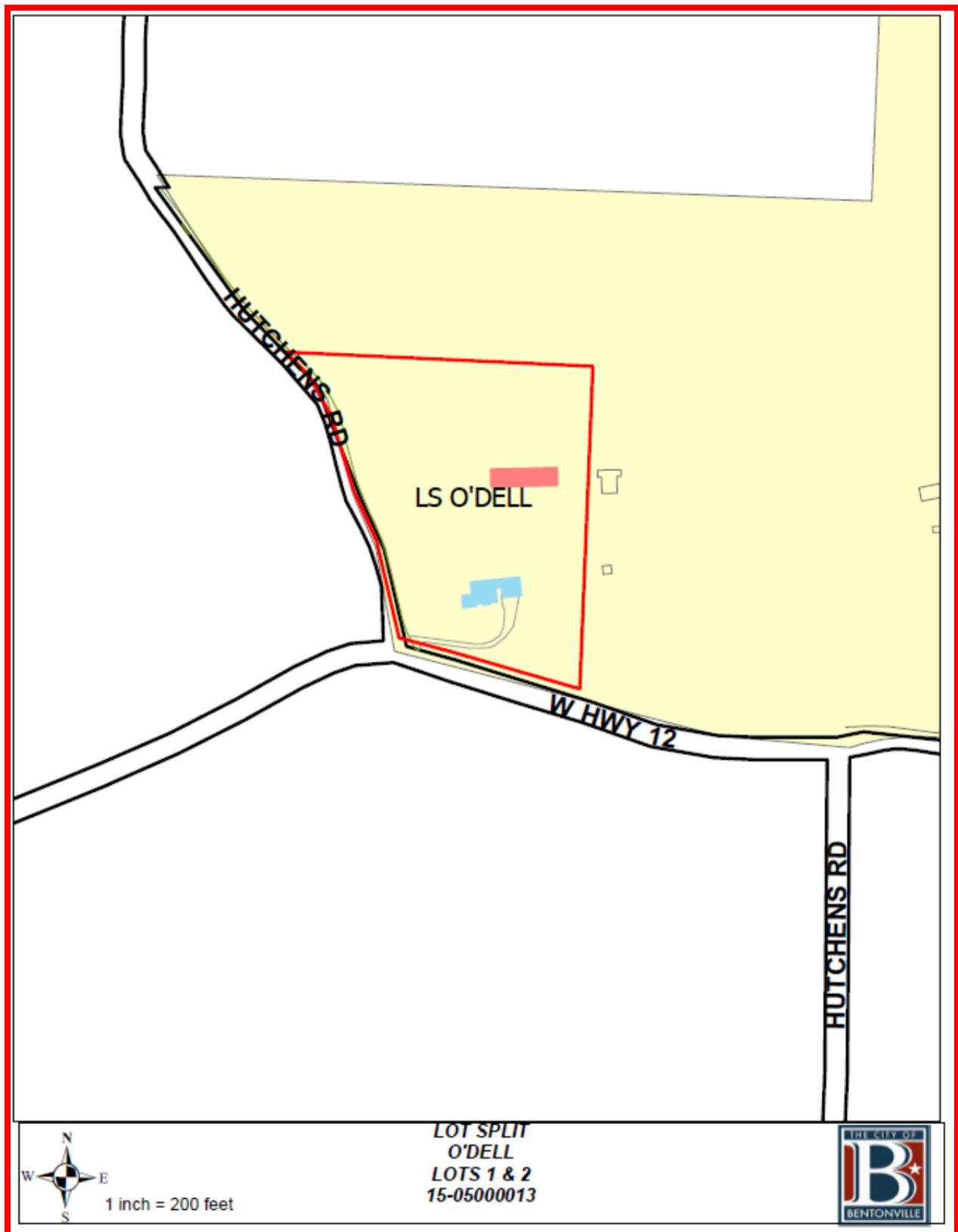
Finding(s) of Staff: The proposed zoning will not adversely impact the public infrastructure. Emergency services are adequate at this location however water and sewer are not available to the property at this time. Lot one has an existing septic system and a soil pit analysis for a septic system has been preliminary approved by Benton County Health Department for the newly created lot 2.

ANALYSIS, CONCLUSION, & SUMMARY

The rezoning request **IS** consistent with the City of Bentonville’s Future Land Use Map, which depicts this property as Agricultural.

STAFF RECOMMENDATION

Staff has reviewed this application and based on the findings presented in this staff report, staff recommends **APPROVAL** of this rezoning from **A-1, Agricultural** to **R-1, Single Family Residential**.



ENGINEERING SERVICES INC

1207 S. Old Missouri Rd. • P.O. Box 282 • Springdale, Arkansas 72765-0282

Ph: 479-751-8733 • Fax: 479-751-8746

March 27, 2015

Planning Department
City of Bentonville, Arkansas
305 SW A Street
Bentonville, AR 72712

RE: Lot Split and Rezoning Application - Parcel Number 01-08203-265

Dear Sir or Ma'am,

This letter is intended to serve as a narrative to accompany the application for the rezoning of a property within the City of Bentonville. The intent of this submittal is to create and rezone 2 tracts to the R-1 Zone.

The property to be developed is Benton County Parcel Number 01-08203-2650, which is an approximately 5.00 acre tract located north of Highway 12 and east of Hutchens Road.

The property being developed is owned by Terry and Linda Odell at 7555 Hutchens Rd., Bentonville, AR. The property is currently zoned A-1 (Agricultural) and the proposed zoning is R-1 (Single Family Residential). This zoning will allow the property owner to divide the property into 2 tracts, one being 3.33 Acres and the other being 1.33 Acres.

There are currently no existing water or sewer mains to this property within the City of Bentonville City Limits. The Existing house is on a well and on a septic system. The proposed lot split will allow the existing house to be sold with the shop building located on the 3.33 Acre Tract. The 1.33 Acre tract will be developed with a single family home with a proposed well and septic system.

The following supporting materials to accompany the rezoning and lot split application are enclosed with this letter:

- Completed, Signed Rezoning and Lot Split Applications
- \$400 Check to City of Bentonville for the Review Fees (\$275 for Rezoning, \$125 for Incidental Subdivision)
- 15 (Fifteen) Folded Copies of the Proposed Lot Split
- One electronic copy (Word File on enclosed CD) of the Legal Description
- Copy of the Warranty Deed
- Certified List of Adjacent Property Owners within 200 feet of the Property
- Certified Mail Receipts with a copy of the notification letter

Please do not hesitate to contact me if you have any questions regarding this application or need anything further.

Thank you,

Jason Appel, P.E.
Project Engineer

Enclosures



Jerry W. Martin, P.E.
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President

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Vice President

Tim J. Mays, P.E.
Secretary / Treasurer

Consulting Engineers and Surveyors

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ORDINANCE NO. _____

AN ORDINANCE CHANGING REAL ESTATE IN THE CITY OF BENTONVILLE, ARKANSAS, FROM ITS PRESENT CLASSIFICATION TO R-1, SINGLE FAMILY RESIDENTIAL.

WHEREAS, Terry and Linda O'Dell, duly filed a petition with the City Planning Commission requesting that the hereinafter described real property situated in Benton County, Arkansas, be changed from its present classification to R-1 property to be used in accordance with city zoning laws and state laws; which property is described as follows:

PART OF THE SOUTHEAST QUARTER (SE ¼) OF THE SOUTHWEST QUARTER (SW ¼) OF SECTION NINETEEN (19), TOWNSHIP NINETEEN NORTH (T-19-N), RANGE THIRTY-ONE WEST (R-31-W) OF THE FIFTH PRINCIPAL MERIDIAN, BENTON COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS: COMMENCE THE NORTHEAST CORNER OF SAID FORTY ACRE TRACT, BEING A FOUND 5/8" REBAR; THENCE ALONG THE NORTH LINE OF SAID FORTY ACRE TRACT, N87°21'19"W A DISTANCE OF 1294.12 FEET TO A POINT IN THE CENTER OF HUTCHENS ROAD; THENCE LEAVING SAID NORTH LINE AND ALONG SAID CENTER OF HUTCHENS ROAD THE FOLLOWING FOUR CALLS, S30°31'18"E A DISTANCE OF 28.02 FEET TO A POINT; THENCE S35°20'18"E A DISTANCE OF 193.57 FEET TO A POINT; THENCE S37°03'05"E A DISTANCE OF 76.42 FEET TO A POINT; THENCE S43°52'37"E A DISTANCE OF 125.23 FEET TO THE POINT OF BEGINNING, BEING A FOUND ½" REBAR; THENCE LEAVING SAID CENTER OF HUTCHENS ROAD, S87°20'55"E A DISTANCE OF 546.52 FEET TO A SET IRON PIN WITH CAP "PLS 1439"; THENCE S02°23'05"W A DISTANCE OF 573.77 FEET TO THE NORTHERN RIGHT-OF-WAY OF ARKANSAS HIGHWAY 12, BEING A FOUND ½" REBAR; THENCE ALONG SAID NORTHERN RIGHT-OF-WAY THE FOLLOWING THREE CALLS, N74°40'42"W A DISTANCE OF 39.16 FEET TO A SET IRON PIN WITH CAP "PLS 1439"; THENCE N73°44'31"W A DISTANCE OF 193.50 FEET TO A SET IRON PIN WITH CAP "PLS 1439"; THENCE N75°03'11"W A DISTANCE OF 101.25 FEET TO THE CENTER OF HUTCHENS ROAD TO A POINT; THENCE LEAVING SAID NORTHERN RIGHT-OF-WAY AND ALONG SAID CENTER OF HUTCHENS ROAD THE FOLLOWING FIVE CALLS, N13°01'12"W A DISTANCE OF 176.84 FEET TO A POINT; THENCE N24°26'15"W A DISTANCE OF 99.41 FEET TO A POINT; THENCE N16°40'20"W A DISTANCE OF 137.03 FEET TO A POINT; THENCE N28°58'21"W A DISTANCE OF 81.40 FEET TO A POINT; THENCE N43°52'34"W A DISTANCE OF 59.15 FEET TO THE POINT OF BEGINNING.

SAID TRACT OR PARCEL OF LAND CONTAINING 5.00 ACRES (217,937 SQ.FT.), MORE OR LESS.

WHEREAS, the City Planning Commission duly met and considered the application and duly set the petition for public hearing to be held the 5th day of May 2015 in the Council Room

of the City of Bentonville; notice of said hearing having been published in the Benton County Daily Record for the time and in the manner required by law; and

WHEREAS, the City Planning Commission voted to recommend to the City Council that the petition be approved and that said property be rezoned from its present classification to R-1 property;

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

Section 1: That the above described real property is hereby changed from its present classification to R-1 property to be used in accordance with the City zoning laws of the State of Arkansas.

PASSED AND APPROVED this _____ day of _____, 2015

ATTEST

APPROVED

CLERK

MAYOR

Planning Commission Staff Report
Property Line Adjustment: Lots 17, Block 1 of Hollands Addition

TO: Bentonville Planning Commission Members
THRU: Troy Galloway, AICP, Community Development Director
FROM: Jon Stanley, Planner
PC DATE: May 5, 2015

GENERAL INFORMATION:

Project Number: 15-07000001
Applicant: First National Bank of Fort Smith
Representative: Sammi May (Morrison Shipley Engineers)
Requested Action: Property Line Adjustment
Location: 402 Southwest 'A' Street
Existing Zoning: DC, Downtown Core
Land Use Plan: Mixed Use

BACKGROUND:

The applicant has submitted a property line adjustment for property located at 402 Southwest 'A' Street. The proposed plat indicates the creation of one lot from portions of four existing lots to be known as Lot 17, Block 1 of Hollands Addition (0.5 acres). Thirty feet of right-of way is being dedicated along SW 'A' Street. Both water and sewer services are available to this location.

SURROUNDING LAND USES AND ZONING:

Direction	Zoning	Land Use
North	DC, Downtown Core	Mixed Use
South	DC, Downtown Core	Mixed Use
East	DC, Downtown Core	Mixed Use
West	R-O, Residential Office	Mixed Use

STREETS

Direction	Name	Classification
North	Southwest 4 th Street	Local
South	-	-
East	Southwest 'A' Street	Collector
West	-	-

TRAFFIC FINDINGS

- (a) Traffic data for the nearest intersections are as follows: No traffic data exists for this location.
- (b) Traffic summary software predicts the additional traffic for this project is: N/A.

STANDARD CONDITIONS OF APPROVAL

1. A digital copy of the plat.
2. All technical review comments must be addressed before building permits will be issued.

ISSUES / ANALYSIS:

Site Inspection: A site inspection was completed; this is the location is vacant in a developing mixed use area of downtown.

Drainage Report: A drainage report is not required for this lot split.

Water / Sewer: Per the G.I.S. site, water and sewer are available at this location.

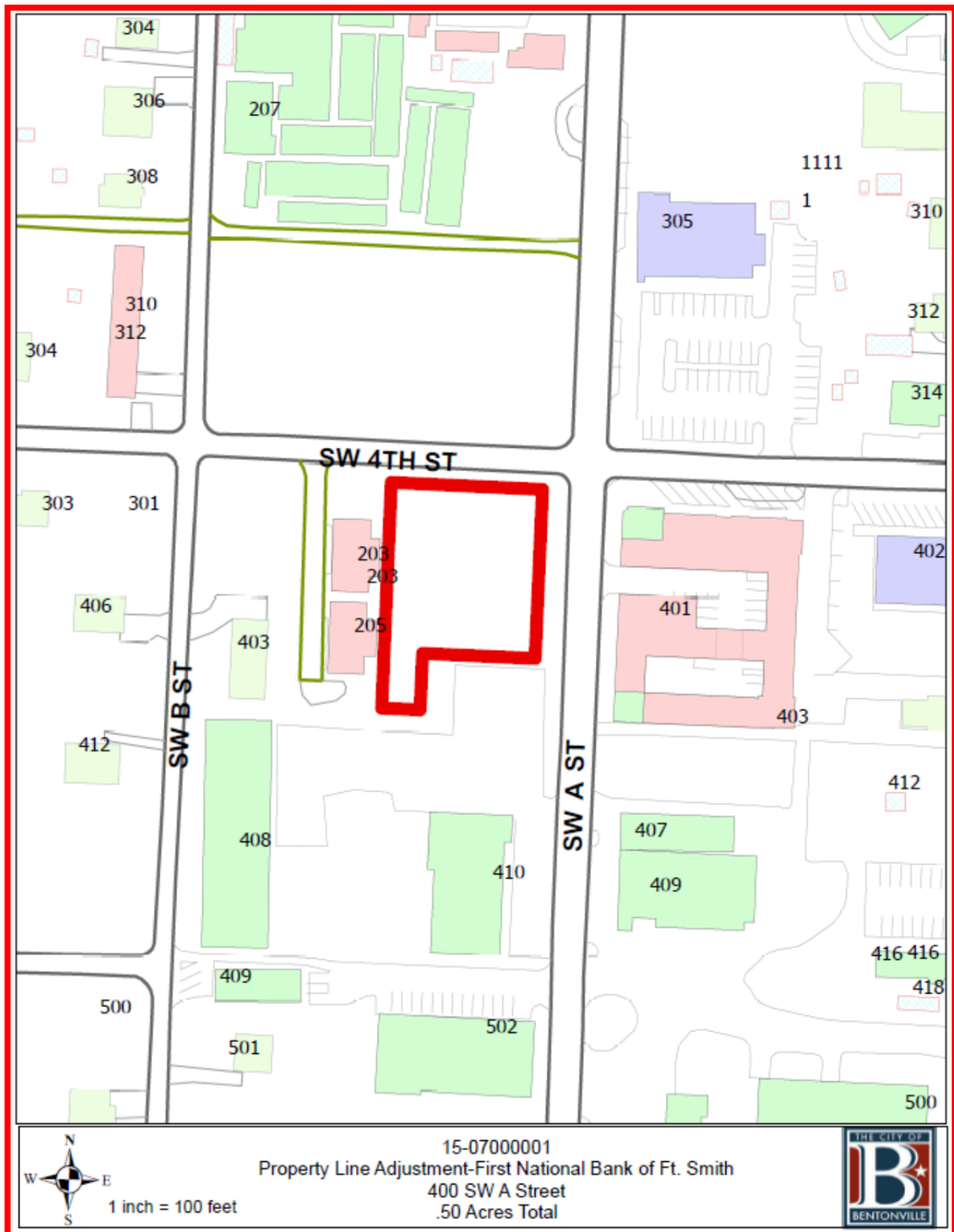
Waiver(s): The applicant has submitted a waiver request to the following:

- Right-of Way Dedication – Art1100, Sec 1100.5.B states that subdivision and large-scale developments shall dedicate sufficient right-of-way to bring those streets which the Master Street Plan shows to abut or intersect the development into conformance with right-of-way requirements of the most recently adopted Master Street Plan for said street.
The applicant is requesting 30' feet of right-of-way be allowed from the 35 feet required by ordinance.

Analysis / Conclusion: This lot split **DOES NOT** meet the minimum requirements of the subdivision regulations due to the waiver request.

RECOMMENDATION:

Staff has reviewed this application and recommends **APPROVAL**.





MORRISON SHIPLEY

ENGINEERS • SURVEYORS

April 27, 2015

Planning Commission
City of Bentonville
305 S.W. "A" Street
Bentonville, AR 72712

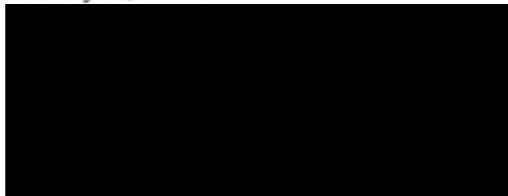
Re: Waiver Request – Right-of-Way Width for SW "A" Street
Property Line Adjustment for FNB Bank

Dear Commission:

We request a waiver to vary the required right-of-way width of SW "A" Street from 35' to 30' measured from the centerline. The resulting overall right-of-way width for SW "A" Street at this property would be 60'. We have spoken with staff, and they feel that this width is adequate for the planned SW "A" street improvements and does allow for the wider sidewalk section to be constructed.

Thank you for consideration of this waiver request; please let me know if you need any additional information.

Thank you,



Sammi May, P.E.
Project Manager

ORDINANCE NO. _____

AN ORDINANCE ACCEPTING A PROPERTY LINE ADJUSTMENT OF LOT 17, BLOCK 1, HOLLANDS ADDITION TO THE CITY OF BENTONVILLE, ARKANSAS.

WHEREAS, pursuant to the provisions of Title 15 of the Bentonville Municipal Code, the property line adjustment Lot 17, Block 1, Hollands Addition, to the City of Bentonville, Benton County Arkansas, was submitted to the Bentonville Planning Commission on the 5th day of May, 2015 and

WHEREAS, said property line adjustment is attached hereto as Exhibit "A" and

WHEREAS, the Bentonville Planning Commission considered said property line adjustment on the date stated and at other times, and voted to recommend the approval of said property line adjustment to the City Council; and

WHEREAS, the property line adjustment of real property as described herein has been submitted to the City Council of the City of Bentonville, and after consideration and deliberation said Council is of the opinion that said property line adjustment should be approved.

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

Section 1: That the property line adjustment of Lot 17, Block 1, Hollands Addition, to the City of Bentonville, Arkansas, should be and the same is hereby accepted and approved for all purposes.

Section 2: That the Mayor and City Clerk be and are hereby authorized and directed to evidence the acceptance of said property line adjustment by certifying said acceptance on the approved property line adjustment.

PASSED AND APPROVED THIS _____ DAY OF _____, 2015

ATTEST

APPROVED

CITY CLERK

MAYOR



CHECK ALL THAT APPLY		
	Bid Award	Bid #
	Budget Adjustment	
	Change Order	
	Informational	
X	Ordinance	
	Resolution	
	Other	

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: Troy Galloway

Department: Community & Econ. Dev.

Phone: 271-3126

ACTION REQUIRED:

Requesting approval of an ordinance authorizing the Mayor and City Clerk to enter into agreement with Houseal Lavigne Associates LLC in an amount not to exceed \$448,223 for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan and waiving the requirement of competitive bidding.

COST TO CITY:

Cost of this Request: \$450,000

Additional Budget Amount: \$0

☒ One time amount ☐ Continuing O and M

Previously Budgeted	\$ 225,000
Funds Expended to Date	-
Remaining Budget	225,000
Budget Adjustment	225,000
Remaining After Adjustment	\$ 450,000

SK
Department Head Date 5/10/15

Purchasing Agent Date

DL
Finance Director Date 5-6-15

CT
Staff Attorney Date 5/10/15
Rom
Mayor Date 5/7/15

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712
www.bentonvillear.com



PLEASE RECYCLE



REQUEST FOR WAIVER OF BID

Date		<u>5/12/2015</u>	
Requested by:		<u>Troy Galloway</u>	
Department:		<u>Community & Economic Development</u>	
DESCRIPTION OF REQUEST:			
Type of Equipment:	<u>technical and professional services for comprehensive plan</u>		
Year & Model:	<u>n/a</u>		
Serial #	<u>n/a</u>		
To Be Purchased From:	<u>Houseal Lavigne Associates</u>		
Amount:	Base Amount:	\$	<u>448,223.00</u>
	Tax:	\$	<u>-</u>
	*Other:	\$	<u>-</u>
	TOTAL	\$	<u>448,223.00</u>
* List all other costs:			
JUSTIFICATION FOR REQUEST FOR WAIVER OF BID:			
The purchase is a service not specifically identified in state statute as a "professional" service. We followed an RFQ/RFP selection process to ensure the best qualified firm was selected and to provide transparency. We request the waiver of bid in order to sanction the selection process and to facilitate the contract with Houseal Lavigne LLC.			
_____ Department Head		_____  Director of Finance & Administration	
Revised 6-18-99			

PROFESSIONAL SERVICES AGREEMENT

May __, 2015

BETWEEN

THE CITY OF BENTONVILLE, ARKANSAS

AND

HOUSEAL LAVIGNE ASSOCIATES, LLC.

AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF BENTONVILLE, ARKANSAS
AND
HOUSEAL LAVIGNE ASSOCIATES, LLC.

THIS AGREEMENT, made and entered into this ____ day of _____, 2015, by and between HOUSEAL LAVIGNE ASSOCIATES LLC., an Illinois Limited Liability Company, with principal offices at 134 N. LaSalle, Suite 1100, Chicago, Illinois 60602 (hereinafter referred to as the "CONSULTANT"), and THE CITY OF BENTONVILLE, ARKANSAS, a municipal corporation of the State of Arkansas, whose mailing address is City of Bentonville, 117 West Central Avenue, Bentonville, AR 72712 (hereinafter referred to as the "CLIENT").

WITNESSETH THAT:

WHEREAS, the CLIENT desires to engage the services of the CONSULTANT to furnish technical and professional assistance in connection with the preparation of a Comprehensive Plan (hereinafter referred to as the "PROJECT") and the CONSULTANT has signified its willingness to furnish technical and professional services to the CLIENT; and WHEREAS, the CONSULTANT represents to the CLIENT that it has sufficient expertise and resources to enable it to provide such advice and assistance to the CLIENT;

NOW, THEREFORE, the parties do mutually agree as follows:

A. Scope of Consultant's Services

The CONSULTANT agrees to perform in a good and professional manner those services described in Attachment A, *Comprehensive Plan Scope of Services*, copies of which are attached hereto and incorporated in this AGREEMENT. All documents, including but not limited to investigative studies, completed or partially completed drafts, graphics, charts, maps and tables produced by the CONSULTANT in the performance of these services shall be the property of the CLIENT during and upon completion of the services to be performed under this AGREEMENT. CONSULTANT shall retain all records, including but not limited to, payrolls, time records and research for a period of three years following the completion of the PROJECT.

B. Materials to be Provided by the Client

All existing information, data, reports and records which are useful for carrying out the work on this PROJECT and which are reasonably accessible to the CLIENT shall be furnished to the CONSULTANT in a timely manner. The completion of the services to be performed by the CONSULTANT under this AGREEMENT is contingent upon the receipt from the CLIENT, at no cost to the CONSULTANT, the data and reports and other material as described in Attachment A, Section 1, in a timely manner. If, by reason of any fault of CLIENT, the information, data, reports and records to be provided by the CLIENT are not made available to the CONSULTANT in a timely manner, the CONSULTANT may suspend work on the PROJECT, in accordance with paragraph I hereof, until such

materials are provided. A written notice to the CLIENT must be provided by the CONSULTANT before any work is suspended on the PROJECT.

C. Meetings and Consultant Visits

The CONSULTANT shall attend meetings associated with the following tasks, and any additional meetings deemed reasonable and needed to complete the PROJECT, as outlined in Attachment A, *Comprehensive Plan Scope of Services*.

- Step 1a: Project Kick-Off – Planning Staff & Department Heads Meeting
- Step 1b: City Council & Planning Commission Roundtable
- Step 1d: CPAC Orientation and Initiation Workshop
- Step 2b: Community Workshop – Issues Identification and Aspirations
- Step 2c: Business Workshop – Ensuring a “Business Friendly” Community
- Step 2d: Key Person Interviews & Focus Group Discussions
- Step 2e: Student/Youth Workshops
- Step 2f: “Topical”/Issue-Based Focus Groups Discussions – CPAC and Public
- Step 4j: Planning Commission/City Council Meeting – Existing Conditions
- Step 5a: Community Visioning Session/Charrette
- Step 6a: Key Areas Planning Charrette – CPAC & Public
- Step 6d: Planning Commission/City Council Workshop – Key Area Concepts
- Step 6f: Planning Commission Meeting – Development Visualization Concepts
- Step 6g: Community Open House
- Step 7h: Planning Commission/City Council Meeting – Core Plan Components
- Step 7i: Community Open House

Step 8f: Planning Commission/City Council Meeting – Implementation

Step 9c: Community Presentation & Open House

Step 9d: Final Plan Report to Planning Commission (Public Hearing/Presentation)

Step 9e: Final Plan Adoption – City Council

For purposes of this AGREEMENT, “meeting” shall mean a gathering requiring the attendance of the CONSULTANT or CONSULTANT's staff, including workshops, formal presentations and public meetings. Public meetings shall be scheduled at least seven (7) to fifteen (15) days in advance. The CONSULTANT will provide to the CLIENT an agenda for every scheduled meeting at least five (5) days prior to the meeting date. Attendance at additional meetings will be subject to the provisions of Article M (Extra Work) of this AGREEMENT. The CONSULTANT may conduct "site visits" to gather information, data, and perform field reconnaissance. These "site visits" shall not be counted as meetings under this AGREEMENT.

D. Deliverables

CONSULTANT agrees to provide products to the CLIENT as follows:

<u>Step</u>	<u>Deliverable</u>
1	Branding for the Plan
2	Press Release and Media Articles
2	Project Website
2	On-Line Questionnaires
2	sMap on-line mapping tool
2	Community Workshop Summary
2	Business Workshop Summary
2	Key Person Interviews Summaries
2	Student/Youth Workshop Summary
2	DIY (Do-it-yourself) Workshop Kits
3	Market & Demographic Analysis

- 4 Existing Conditions Synthesis Report (hard copy)
- 5 Draft Vision, Goals, and Objectives
- 6 Key Area Concepts (hardcopy)
- 6 Catalyst Site Development Concepts (hard copy)
- 7 "Core" Plan Components (hard copy)
- 8 Regulatory Strategy Components
- 8 CIP Strategy Framework
- 8 Action Agenda
- 8 Performance Measurement Matrix
- 9 Draft Comprehensive Plan (hard copy)
- 9 Final Comprehensive Plan (hard copy)

The CONSULTANT will provide electronic copies of all interim deliverables and hard copies of deliverables as indicated above. Additional copies of deliverables requested by the CLIENT will be provided at an additional cost.

E. Changes

The CLIENT may, from time to time, request changes in Attachment A, *Comprehensive Plan Scope of Services*, of the services to be performed by the CONSULTANT hereunder. Such changes, including any appropriate increase or decrease in the amount of compensation, which are mutually agreed upon, shall be incorporated into written amendments to this AGREEMENT. All change made subject to Paragraph E (Changes) must follow the procedures set out in Paragraph M (Extra Work).

F. Consultant's Compensation

The CONSULTANT shall be compensated for services rendered under the terms of this AGREEMENT on the basis of the CONSULTANT's hourly rates as stated under Paragraph G hereof (Hourly Rates) and Attachment A for the staff time devoted to the PROJECT, and for directly related project expenses. The maximum cost for

CONSULTANT's services and all subcontractor's services under this AGREEMENT is \$448,223, including directly related job expenses. The CONSULTANT shall not exceed this sum without specific written authorization from the CLIENT or an amendment to this AGREEMENT. The CONSULTANT represents and warrants that absent Extra Work, as referenced in Paragraph M hereof, all work to be performed under this AGREEMENT can and will be performed without exceeding the maximum compensation amount set forth above. Directly related job expenses including, but are not limited to: printing, graphic reproduction, mileage, mailing/delivery, the purchase of additional maps, plans and reports and other out-of-pocket expenses that are related to carrying out services under this AGREEMENT. The Internal Revenue Source's Standard Mileage Rate shall be used to calculate mileage costs, and all other directly related job expenses shall not be subject to a multiplier and shall represent actual costs incurred by the CONSULTANT.

G. Hourly Rates

The hourly rates in effect for purposes of this AGREEMENT are provided in Attachment C. The CONSULTANT reserves the right to request an increase in the hourly charge rates, but only after eighteen months following the date of this AGREEMENT and with the written approval of the CLIENT. The CLIENT shall be notified at least 30 days in advance of such a request for an increase.

H. Invoicing and Method of Payment

- (1) The CONSULTANT shall submit, on a monthly basis, invoices for services performed and reimbursable directly related job expenses incurred on the

PROJECT during the billing period. Invoices are due and payable no later than thirty (30) days from the date of CLIENT's receipt of the invoice.

- (2) Each invoice shall include a summary of work completed, the number of hours each staff person has devoted to the PROJECT during the preceding period, each staff person's hourly rate and the extension of such hourly rate times the amount of time to the half-hour that person has spent working on the PROJECT. Invoices shall also include a listing and the amount, at the actual cost thereof, for reimbursable directly related job expenses as defined in Paragraph F hereof.

I. Time of Performance

The services of the CONSULTANT shall begin upon delivery to the CONSULTANT of an executed copy of this AGREEMENT, and shall, absent causes beyond the reasonable control of the CONSULTANT, be completed within eighteen (18) months of delivery of said executed AGREEMENT. The completion of services by the CONSULTANT shall be, among other things, contingent upon the timely receipt of the materials, data, and other reports described in Attachment A, *Comprehensive Plan Scope of Services*, and upon the timely decisions to be made by the CLIENT. For the purpose of this AGREEMENT, "timely" shall mean that decisions be made by CLIENT within ten (10) working days after receipt of a written request from CONSULTANT requesting such decisions. If the requested decisions are not provided in a timely manner, or if the CLIENT requests that CONSULTANT perform Extra Work as defined in Paragraph M hereof, such as is not now included in Attachment A, the CONSULTANT, if agreed to by the CLIENT, may suspend work on the PROJECT or a portion of the PROJECT, and may extend the period of time

allotted to perform the services identified in Attachment A and Attachment B under this AGREEMENT, to a mutually agreed upon period of time necessary to compensate for the delay or additional Extra Work.

J. Excusable Delays

The CONSULTANT and CLIENT shall not be in breach of this AGREEMENT by reason of any failure in performance of this AGREEMENT in accordance with its terms if such failure arises out of reasonable causes beyond the control and without the fault or negligence of the CONSULTANT or CLIENT, respectively. Such causes may include, but are not restricted or limited to, acts of God or of the public enemy, acts of government in either its sovereign or contractual capacity, fires, floods, strikes, and unusually severe weather.

K. Termination

The CLIENT shall have the right to terminate this AGREEMENT by written prior notice to the CONSULTANT at least five (5) working days before the specified effective date of such termination. In such event, all finished and unfinished documents and work papers prepared by the CONSULTANT under this AGREEMENT shall become the property of the CLIENT. On receipt of said documents and work papers by the CLIENT, the CONSULTANT shall receive compensation and reimbursement for the work actually performed before the date of termination, in accordance with Paragraph F hereof, (Consultant's Compensation) of this AGREEMENT, less payment for services and expenses previously paid.

L. Non-discrimination

The CONSULTANT has an Affirmative Action program and shall engage in lawful employment practices. The CONSULTANT shall not fail, refuse to hire, discharge, or otherwise discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, national origin, or handicap unrelated to the individual's ability to perform the duties of the position.

M. Extra Work

If requested in writing by the CLIENT and approved by the CONSULTANT, the CONSULTANT shall be available to furnish, or obtain from others, Extra Work of the following types:

- (1) Extra work or extended services due to changes in the general scope of the PROJECT, including, but not limited to; changes in size, complexity or character of the work items; extension of PROJECT timeline through no fault of CONSULTANT; acceleration of the work schedule involving services beyond normal working hours; non-delivery of any materials, data, or other information to be furnished by the CLIENT or others not within the reasonable control of the CONSULTANT.
- (2) Attendance at additional meetings beyond those made part of the AGREEMENT.
- (3) Other additional services, requested and authorized in writing by the CLIENT, which are not otherwise provided for under this AGREEMENT. The

compensation and schedule for completing Extra Work authorized by the CLIENT shall be subject to negotiation between the CLIENT and the CONSULTANT in accordance with the provisions of Paragraph E hereof (Changes) of this AGREEMENT. However, the hourly rate in effect at the time of any change authorizing Extra Work will continue to be in effect for such Extra Work.

N. Client Representative to Consultant

The CLIENT designates Troy Galloway, Director of Planning (or his designee), to act as its representative with respect to the work to be performed under this AGREEMENT, and such person shall have authority to transmit instructions, receive information, interpret and define CLIENT's policies and provide decisions in a timely manner pertinent to the work covered by this AGREEMENT until the CONSULTANT has been advised in writing by the CLIENT that such authority has been revoked. The CONSULTANT designates John Houseal, Principal, as the Project Director and the CONSULTANT's representatives to the CLIENT.

O. Conflict of Interest

The CONSULTANT certifies that to the best of its knowledge no person associated with the CONSULTANT has any interest that would conflict in any manner or degree with the performance of this AGREEMENT. CONSULTANT shall not accept employment with other local governments having overlapping jurisdictions with the CLIENT for the duration of this assignment, unless specifically released in writing to do so by CLIENT.

P. Subcontractors

The CONSULTANT shall use a subcontractor to perform certain transportation, infrastructure, and environmental related portions of the services. The subcontractor is Garver. The CONSULTANT shall remain responsible for all services performed by subcontractor and the subcontractor's compensation shall be included in the CONSULTANT's compensation as identified in Paragraph F.

Q. Independent Contractor

It is mutually understood and agreed, and it is the intent of CONSULTANT and CLIENT, that an independent contractor relationship be established and is hereby established under the terms and conditions of this AGREEMENT. Employees of the CLIENT are not, nor shall they be deemed to be, employees of CONSULTANT. Employees of CONSULTANT are not, nor shall they be deemed to be, employees of CLIENT.

R. Insurance

CONSULTANT shall provide CLIENT with a certificate of insurance naming CLIENT, its board members, employees and agents, as additional insured with an insurance company, types of coverage and amounts of coverage acceptable to CLIENT.

S. Entire Agreement

This AGREEMENT, including the attachments to this agreement, contains the entire agreement of the parties. It may not be changed orally but only by an amendment in writing executed by the parties to this AGREEMENT. No representations, warranties, undertakings or promises have been made by either party hereto unless expressly stated herein.

T. Notices

All notices, communications and/or demands given pursuant hereto shall be in writing and shall be deemed sufficient if delivered in person or sent by certified mail, return receipt requested, addressed as set forth in the first paragraph hereof. The date of mailing shall be deemed the date of service. Either party may change the address for notice by the aforesaid procedure.

IN WITNESS WHEREOF, the CLIENT and the CONSULTANT have executed this AGREEMENT on the date and year first above written.

CONSULTANT:

CLIENT:

HOUSEAL LAVIGNE ASSOCIATES, LLC.

CITY OF BENTONVILLE, AR

By: _____

By: _____

Name: John A. Houseal

Name:

Title: Principal

Title:

ATTACHMENT A

COMPREHENSIVE PLAN SCOPE OF SERVICES

This section describes the Scope of Services for preparing the City of Bentonville Comprehensive Plan.

Section 1

Whereas the scope of services will be undertaken by the CONSULTANT, it is understood and agreed that the CLIENT will provide the following assistance to the CONSULTANT:

1. The CLIENT and the CONSULTANT will work together to schedule and arrange and provide notices for all meetings and workshops including contacting agencies, individuals and citizens to be invited to meetings.
2. The CLIENT, with the CONSULTANT'S assistance, will collect and compile previously prepared and available reports, projects, studies, maps and other data owned or in control of the CLIENT and that might be useful in the comprehensive planning assignment.
3. The CLIENT will provide to the CONSULTANT an up-to-date base map (electronic and hard copy) for the City, including GIS files and information.

Section 2

Comprehensive Plan Scope of Services

Step 1: Project Initiation and Outreach

To “kick-off” the planning process on the right foot, meetings with City staff, City Council, Planning Commission, and Advisory Committee are needed prior to undertaking other community outreach activities. After the “kick-off” to the planning process, our proposed outreach activities will help foster a stewardship for the Plan and the community as a whole.

1a: Project Kick-Off – Planning Department Staff & Department Heads Meetings

Prior to our first meeting with the Planning Commission, City Council, Advisory Committee, or public, key members of the Consultant Team will conduct two meetings with City staff and department heads.

- **Planning Department Kick-off** — An initial kick-off meeting will be held with the City’s Community and Economic Development Department staff. This first meeting will allow us to review and discuss matters with the City at the onset of the assignment.
- **City Department Heads Meeting** – Immediately following a meeting with planning department staff, the Consultant Team will host a meeting with key representatives from other departments in the City. Comprehensive Plan recommendations will have bearing on City policy that is beyond the purview of the planning department, and support from other City departments will be essential to plan implementation. The Consultant Team will work with planning department staff to engage other department heads throughout the process to ensure that plan recommendations are meaningful and actionable for all departments.

Regular and “as needed” conference calls and meetings with City staff will be held throughout the planning process to ensure an open communication and exchange of ideas. Our intent is to function as a unified and integrated team alongside City staff.

1b: City Council & Planning Commission Roundtable

As part of “kicking off” the comprehensive planning process, a “Roundtable” workshop will be conducted with the City Council and Planning Commission. As the community’s policy makers, it is important that these leaders have a chance to communicate and discuss their issues and concerns with each other and the Consultant Team at the very onset of the process. This initial dialogue will inform the Consultant Team and ensure that issues important to City officials are identified early. This workshop will help to direct the process as well as educate officials about the upcoming comprehensive planning process.

1c: Establish Comprehensive Plan Advisory Committee (CPAC)

We recommend the establishment of a Comprehensive Plan Advisory Committee (CPAC) be formed to provide a public face to the planning process and demonstrate a commitment on behalf of the City to seek meaningful input from beyond the walls of City Hall. The CPAC can serve as a community sounding board, meeting at key points along the process to discuss issues and overall planning direction, and provide feedback for Planning Commission and City Council consideration. The CPAC can also be used to facilitate community input by helping drive attendance to workshops and hosting engagement exercises

like focus groups. The CPAC should comprise a diverse mix of community representation possibly including business owners, employees, residents-at-large, representative from other agencies and organizations, not for profits, educational and health institutions, and more.

1d: CPAC Orientation and Initiation Workshop

An initial orientation and workshop should be conducted with the CPAC. Participants in the CPAC project initiation meeting would include City staff, key personnel from the Consultant Team, and members of the CPAC. The purposes of this meeting will be to: (a) review overall project objectives; (b) review and discuss the work program for the project; and (c) establish and discuss project roles and responsibilities. The project initiation meeting will conclude with a Project Initiation Workshop. The workshop is intended to solicit the views of the CPAC and staff regarding their concerns and aspirations for the City of Bentonville.

1e: Branding the Comprehensive Plan

We recommend branding the planning process and the plan to create a clear, concise and compelling story that can be told to residents, businesses and the outside world. The graphic design and communications experts on the Consultant Team will use their expertise in community-based marketing to create an “identity” or brand for the planning process as well as the plan document. Branding features will be incorporated into all on-line and print media and will provide the City with marketing elements that can be used in future promotional efforts for Bentonville. This step will include: Naming; Logo development; Tagline, or theme line, development; Key messages; Graphic standards for logo/tagline usage; Design of invitation/poster system for events.

- Naming
- Logo development
- Tagline, or theme line, development
- Key messages
- Graphic standards for logo/tagline usage
- Design of invitation/poster/postcard system for events
- Email Template

Step 2: Community Outreach (traditional and web-based)

Community outreach and citizen participation are the cornerstones of our proposed planning process. Anticipating high levels of participation from an active and engaged community, our proposed outreach process includes both traditional (face-to-face) and web-based activities to obtain the broadest levels of participation in preparing the Comprehensive Plan for the City of Bentonville. Community outreach is included throughout the entire planning process, with this step providing the initial participation efforts and laying the foundation for the remaining steps. Collectively, our planning process includes:

- Press Releases & Newsletter Articles
- Community Workshops
- Business Workshop
- Key Person Interviews
- Focus Groups

- Interactive Project Website
- sMap – interactive mapping tool
- RSS news feeds
- Facebook/Twitter social networking integration
- Community Character Visual Preference Survey
- Resident Questionnaire
- Business Questionnaire
- Teacher/Student Portal
- Staff Meetings & Conference Calls
- CPAC Meetings
- Public Open Houses
- Planning Commission meetings
- City Council meetings

“Traditional” Outreach

2a: Press Releases, Notices, and Newsletter Articles

We will work with City staff to prepare special articles at key points in the planning process for the interactive project website we will create for the project, the City’s website, local newsletters, and local media outlets. We suggest an initial article to describe the purpose and objectives of the Comprehensive Plan, as well as regular updates during the process.

2b: Community Workshop –Issues Identification and Aspirations

This community workshop is the first of many face-to-face community outreach events scheduled throughout the planning process. The purpose of this first workshop is to allow residents to provide input before any plans or recommendations are formulated. The workshop will: (a) review the purpose of the Comprehensive Plan, the planning process to be undertaken, and the schedule for the project; and (b) secure local views on concerns, issues, and potentials within the community.

2c: Business Workshop – Ensuring a “Business Friendly” Community

This workshop will be targeted specifically to business owners and managers and Bentonville’s corporate citizens as an important stakeholder group. The purpose is to establish a dialogue and obtain feedback from those members of the business community that have a unique insight and perspective and whose assistance and involvement is crucial to the Plan’s ultimate success.

2d: Key Person Interviews & Focus Group Discussions

Key Person Interviews and Focus Group Discussions allow us to obtain first-hand insight into the community from a diverse array of perspectives. Confidential interviews/focus group discussions will be conducted to obtain additional information regarding local issues and potentials. The Consultant Team will work with City staff to identify those individuals and groups to be interviewed. We recommend a broad sampling of interviewees who may possess unique perspectives or special insights into the community. Interviewees could include members of civic and community organizations, selected property owners, new or lifelong residents, builders and developers, local business leaders, and representatives of other government and quasi-governmental bodies.

2e: Student/Youth Workshops

“What would a 5th grader say should be done to make Bentonville a better place? How about a high school senior or an eighth grader? Children and young adults are key citizens of the City and should be engaged in the outreach process. In cooperation with the schools, in-class workshops would be set-up to engage students and ask them questions about the City and get their thoughts regarding life in Bentonville; what they like; what they don’t like; and what they would like to see done differently. Such a series of workshops would be a great civics learning and participation experience for the children. Workshops/focus groups could be held for elementary, junior high, and senior high schools. Typically, adults have a greater opportunity for participation and to be heard. This is a tremendous opportunity to hear from, listen to, and involve the youth of the community.

2f: “Topical”/Issue-Based Focus Groups Discussions – CPAC and Public

The purpose of the “Topical”/Issue-Based Focus Group Discussions is to allow for a more detailed discussion and examination of the top issues, concerns, and priorities identified during the initial outreach and analysis portions of the process. The residents, business persons, and property owners of each area will be encouraged to attend. The Focus Group Discussions will allow the City to better address, in more detail, the unique and most important issues facing the City. The series of Focus Group Discussions could be facilitated and hosted by the CPAC, but open to general public, who would be encouraged to attend and participate. We would anticipate a series of four (4) facilitated focus group discussions.

2g: DIY (Do-it-yourself) Workshop Kits

“DIY” Workshop kits will be made available to groups, organizations, and institutions throughout the community. These DIY Workshop kits are intended to allow residents and others to facilitate their own workshops and discussions. These workshop kits can be deployed to homeowners associations, churches, neighborhood groups and others in order to provide an opportunity for citizen-led outreach activities. Completed DIY Workshop kits will be reviewed and summarized by the consultant team in order to be incorporated into the larger planning process.

Web-based Outreach**2h: Interactive Project Website**

We will design and host an interactive Project Website with a unique URL/web address. We are committed to utilizing the internet to maximize the participation and communication between the City and residents/stakeholders as it relates to the new Comprehensive Plan for the duration of the planning process and beyond.

This website can be used to post project schedules and meeting dates; display graphics, maps, and draft documents; address frequently asked questions; host a community discussion forum; contain on-line community surveys; and provide a variety of other features. The website will be the “one place” to go to for information regarding the updated Comprehensive Plan.

2i: Social Networking & RSS

If desired by the City, we can integrate the project into the Consultant’s existing social media accounts. For those residents that use the Internet to stay informed, these tools are essential in keeping them connected with local happenings as it relates to the Plan. Social networking tools can help increase

awareness of the Comprehensive Plan and process and assist in increasing the number of people participating in all outreach exercises, including traditional face-to-face meetings

2j: sMap (On-Line Community Issues Mapping)

Our project website will feature sMap, a web-based community issues mapping tool on the interactive Project Website. This award-winning tool, developed by Houseal Lavigne Associates, allows website visitors to identify, map, and comment on areas of concern and valued community assets. It simplifies the mapping process and familiarizes residents with all areas of the community in a fun, interactive, and effective manner. Input from residents allows us to create a composite map of community issues to assist with the identification and establishment of community goals and objectives.

2k: On-line Community Questionnaires for Residents & Businesses

To provide another means for community participation, we will prepare (1) a web-based questionnaire for *residents* of Bentonville to solicit community-wide opinion on a range of topics and issues, and (2) a web-based questionnaire for *business owners* designed to gather information on those issues and concerns most important to the City's business community. These online surveys will be posted on the project website. At the close of the survey response period, we will review and summarize results as a gauge of community priorities and issues.

2l: Teacher & Student Portal

The project website will also feature a dedicated "Teacher and Student" section that is devoted to helping teachers engage kids in creative ways to shape their community. In addition to a student questionnaire and printable copies of student-oriented DIY Workshop Kits, this section of the website will have materials that the teacher can download and use as lesson materials about community and strategic planning, goal setting, establishing community priorities, implementation, and more.

2m: MindMixer

At no additional cost we will host a Mind Mixer site for the project. MindMixer is a web platform that facilitates a collaborative community dialogue about issues, ideas and potentials. Mind Mixer allows yet another way for the residents of Bentonville to participate in the planning process and provide input into the Comprehensive Plan and its recommendations.

Step 3: Market & Demographic Analysis

It is imperative that Comprehensive Plan recommendations are grounded in market and economic realities, particularly as it relates to housing and employment. A firm understanding of the existing market and the City of Bentonville's position within the context of the competitive environment will help to establish the foundation for land use planning and development decision-making. This analysis will determine the trends, supply, demand, and potential for residential, commercial, and industrial uses. We will analyze the City's competitive position within the greater market area, identify the issues the community is facing and will likely face, and create a foundation to assist with future land use designation and planning objectives. The market analysis will complement the target sector findings included in Bentonville Blueprint.

3a: Demographic Analysis – Population Estimates & Projections

Using *U.S. Census* data and *ESRI*, a nationally recognized provider of demographic data, an analysis of existing conditions and trends within the City of Bentonville and the larger market area will be conducted. This analysis will highlight socioeconomic data including, but not limited to households by age and income, race and ethnicity, shifts in population and households, consumer expenditure data, and labor/employment. Demographic data will serve to inform the assessment of short, mid, and long-term development potentials. Local and regional population projections through the year 2040, provided by the Northwest Arkansas Regional Planning Commission (NWARPC), will also be taken into consideration when evaluating future demand for housing, goods, services, and employment.

3b. Market Assessment of Development Potentials

The market assessment will address the potential for retail, entertainment, office and residential development, with an emphasis on multi-family housing. Preliminary market observations will be coupled with a subsequent assessment of the physical characteristics of the site to gauge the potential for development/redevelopment.

- **Residential:** Demographic trends and projections will be used to identify anticipated housing needs including market-rate, affordable, and senior housing. Additional information will be gathered with regard to the existing housing stock and residential development activity in the City and surrounding region. The analysis will outline residential market needs and potential as derived from the cumulative effect of local and regional socioeconomic trends. Attention will focus on quality housing, appropriate density, and price points. As with other segments of the market, the residential analysis will consider the potential impact of regional influences and development on the demand for new housing.
- **Retail:** Retail potential will be assessed based on a “gap” analysis examining supply and demand within defined market areas. In that retail markets and potentials vary depending on use, type and location, separate market areas will be analyzed. For example grocery stores draw from a different market area than restaurants. For purposes of analysis drive-times will be considered over mileage. This better reflects consumer behavior particularly in relation to commercial corridors and proximity to interstates.
- **Industrial, Office, Business Park related Uses:** The industrial and office market assessment will include an examination of trends in vacancy, rents, and absorption data for industrial, office and business park related uses. Our assessment will include a profile of existing uses and an examination of the area’s competitive position. Potential influences on demand for additional space will be identified including but not limited to: access to major roadways, condition of required infrastructure, utilities, accessibility to labor pool and other related information.

3c. Implementation Strategies & Funding Sources Assessment

This step will include a review and summary of funding sources and economic development tools typically available to municipalities in Arkansas. We will evaluate the potential applicability of a wide range of mechanisms including Tax Increment Finance and business improvement districts as well as various State and Federal grants to attract development, enhance commercial and employment districts,

and implement public improvements. This preliminary assessment will form the basis for a more detailed Implementation Strategy & Action Plan to be completed as part of the Comprehensive Plan. Plan recommendations and projects will be related back to the tools and funding sources identified in this step.

3d: City Staff Review

The Draft Market & Demographic Analysis Report will be submitted to City Staff for review and comment. Appropriate revisions will be made based on feedback.

3e: Planning Commission - Existing Conditions Discussion

The Draft Market & Demographic Analysis Report will be presented, reviewed, and discussed with the Planning Commission as part of Step 4j, along with the other components of the Existing Conditions Synthesis.

Step 4: Existing Conditions Analysis

This step will include the analysis of existing conditions and future potentials within the community. It will be based on information provided by the City, as well as feedback from community service providers and reconnaissance, surveys, inventories, and analyses undertaken by the Consultant. The emphasis will be on the identification of existing conditions that will be taken into consideration during the formulation of goals, objectives, and planning recommendations.

4a: City Studies, Plans & Reports

The City's previously prepared plans and studies with an influence on the new Comprehensive Plan will be assembled and reviewed, including the City's existing Comprehensive Plan updated in 2007, Master Street Plan, Bike and Pedestrian Master Plan, Downtown Master Plan, North Walton Enhancement Plan, Street Tree Corridor Plan, Future Land Use Map, and SE Downtown Area Plan, Bentonville Blueprint, Parks and Recreation Master Plan, Municipal Airport Master Plan, and other relevant documents, studies, and plans. This step will also include review of regional plans and policy including the Northwest Arkansas Regional Bicycle and Pedestrian Master Plan, the Greater Northwest Arkansas Development Strategy (2015-2017 Blueprint), and the Northwest Arkansas Open Space Plan (currently in development). This review of documents will determine: (a) recently adopted City policies which needs to be reflected in the new Comprehensive Plan; (b) changes within the community that have taken place since the previous plans were prepared; (c) inconsistencies between plans and reports; (d) the relevance of previously collected data; and, (e) gaps in data which must be corrected as part of this planning process.

4b: Zoning & Development Controls

All of the City's regulatory controls, including the Zoning Code and map, Subdivision Code, various design standards and zoning guidebooks, and boundary and annexation agreements will be assessed to identify strengths and weaknesses, and to determine how these controls may influence land use and opportunities for new development or redevelopment.

4c: Existing Land Use and Development

An Existing Land Use Map will be prepared that inventories all parcels in the City and its planning jurisdiction. The map will then be analyzed to identify functional land use areas, compatible and incompatible land-use arrangements, and other issues related to land use and existing development

conditions. This inventory and assessment will include detailed examination of residential neighborhoods, commercial areas, industrial/employment areas, and more.

4d: Public Facilities & Infrastructure

We will conduct an inventory and analysis of public service and infrastructure providers and owners, including the Bentonville School District, the Bentonville Public Library, the fire department, the police department, public works, street department, transportation department, the parks and recreation department, and more. Facilities and services will be evaluated with respect to age, condition, capacity, demand, and the need for future improvement. The Consultant will prepare a facilities survey questionnaire to be sent to all service and facility providers within the community. The Consultant Team will use the results of the survey, together with fieldwork and other research, to prepare a report detailing and mapping existing community facilities.

4e: Transportation & Mobility

An analysis of the City's existing transportation conditions will be undertaken. This will encompass the existing street system, bike and pedestrian facilities, public transportation, parking, and overall traffic management. This step will include a multi-modal Level of Service (LOS) analysis of Bentonville's transportation system and problems, concerns, and opportunities for improvement will be identified. The analysis will assist with the development of recommendations that would improve access and control, linkages and connectivity, and overall safety and efficiency. Our analysis will include discussions and consideration of other jurisdictional transportation efforts including state, regional, county, and other planning levels.

4f: Parks, Recreation, & Environmental Features

This step will include the review, inventory, and analysis of the City's open space and environmental features, including all City parks and recreation facilities, areas of natural environment, water features, and other special natural and human-made features that add to the City's special image and character. Problems, concerns, strengths, and opportunities for improvement and incorporation will be identified.

4g: Image, Identity, Culture & Community Character Assessment

This step will include the review, inventory, and assessment of the City's development pattern, urban design components, local culture, and overall character, image, and identity. This assessment will serve as a the foundation for the development of recommendations that will help guide public and private investment in the years to come to better enhance the community's overall aesthetic and sense of place.

4h: Existing Conditions Synthesis Report

The results of the community outreach activities (2a-2m), market and housing assessment (3a-3b), and the preceding existing conditions analysis steps (4a-4g) will be outlined in an interim report that details the issues, opportunities, potentials, existing conditions, and trends to be addressed in the new Comprehensive Plan. The Existing Conditions Synthesis Report will serve as a foundation for the future steps in the planning process.

4i: City Staff Review

The Draft Existing Conditions Synthesis Report will be submitted to City Staff for review and comment. Appropriate revisions will be made based on staff feedback, prior to presenting the report to City Council and the Planning Commission.

4j: Planning Commission/City Council Meeting - Existing Conditions Discussion

The Existing Conditions Synthesis Report will be presented and discussed with the City Council and Planning Commission. The objective of this meeting is to provide an overview of outreach completed to date and develop an understanding of the issues, concerns, and priorities that should be addressed in the Comprehensive Plan as a foundation for preparing the Preliminary Goals and Objectives in Step 5.

Step 5: Community Vision, Goals, and Objectives

The purpose of this step will be to establish an overall “vision” for the future of the City of Bentonville that can provide focus and direction for subsequent planning activities and serve as the “cornerstone” of the consensus building process. Based on the Vision and previous steps in the planning process, preliminary Goals and Objectives will also be prepared.

5a: Community Visioning Session/Charrette

The Community Visioning Session will involve the Consultant Team, City Staff, the CPAC, elected and appointed officials, and all interested members of the community. The session will include both large group and small group working sessions to review and discuss conditions and potentials within the City. The large group will work together to identify issues and opportunities, and the small “breakout” groups will work together to develop “visions” for the future of the community. It will conclude with general agreement and understanding regarding the long-term role and character of Bentonville and the projects and improvements that will be desirable in the future.

5b: Identification of Key Areas

Based on our preliminary understanding of the City of Bentonville and the issues it faces, we would recommend creating more detailed concepts and visualizations for several (up to 5) key areas of the community. We will work with City staff, officials, and the advisory committee to refine this list and identify what areas require additional treatment in the Comprehensive Plan.

5b: Vision Statement

Following the visioning session, the Consultant will summarize the results of the group discussions, and will prepare a preliminary Vision Statement for the City of Bentonville. The preliminary Vision Statement will be based on the Vision Session, feedback from the community outreach activities, and observations from the Consultant Team.

5c: Goals & Objectives

Based on previous steps in the planning process, preliminary Goals and Objectives will be prepared which will provide more specific focus and direction for planning recommendations. Likely categories for goals and objectives could include: Community Growth; Land Use and Development; Housing and Residential Neighborhoods; Economic Development and Entrepreneurism; Parks and Open Space; Environment and Community Sustainability; Arts, Culture & Tourism; Urban Design & Built Form; Multi-Modal Transportation; Walkability & Bikability; Public Private Partnering; and much more.

Step 6: Key Area Concepts, Plans & Visualization

This step will entail the preparation of a concepts, plans, development visualizations, and investment/revitalization strategies for up to five (5) Key Areas of the City identified in Step 5b.

6a: Key Areas Planning Charrette – CPAC & Public

The Key Areas Planning Charrette is open to the entire community, and will focus on Key Areas of the community such as commercial nodes, commercial corridors, and other activity areas. The charrette will explore improvement and development scenarios that will serve as the basis for detailed development planning, concept visualization, redevelopment initiatives, implementation strategies and more. The intent is to create consensus around a preferred approach to improving, transforming, revitalizing, and investing in several high priority key areas of the City.

6b: Preliminary Key Area Concepts (up to 5 Key Areas)

The Key Area Concept Plans will address land use and development, priority development opportunity sites, transportation and mobility, access and connectivity, parking, urban design and character, and other elements necessary to provide a detailed framework for each Key Area. The Concept Plans will establish the framework for detailed implementation actions and identify the location, character, and intensity of key development opportunity sites to be visualized and rendered in the next task of the planning process. Specific implementation strategies will also be developed as part of the Plans, to provide the City, land owners, developers, and investors with more detailed direction on the tasks and activities that need to be undertaken to realize success.

6c: City Staff Review

The Preliminary Key Area Concepts will be submitted for staff review and comment. Appropriate revisions will be made based on feedback, prior to presenting the concepts to City Council and the Planning Commission.

6d: Planning Commission/City Council Workshop – Key Area Concepts Discussion

The preliminary Key Area Concepts will be presented and discussed with the City Council and Planning Commission. The intent will be to secure consensus on the overall framework and concepts for the Key Areas in sufficient detail so as to provide necessary direction for concept refinement and development concepts and visualization, to be undertaken as the next task in the planning process.

6e: Catalyst Site Development Concepts

Detailed development concepts and visualization will be prepared for priority sites within the Key Areas. Illustrations, 3D renderings, development visualizations, and more will be utilized to provide the detail necessary to effectively communicate planning and development concepts and recommendations. Although development concepts will likely be developed for several sites, sites of high priority and development potential will be prepared with more detailed site plans and development visualization, providing specific recommendations and ranges for square footage, units, site amenities, parking location and design, and much more. The visualization of development opportunities, together with the concept plans, will provide detailed, creative, and viable plans for the improvement of several Key Areas.

6f: Planning Commission Meeting – Review Development Visualization Concepts

The preliminary Development Visualization Concepts will be presented and discussed with the Planning Commission. The intent will be to secure consensus on the detailed development visualizations and refine Key Area Concepts, making sure the Key Area Plans are detailed, complete, illustrative, visually compelling, and viable. Each Key Area Plan will have supporting text, prioritizations, and implementation actions and responsibilities identified.

6g: Community Open House

A Key Areas Open House will be held to allow residents to “drop in” and review the draft Key Area Plans and Visualizations, and ask questions of the members of the Consultant Team. The Open House format provides an opportunity to see and learn about the new Key Area Plans and Concepts, allowing feedback to inform on-going review and discussion.

Step 7: City-Wide Plans & Policies

This step will entail the preparation of future plans for growth, land use and development, transportation and mobility, open space and environmental features, community facilities and infrastructure, urban design and community character, community sustainability, and much more. These future plans will provide the “core” for the Comprehensive Plan and will reflect community input and the City’s Goals and Objectives.

7a: Land Use & Development Plan

Based on the Goals and Objectives and work activities in Steps 1 through 6, a Land Use Plan will be prepared for the City and its planning areas. The Land Use Plan will include recommendations and policies for all land use areas in the City, including residential neighborhoods and uses, commercial areas, industrial land uses, and more. The Plan will provide land use designations for all areas of the City as well as the City’s designated growth area. The Land Use and Development Plan will utilize text and highly illustrative maps and graphics to communicate planning concepts and principles.

7b: Residential, Commercial & Industrial Framework Plans

In addition to a City-Wide Land Use Plan and Map, the Land Use Plan will also include more specific framework plans and policies for each of the three major land use divisions, including: (1) Residential Areas/Neighborhoods Plan & Policies; (2) Commercial Areas Plan & Policies; and, (3) an Industrial Areas/Business Parks & Policies. These framework plans will provide the opportunity to include more detailed recommendations regarding resilient neighborhoods with housing variety and economic development.

7c: Transportation & Mobility Plan

Based on work activities in Steps 1 through 6, the preliminary Transportation and Mobility Plan for the City will be prepared. The Transportation and Mobility Plan will build upon the work completed for the 2014 City-Wide Traffic Study. While that study concentrated on 14 key intersections and included a high level review on certain corridors, the Transportation and Mobility Plan will use the results of the multi-modal LOS analysis conducted in Step 4e, to provide a comprehensive set of recommendations to improve overall circulation and system-wide efficiency. The plan will provide a more comprehensive framework to coordinate and optimize all modes of travel within the City, including vehicular, bicycle, walking, and transit services. The Transportation and Mobility Plan will integrate recommendations from

the City's current Bicycle and Pedestrian Master Plan and include specific recommendations for motorized and non-motorized travel, parking, circulation, and linkages between key areas of the City. The Transportation and Mobility Plan will utilize text and highly illustrative maps and graphics to communicate transportation planning concepts, recommendations, and principles.

7d: Parks, Recreation & Environmental Features Plan

The Parks, Recreation, and Environmental Features Plan will identify linkages, greenways, environmental protection areas, open space and parkland, and unique and sensitive natural resources. The Comprehensive Plan will underscore the importance of the City's green infrastructure and seek ways to enhance parks and open space features as vital community amenities.

7e: Public Facilities & Infrastructure Plan

Based on work activities in Steps 1 through 6, the preliminary Public Facilities and Infrastructure Plan will be prepared. The Plan will identify and inventory all community facilities in the City and include recommendations and policies for municipal facilities and services, infrastructure, intergovernmental coordination and cooperation, and more. The Public Facilities and Infrastructure Plan will utilize text and highly illustrative maps and graphics to communicate planning concepts and principles.

7f: Sustainability, Community Image & Tourism, Public Arts & Culture Themes

Although each of these three components could each be a chapter or element in the comprehensive plan, another approach is to incorporate each of these as "themes" that thread through every element of the plan, rather than each being their own element. For example, the Land Use and Development Plan could have a sustainability section, as could the Transportation and Mobility Plan. The Community Facilities and Infrastructure Plan could have a Public Arts & Culture section. This approach is an excellent way to fully integrate ideas of sustainability, culture, and character into every aspect and chapter of the Plan. As determined based on working with the City, this approach to these three components should be considered. If a more traditional approach is preferred, each of these could simply be an element/chapter of the Plan.

7g: City Staff Review

The Draft City-Wide Plans will be submitted to City Staff for review and comment. Appropriate revisions will be made based on feedback, prior to presenting the report to City Council and the Planning Commission.

7h: Planning Commission/City Council Meeting – Core Plan Components

The Draft City-Wide Plans will be presented and discussed with the Planning Commission and City Council. Appropriate revisions will be made based on discussion and feedback.

7i: Community Open House

An Open House will be held to allow residents to "drop in" and review the draft City-Wide Plans, and ask questions of the members of the Consultant Team.

Step 8: Implementation Strategy

An Implementation Strategy will be prepared which will describe the specific actions required to carry out the new Comprehensive Plan, including recommendations regarding zoning and other regulations,

CIP priority improvement projects, public/private partnership opportunities, redevelopment sites, potential funding sources and implementation techniques, and general administration and follow-up to the Plan.

8a: Regulatory Strategy Framework (including County cooperative strategy for growth)

Zoning is not planning, but rather a powerful tool that should be used to achieve planning objectives. This step will include the preparation of a Regulatory Strategy that dovetails with the Comprehensive Plan and serves to provide the fair certainty, guidance, and regulatory controls necessary to achieve the community's goals and objectives related to land use and development. The Regulatory Strategy will identify specific components of the Plan that will be needed or that could benefit from amendments to the City's current zoning and development regulations.

The proposed Regulatory Strategy will respond to both existing conditions and new opportunities, while creating balanced transitions where needed, as opposed to laying the foundation for an unwieldy set of nonconforming buildings and uses. The Regulatory Strategy will develop a series of recommendations for revisions to the existing development codes, including zoning, subdivision, signage, landscaping, and any other ordinances directly affecting use and development of property. The proposed amendment and the rationale for each will be clearly identified.

Because of the sensitivity of regulating extraterritorial growth areas, and due to recent state regulatory changes, it is important that the Regulatory Strategy include a framework for working collaboratively in the future with Benton County to effectively regulate, guide, and facilitate the growth and development of extraterritorial areas within the City's 1-mile territorial jurisdiction. Subdivision review, infrastructure, planning, and zoning, regardless of under whose authority (city or county), must work in unison to effectively and fairly guide growth and investment while accommodating and encouraging appropriate and desirable new growth and development.

8b: CIP Strategy Framework

Based on the assessment of existing conditions and priorities identified during the planning process, we will identify CIP projects and strategies to focus infrastructure improvements to support Comprehensive Plan recommendations. The CIP Strategy Framework will seek to support the existing population and non-residential users, as well as ensure new development and redevelopment can be supported. Key CIP projects and initiatives will be identified so that the City can begin to better integrate the Comprehensive Plan recommendations into other facets of the City's planning and budgeting priorities. CIP strategies will be an important part of the City's long-term implementation of the Comprehensive Plan. Priorities for infrastructure improvements will be developed that focus on the areas with the most pressing issues related to utility service, age of facilities, or ability to support their coverage area. We will work with the city and project stakeholders through the planning process to develop realistic phasing over a minimum 20 year period broken out into five year increments. It is possible that the required improvements in the city cannot be completed within a 20 year period and this will be verified based on cost estimates for the improvements and potential funding sources.

8c: Action Agenda

A key part of the implementation strategy will be the development of an Implementation Action Agenda, which will identify the key projects and actions to be undertaken, the City's roles and responsibilities, partnerships and strategic alliances, funding, timing, and more. This Action Agenda will serve as "check list" for the City's implementation initiatives

8d: Performance Measurement Matrix

The Matrix establish metrics and indicators that are directly linked to the Comprehensive Plan's core principles, goals and objectives. The matrix will provide the trends, and measurements for achieving success. In other words, the Matrix will serve in a way as a "Community Progress Indicator" that will let the City know where it is and how it is trending for each of the different priority areas. The Matrix will serve as an "honest tool" for evaluating investment effectiveness.

In order to be effective, the indicators must be: 1) Easy to obtain; 2) From a reliable source; 3) Simple to calculate; 4) Available for Bentonville; and 5) regularly updated. We will work closely with the City to determine the best possible indicators and metrics given these criteria.

8e: City Staff Review

The Draft Implementation Strategy will be submitted to City Staff for review and comment. Appropriate revisions will be made based on feedback, prior to presenting the report to City Council and the Planning Commission.

8f: Planning Commission/City Council Meeting - Implementation Discussion

The draft Implementation Strategy will be presented, reviewed, and discussed with the City Council and Planning Commission. Appropriate revisions will be made based on feedback and discussion.

Step 9: Plan Document & Adoption

Based on the previous steps in the planning process, the draft and final versions of the Comprehensive Plan document will be prepared for local review and consideration, including the Planning Commission public hearing and the presentation to and adoption by the City Council.

9a: Draft Comprehensive Plan Document

Based on the results of Steps 1-8, a draft Comprehensive Plan document will be prepared for local review and consideration. The Plan report will be designed not only to serve as a legal document for guiding land use and development, but also as a guide for establishing City policy regarding a variety of community components that collectively provide the community's overall quality of life. The Plan will also provide a detailed Implementation Strategy that identifies specific projects and actions that need to be undertaken in order for the City to realize the Plan's recommendations. We anticipate that the Plan report will include the following sections:

- **Introduction**, which will describe: (1) the history of the community and background to the Comprehensive Plan; (2) the overall purpose of the planning program; (3) the planning process undertaken by the City; and (4) the organization of the Plan document.
- **Community Profile and Assessment**, which will describe the existing conditions within the City, including demographics, existing land use, current zoning, community facilities,

transportation conditions, community character, and open space and environmental features.

- **Community Outreach**, which will highlight and summarize results of community outreach activities, including the community workshops, charettes, surveys, key person interviews, meetings, and more.
- **Community Vision, Goals, and Objectives**, which will provide a Vision for the community, and the Goals and Objectives for the Plan. The Vision will serve as the foundation for all planning principles, policies, and recommendations included in the Plan.
- **Land Use and Development Plan**, which will establish land use designations for all areas of the City and its planning jurisdiction. The Land Use Plan will present recommendations for improving and enhancing existing land use areas and promote compatible new development and redevelopment in selected locations. Specific framework plans will also be prepared for residential, commercial, and industrial areas of the City.
- **Key Area Plans & Concepts**, which will provide recommendations related to the improving and strengthening key areas of the City of Bentonville and facilitating catalyst site development.
- **Transportation and Mobility Plan**, which will present policies and recommendations related to access, traffic circulation, parking, pedestrian and bicycle movement, and public transportation.
- **Parks, Recreation, and Environmental Features Plan**, which will present policies and recommendations for maintaining and enhancing the City's open space and environmental features, including local and regional parks, waterways, features, wetlands, and any other environmental features of interest.
- **Public Facilities and Infrastructure Plan**, which will provide a detailed inventory of community facilities and present policies and recommendations for municipal facilities, public utilities (water and sewer), schools, other institutions, cultural facilities, and other community facilities and services.
- **Implementation**, which will describe the specific actions required to carry out the new Comprehensive Plan, recommendations regarding zoning and other regulations, coordination within Benton County, CIP improvement projects and phasing priorities, and a detailed action agenda that identifies public/private partnership opportunities, redevelopment sites, potential funding sources and implementation techniques, and general administration and follow-up to the Plan.

9b: Staff Review

Prior to presenting the Draft Comprehensive Plan to the Planning Commission, the Plan will be distributed to City staff for review. The Plans will be modified based on staff review before presentation to the community.

9c: Community Presentation & Open House

Prior to the Public Hearing, a community open house will be held to allow residents to “drop in” and review the Draft Comprehensive Plan and ask questions of the members of the Consultant Team. The Open House format provides an opportunity to see and learn about the City's new Comprehensive Plan before the adoption process begins.

9d: Final Plan Report to Planning Commission (Public Hearing/Presentation)

The Final Comprehensive Plan Report will be presented to the Planning Commission for public hearing. The Public Hearing provides an opportunity for residents and the community at-large to comment on the Plan and its recommendations prior to its adoption. Based on review and discussion, and based on public feedback during the public hearing, a revised Comprehensive Plan will be prepared for recommendation to the City Council.

9e: Final Plan Adoption – City Council

The Final Comprehensive Plan Report will be presented to the City Council for consideration and adoption. At the conclusion of the project, all of the background data and information compiled by the Consultant during the course of the assignment will be turned over to the City.

Section 4

Comprehensive Plan Project Cost and Hourly Rates

The *Proposed Project Cost* is a not to exceed amount of **\$448,223.00**, including directly related project expenses, such as travel and printing.

HOURLY RATES

Houseal Lavigne Associates

Principal	\$160
Senior Associate.....	\$130
Associate.....	\$100
Technical/Clerical	\$55-\$65

Garver

Project Manager/Principal	\$175
Senior Planner/Engineer	\$110
Junior Technician/Engineer	\$66

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR
AND CITY CLERK TO ENTER INTO AN AGREEMENT WITH
HOUSEAL LAVIGNE ASSOCIATES LLC FOR PREPARATION
OF THE CITY OF BENTONVILLE COMPREHENSIVE PLAN AND
WAIVING THE REQUIREMENT OF COMPETITIVE BIDDING

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

Section 1. That the Mayor and City Clerk should be and are hereby authorized to enter into an agreement with Houseal Lavigne Associates LLC for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan in an amount not to exceed \$448,223 as per the agreement attached hereto as Exhibit "A."

Section 2. Because Houseal Lavigne Associates LCC is a professional planning firm that is a service not specifically identified in state statute as a "professional" service, it would be neither practical nor feasible to advertise for competitive bidding, and that requirement is herein waived.

PASSED and APPROVED this ____ day of _____, 2015.

APPROVED:

Mayor Bob McCaslin

ATTEST:

City Clerk



CHECK ALL THAT APPLY	
	Bid Award
x	Budget Adjustment
	Change Order
	Informational
	Ordinance
	Resolution
	Other

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: Troy Galloway

Department: Community & Econ. Dev.

Phone: 271-3126

ACTION REQUIRED:

Approval of a budget adjustment in the amount of \$225,000 to enter into an agreement with Houseal Lavigne Associates LLC in an amount not to exceed \$448,223 for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan. The city budgeted \$125,000 for the project in 2015 and has been awarded a \$200,000 grant from the Walton Family Foundation to help underwrite the total cost of the project. Half of the grant, \$100,000, has already been disbursed to the city. Therefore, the total 2015 budget for the project is \$225,000. The second half of the WFF grant in the amount of \$100,000 will be distributed later this year. The total project budget of \$450,000 consists of a \$200,000 grant from the Walton Family Foundation and \$250,000 from the city.

COST TO CITY:

Cost of this Request: \$225,000

Additional Budget Amount: \$0

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$ 225,000
Funds Expended to Date	-
Remaining Budget	225,000
Budget Adjustment	225,000
Remaining After Adjustment	\$ 450,000

Department Head: [Signature] Date: 5/6/15

Purchasing Agent: [Signature] Date: [Blank]

Finance Director: [Signature] Date: 5-6-15

Staff Attorney: [Signature] Date: [Blank]
Mayor: [Signature] Date: 5/07/15

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712

www.bentonvillear.com



PLEASE RECYCLE





Date of Request: May 12, 2015

Acct Number	Account Name	Revenue + (-)	Expense + (-)	Fund Balance + (-)
010-1610-370.10-00	Contributions/Donations/General	\$100,000.00		\$ 100,000.00
010-1610-461.32-10	Professional Services		\$225,000.00	\$ (225,000.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Totals	\$ 100,000.00	\$ 225,000.00	\$ (125,000.00)

Justification:

All project funds to be made available in 2015 for ease of auditing and to avoid breaking the project into two separate projects and years. Also, accepting the additional \$100,000 from the Walmart Family Foundation grant.

FOR ACTING USE ONLY

Council Action: Approved Disapproved Other _____

Date: _____ Date entered: _____ By: _____

Revised 5/1/07

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712
www.bentonvillear.com



PLEASE RECYCLE



MEMO

TO: City Council
FROM: Troy Galloway, AICP, Community & Economic Development Director
DATE: May 4, 2015
RE: *Budget Adjustment, Agreement with Houseal Lavigne & Waiver of Bid*

REQUEST

Community and Economic Development Staff are requesting City Council approval of a budget adjustment in the amount of \$225,000 to leverage the existing budget of \$225,000 in order to enter into an agreement with Houseal Lavigne Associates LLC for technical and professional services to prepare the Bentonville Comprehensive Plan.

PROJECT SUMMARY

Arkansas State Statute requires a city to have an adopted comprehensive plan prior to adopting a zoning ordinance and affiliated development requirements. The City of Bentonville adopted a plan in 2000 to guide development over a five-year planning period (2001-2005) with a major update in 2007.

Since the 2007 plan was adopted, Bentonville has undergone transformative changes. To adjust to the changing conditions, the city needs to prepare a Comprehensive Plan that is creative, innovative, and cutting edge to address the issues that are unique to Bentonville.

SELECTION PROCESS

Staff issued a Request for Qualifications (RFQ) due on February 20, 2015. Nine firms submitted their RFQ and on February 27, staff invited five of those firms to submit a full proposal. A selection committee consisting of 14 members representing staff, City Council, Planning Commission, Board of Adjustment and the Walton Family Foundation, conducted interviews on April 6 and April 8 with the five firms. The selection committee selected Houseal Lavigne Associates LLC to prepare the comprehensive plan based on their qualifications and the quality of their presentation. A waiver of bid is being requested since this is a specialized professional service not specifically identified as a "professional" service statutorily.

BUDGET

The project will begin this summer, lasting approximately 18 months. Since the project is spanning two years, the funds were originally recommended to be split between 2015 and 2016. However, for auditing purposes, it has been recommended to budget the full amount in 2015 in order to enter into the contract.

The contract is a not to exceed amount of \$448,223. The 2015 budget for the comprehensive plan is \$225,000. The city budgeted \$125,000 and received \$100,000 of a \$200,000 grant awarded by the Walton Family Foundation (WFF). Therefore, a budget adjustment for the difference, in the amount of \$225,000 is being requested. The second installment of the WFF grant was intended for distribution in 2016, however, they have graciously agreed to make the second installment in December of 2015 after we complete a progress report in November (memo attached).

The project budget is \$450,000 consisting of \$250,000 of city funds and \$200,000 from the WFF grant.

From: [Karen Minkel](#)
To: [Shelli Kerr](#)
Cc: [Troy Galloway](#); [Rob Brothers](#)
Subject: RE: WFF grant agreement - possible amendment
Date: Thursday, April 23, 2015 2:34:40 PM

Dear Ms. Kerr,

This email is in response to your inquiry about whether it would be possible to advance the payment for the Bentonville Comprehensive Plan grant, so that both payments (\$100,000 each) would be made in 2015. The foundation would be willing to advance the second payment date up to 60 days (11/29/15), so that the payment can be received by December 2015. Payment would still be subject to the performance terms outlined in the grant letter, which includes evidence of progress provided in a grantee interim report. The interim report would be rescheduled for receipt by November 1, 2015. This change is an administrative decision by the program officer, which does not require an amendment to the grant agreement.

Sincerely,
Karen Minkel



CHECK ALL THAT APPLY	
Bid Award	Bid #
Budget Adjustment	
Change Order	
Informational	
☒ Ordinance	
Resolution	
Other	

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: Ben Peters

Department: Engineering

Phone: 479-271-3166

ACTION REQUIRED:

An ordinance vacating a public access easement located in Lots 8 and 9 of Oakbrooke Subdivision Phase II, to the City of Bentonville, Arkansas, Benton County, Arkansas.

COST TO CITY:

Cost of this Request: \$0

Additional Budget Amount: \$0

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$ -
Funds Expended to Date	-
Remaining Budget	-
Budget Adjustment	-
Remaining After Adjustment	\$ -

Department Head

4-29-15
Date

Purchasing Agent

Date

Finance Director

5-6-15
Date

Staff Attorney

5/6/15
Date

Mayor

5/6/15
Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712
www.bentonvillear.com



PLEASE RECYCLE



ORDINANCE NO _____

AN ORDINANCE VACATING A PUBLIC ACCESS EASEMENT LOCATED IN LOTS 8 & 9 OF OAKBROOKE SUBDIVISION PHASE II, TO THE CITY OF BENTONVILLE, ARKANSAS, BENTON COUNTY ARKANSAS.

WHEREAS, a petition was filed by IDGAS, LLC, with the City Council of the City of Bentonville, Arkansas, asking the City Council to vacate a public access easement located in the City of Bentonville, Benton County, Arkansas, which portion is more particularly described as follows:

Legal Description of Public Access Easement to be vacated: Lots 8 & 9 Oakbrooke Subdivision Phase II:

A part of the Northeast Quarter (NE ¼) of the Southeast Quarter (SE ¼) of Section 21, Township 20 North, Range 30 West being more particularly described as follows: Commencing at the Southeast corner of said Northeast Quarter of the Southeast quarter of Section 21, Township 20 North, Range 30 West; thence North 87°09'27" West 191.43 feet to a found iron pin; thence North 33°07'25" West 28.95 feet to the Point of Beginning; thence North 87°09'27" West 14.47 feet; thence North 33°07'25" East 299.47 feet to the right-of-way of East Oakview Cove; thence along said right-of-way beginning a curve to the left said curve having a Radius of 60.00 feet, Length of 12.64 feet, and a Chord Bearing and Distance of South 49°05'15" East 12.61 feet to a found iron pin; thence continuing along said right-of-way a curve to the left said curve having a Radius of 60.00 feet, Length of 12.55 feet, and a Chord Bearing and Distance of South 61°06'45" East 12.53 feet; thence leaving said right-of-way South 33°07'25" West 285.78 feet; thence North 87°09'27" West 14.47 feet to the Point of Beginning.

WHEREAS, after due notice as required by law, the Council has at the time and place mentioned the notice, heard all persons desiring to be heard on the question; that all the owners of the property abutting the easement to be vacated have joined in the petition or consented to the granting of the petition; and the public interest and welfare will not be adversely affected by the abandonment of the above described utility easement.

NOW THEREFORE BE IT ORDAINED, by the City Council of the City of Bentonville, Arkansas:

Section 1: The City of Bentonville Arkansas releases, vacates and abandons all of its rights together with the rights of the public generally, in and to a public access easement designated as follows:

Legal Description of Public Access Easement to be vacated: Lots 8 & 9 Oakbrooke Subdivision Phase II:

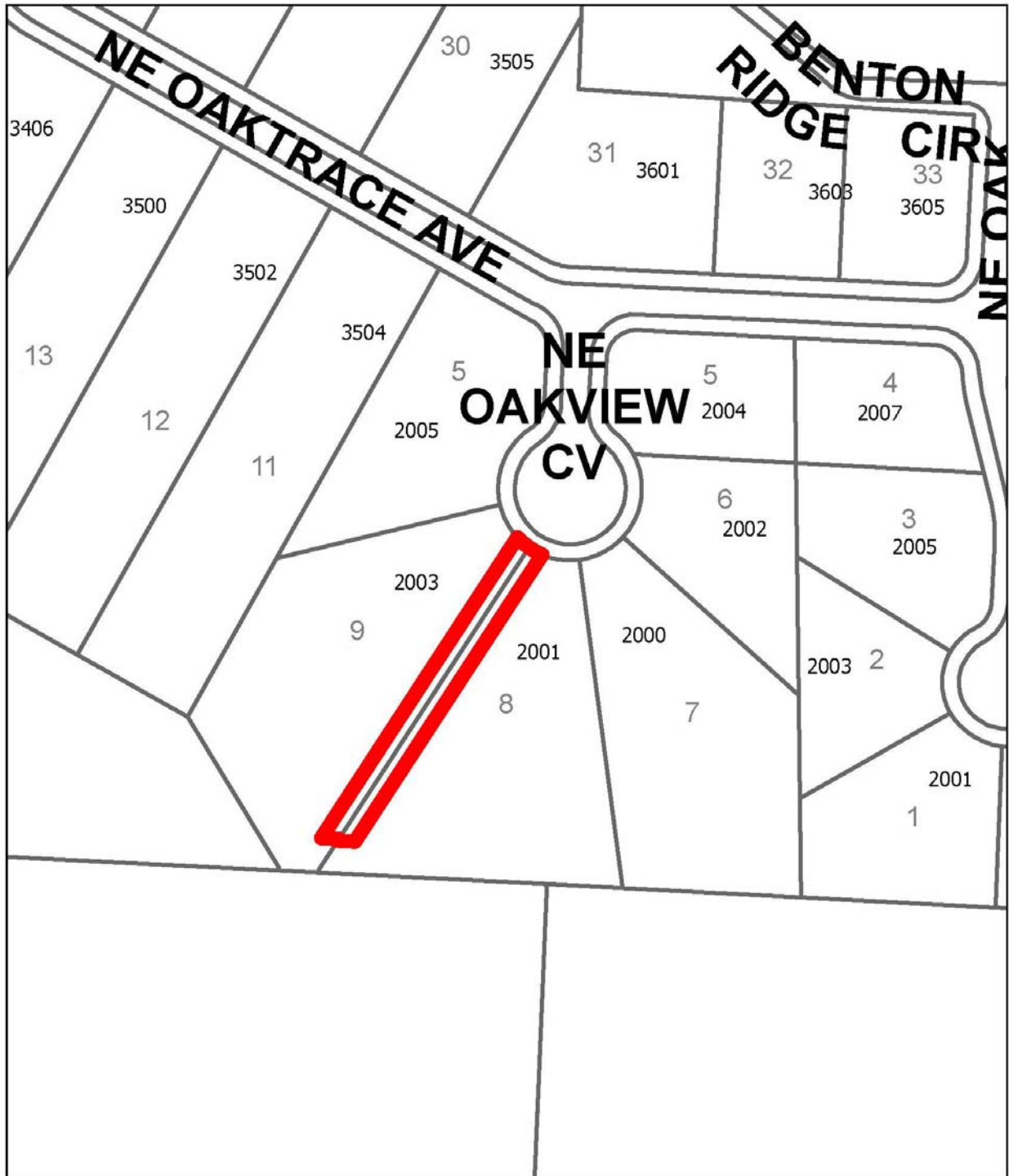
A part of the Northeast Quarter (NE ¼) of the Southeast Quarter (SE ¼) of Section 21, Township 20 North, Range 30 West being more particularly described as follows: Commencing at the Southeast corner of said Northeast Quarter of the Southeast quarter of Section 21, Township 20 North, Range 30 West; thence North 87°09'27" West 191.43 feet to a found iron pin; thence North 33°07'25" West 28.95 feet to the Point of Beginning; thence North 87°09'27" West 14.47 feet; thence North 33°07'25" East 299.47 feet to the right-of-way of East Oakview Cove; thence along said right-of-way beginning a curve to the right said curve having a Radius of 60.00 feet, Length of 12.64 feet, and a Chord Bearing and Distance of South 49°05'15" East 12.61 feet to a found iron pin; thence continuing along said right-of-way a curve to the right said curve having a Radius of 60.00 feet, Length of 12.55 feet, and a Chord Bearing and Distance of South 61°06'45" East 12.53 feet; thence leaving said right-of-way South 33°07'25" West 285.78 feet; thence North 87°09'27" West 14.47 feet to the Point of Beginning.

Section 2: A copy of this Ordinance, duly certified by the City Clerk, shall be filed in the Office of the Recorder of Benton County, Arkansas and recorded in the deed records of the County.

Section 3: This Ordinance shall take effect and be in force from and after its passage. The above and foregoing Ordinance was passed, approved, and adopted the _____ day of _____, 2015, at a regular meeting of the City Council of the City of Bentonville, Arkansas.

**LINDA SPENCE, City Clerk and
Recorder for the City of Bentonville,
Arkansas**

**BOB MCCASLIN, Mayor
City of Bentonville, Arkansas**





1 inch = 100 feet

Access Easement Vacation
7290.54 Square Feet
2001 NE Oakview Cove





CHECK ALL THAT APPLY		
	Bid Award	Bid #
	Budget Adjustment	
	Change Order	
	Informational	
X	Ordinance	
	Resolution	
	Other	

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: Ben Peters

Department: Engineering

Phone: 479-271-3166

ACTION REQUIRED:

An ordinance vacating a public access easement located in part of Lot 114, Stonehenge Subdivision Phase I, to the City of Bentonville, Arkansas, Benton County, Arkansas.

COST TO CITY:

Cost of this Request:

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$
Funds Expended to Date	
Remaining Budget	-
Budget Adjustment	-
Remaining After Adjustment	\$ -

Department Head

4-29-15
Date

Purchasing Agent

Date

Finance Director

5-6-15
Date

Staff Attorney

CT
5/6/15
Date

Mayor

5/07/15
Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712
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PLEASE RECYCLE



ORDINANCE NO. _____

AN ORDINANCE VACATING A PUBLIC ACCESS EASEMENT LOCATED IN PART OF LOT 114 STONEHENGE SUBDIVISION PHASE 1, TO THE CITY OF BENTONVILLE, ARKANSAS, BENTON COUNTY ARKANSAS.

WHEREAS, a petition was filed by Richard and Jennifer Apolskis, with the City Council of the City of Bentonville, Arkansas, asking the City Council to vacate a public access easement located in the City of Bentonville, Benton County, Arkansas, which portion is more particularly described as follows:

Part of the N1/2, SE1/4, NE1/4, of Section 24, Township 20 North, Range 31 West of the 5th Principal Meridian, City of Bentonville, Benton County, Arkansas, being more particularly described as follows:

Commencing at the Northeast Corner of said Section 24, being a State Monument; thence along the East line of said Section 24 S02°28'49"W 1886.14 feet to the Stonehenge Drive South Right-of-Way line, thence leaving said East line and continuing West along the Stonehenge Drive South Right-of-Way line the following: N87°43'57"W 13.89 feet, thence along a curve to the right having a radius of 205.77 feet and an arc length of 125.21 feet (CH=N72°10'21"W, CL=123.28'), and N56°32'05"W 194.16 feet, thence leaving said Right-of-Way line and running S17°28'27"W 67.03 feet to the point of beginning, thence S17°28'27"W 102.59 feet; thence N74°26'45"W 20.01 feet; thence N17°28'27"E 98.79 feet; and thence S85°06'46"E 20.49 feet to the point of beginning, containing 2013.81 sq ft, more or less, subject to all easements, Rights-of-Way, and Covenants of Record.

WHEREAS, after due notice as required by law, the Council has at the time and place mentioned the notice, heard all persons desiring to be heard on the question; that all the owners of the property abutting the easement to be vacated have joined in the petition or consented to the granting of the petition; and the public interest and welfare will not be adversely affected by the abandonment of the above described utility easement.

NOW THEREFORE BE IT ORDAINED, by the City Council of the City of Bentonville, Arkansas:

Section 1: The City of Bentonville Arkansas releases, vacates and abandons all of its rights together with the rights of the public generally, in and to a public access easement designated as follows:

Part of the N1/2, SE1/4, NE1/4, of Section 24, Township 20 North, Range 31 West of the 5th Principal Meridian, City of Bentonville, Benton County, Arkansas, being more particularly described as follows:

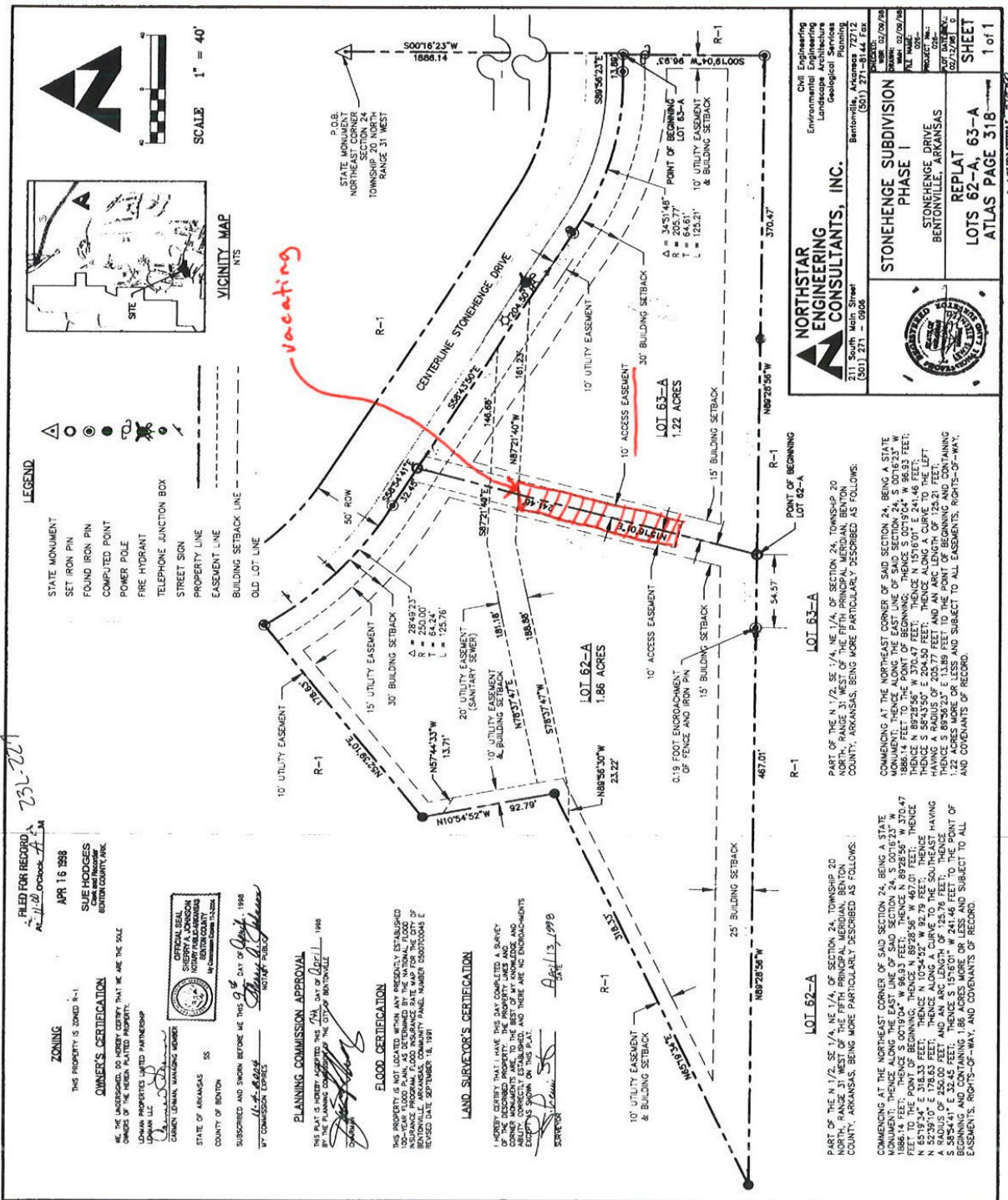
Commencing at the Northeast Corner of said Section 24, being a State Monument; thence along the East line of said Section 24 S02°28'49"W 1886.14 feet to the Stonehenge Drive South Right-of-Way line, thence leaving said East line and continuing West along the Stonehenge Drive South Right-of-Way line the following: N87°43'57"W 13.89 feet, thence along a curve to the right having a radius of 205.77 feet and an arc length of 125.21 feet (CH=N72°10'21"W, CL=123.28'), and N56°32'05"W 194.16 feet, thence leaving said Right-of-Way line and running S17°28'27"W 67.03 feet to the point of beginning, thence S17°28'27"W 102.59 feet; thence N74°26'45"W 20.01 feet; thence N17°28'27"E 98.79 feet; and thence S85°06'46"E 20.49 feet to the point of beginning, containing 2013.81 sq ft, more or less, subject to all easements, Rights-of-Way, and Covenants of Record.

Section 2: A copy of this Ordinance, duly certified by the City Clerk, shall be filed in the Office of the Recorder of Benton County, Arkansas and recorded in the deed records of the County.

Section 3: This Ordinance shall take effect and be in force from and after its passage. The above and foregoing Ordinance was passed, approved, and adopted the _____ day of _____, 2015, at a regular meeting of the City Council of the City of Bentonville, Arkansas.

**LINDA SPENCE, City Clerk and
Recorder for the City of Bentonville,
Arkansas**

**BOB MCCASLIN, Mayor
City of Bentonville, Arkansas**







CHECK ALL THAT APPLY			
x	Bid Award	Bid #	15-24
	Budget Adjustment		
	Change Order		
	Informational		
	Ordinance		
	Resolution		
	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by:

Jon Simpson

Department

Police

Phone

271-3172

ACTION REQUIRED:

Award Competitive Formal Bid #15-24 to the lowest bidder for the purchase of specific items of police vehicle equipment to be used to outfit eight (8) 2015 Chevrolet Tahoe that are currently on order. (Note: in addition to these 8 Tahoes on order, a new Animal Control truck is also on order.) Fleet Safety of North Little Rock submitted a total equipment price of \$41,760.95. See attached breakdown for item description, quantity, and cost.

COST TO CITY:

Cost of this Request: \$41,760

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$	496,000
Funds Expended to Date		325,722
Remaining Budget		170,278
Budget Adjustment		-
Remaining After Adjustment	\$	170,278

Department Head

Date

Purchasing Agent

Date

Finance Director

Date

Staff Attorney

Date

Mayor

Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712

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PLEASE RECYCLE



Memorandum

To: City Council Members
CC: Mayor Bob McCaslin, Denise Land
From: Katherine Bertschy, Purchasing Agent
Date: 5/6/2015
Re: Bid award #15-24



The 2015 Police Department budget included \$496,000.00 for the purchase of patrol vehicles and equipment. Invitations to bid were sent to the following companies:

Cruse Uniforms
Tactical Outfitters
Fleet Safety
Turnkey Mobile

Fleet Safety was the only respondent.

The Purchasing Office recommends award of Bid #15-24 for the purchase of itemized equipment for the Police Department to Fleet Safety Equipment in an amount of \$41,760.95 including tax.





CHECK ALL THAT APPLY	
	Bid Award
X	Budget Adjustment
	Change Order
	Informational
	Ordinance
	Resolution
	Other

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: Ed Wheeler

Department Administration

Phone 271-3191

ACTION REQUIRED:

Request the City Council approve Two (2) Police Officer positions for the Bentonville Police Department. One position will assume the duties of "Community Officer" and have responsibilities to include media relations, press releases, threat assessments, and risk management efforts. This officer would be assigned to the department's administrative division. The other position would assume the duties of a "Domestic Violence Officer" would have responsibilities related to Domestic Violence investigations, related arrests & arrest warrants, and case follow up and tracking, handling over 102 domestic violence cases per year. This officer would be assigned to the Criminal Investigative Division.

COST TO CITY:

Cost of this Request: \$60,000

Additional Budget Amount \$0

☒ One time amount ☐ Continuing O and M

Previously Budgeted	\$ -
Funds Expended to Date	-
Remaining Budget	-
Budget Adjustment	60,000
Remaining After Adjustment	\$ 60,000

[Signature] 5/6/2015
Department Head Date

[Signature] [Signature]
Purchasing Agent Date

[Signature] 5-6-15
Finance Director Date

CT 5/16/15
Staff Attorney Date

BAM 5/07/15
Mayor Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712

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PLEASE RECYCLE



Bentonville Police Department 2015 Personnel Addition Proposal

The purpose of these manpower additions would be to improve our agency and the services we offer by providing specific services and processes that have not previously been available. The additions would focus upon police activities that have not been previously accomplished, or not accomplished to a high standard. Accomplishing these improvements would require two certified officer positions; a Community Officer and a Domestic Violence Officer. The current estimated cost of an officer position (pay and benefits) is \$54,000.

Community Officer

This proposed Community Officer would have responsibilities to include media relations, press releases, threat assessments, and risk management efforts. Media relations and press releases could be given greater attention and also be focused upon a positive representation of our police department. Threat assessments and risk management efforts would be a daily consideration of this position and ongoing intelligence gathering efforts could be made to keep our own personnel, other law enforcement agencies, and even our own city offices better informed of potential threats. The position would also function as a liaison officer with local civic groups, businesses, churches, schools and even other city departments to improve both communication and coordination efforts. This position would allow us to have a proactive response to concerns that confront us on a daily basis and eliminate a "management by crisis" approach.

At present, the above described duties are handled by the Chief of Police, or many times not addressed. A Community Officer with these duties would help gain and maintain support for our agency as our community becomes more and more diverse. This position would improve both internal and external processes and minimize possible costly reactive responses to public safety needs.

Domestic Violence Officer

This proposed Domestic Violence Officer would have responsibilities related to Domestic Violence investigations, arrests, arrest warrants, and case follow up and tracking. Our department has averaged more than 120 Domestic Violence arrests each year during the past three years. When Domestic Violence Related cases are included, our total number rises to more than 220 a year. Going back to 2010, our agency has averaged one domestic violence arrest every 52 hours.

This position would allow us to improve the quality of these investigations and also assist our city legal department and county prosecutor in the management of such cases. As stated by our Staff Attorney, Camille Thompson, "Domestic violence cases are some of the most complex and difficult misdemeanor cases to prosecute and this prosecution is complicated dramatically by the nature of the relationship between the perpetrator and the victim." According to Thompson, victims often do not understand the process and therefore are frustrated and often reluctant to cooperate. A dedicated domestic violence enforcement officer position would help address many of these concerns by conducting follow up investigations, explaining the process and critical safety concerns and being a liaison between victims, the prosecutor's office, and available victim resources. Thompson further stated that this position would be "an essential link in the coordinated community and criminal justice response to domestic violence, working toward the goals of victim safety and offender accountability."

At present, the above described duties are handled on a case by case basis by either a patrol officer or detective, or not addressed at all. Five out of six of our last murders were domestic related. A Domestic Violence Officer would help us better investigate and track these cases and help restore the trust in law enforcement that many victims have lost.

Since January of 2010, the Bentonville Police Department records indicate that there have been 1042 police reports on Domestic Violence related reports. Of those 1042 reports 749 arrests have been made. Five of the last six homicides that have occurred in the city of Bentonville over the last 5 years have been committed by a direct family member or temporary caretaker. The city of Bentonville averages approximately one domestic violence related report every 38 hours and one domestic violence related arrest every 52 hours. Of the 749 domestic violence related arrests made, 78 of them were committed by repeat offenders. Sixty-nine of these arrests were for Violations of a Protection Orders or a Violations of a Conditions of Release.

Although these statistics in and of themselves paint an urgent need for intervention, these reports and arrests do not include the amount of unreported incidents that occur in our city every day.

The creation of a Domestic Violence Investigator / Coordinator can help combat these incidents that devastate lives on a daily basis. I believe that through education, awareness, intervention, and community involvement these incidents can be brought into check before these numbers continue to grow.

The new position of Domestic Violence Investigator / Coordinator responsibilities can include but would not be limited to:

- o Public programs and education presentations;
- o Direct domestic violence victims to resources available to them (V.I.N.E., Women's Shelter, etc.)
- o Perform comprehensive investigations into allegations of domestic abuse;
- o Perform comprehensive investigations into allegations of Violations of Conditions of Release and Protection Orders;
- o Ensure that Conditions of Release and Protection Orders are entered and maintained correctly in ACIC/NCIC;
- o Conduct follow-up interviews with victims and family members;
- o Take follow-up photographs to document victim injuries as they progress;
- o Coordinate with the City Prosecutor's Office on misdemeanor domestic violence cases;
- o Coordinate with the Benton County Prosecutor's Office on Felony domestic violence cases;
- o Coordinate with the Benton County Victim's advocate to ensure that victims are provided with information needed to assist them in the aftermath of a domestic violence incident;

A benefit to this position would be the full time dedication of one investigator to ensure that these cases are handled with precision and care. The time spent showing these victims's that the Bentonville Police Department takes their case seriously can be crucial in their trust of law enforcement intervention into their circumstances.

Through education, awareness, and intervention this position can help reduce the cycle of domestic violence that is passed on from generation to generation.

Community Relations and Risk Management Officer

“Community Relations”- Liaison to City Departments, Businesses, Church, etc... and “Risk Management”- risk and or threat management programs

“Community Relations and Risk Management” Officer will improve both internal and external processes and minimize costly reactive responses to public safety needs.

Examples of Improved Processes:

1. Community Relations

- Improve Department visibility within community with increased public appearances (Town Hall gatherings and City Government Mtgs.)
- Establish a robust recruiting program to identify, connect and grow potential candidates.
- Initiate “Branding” program.

2. Liaison to City of Bentonville Departments to maintain positive relations and cross over collaboration.

- Improve coordination process (Fire Dept, Water & Utilities, Parks & Rec, etc...) relating to emergencies such as Ice, Flooding and storm clean up.
- Identify cross over training opportunities to improve public safety.

3. Risk Management

- Design and utilize a quick-read format based on predetermined threat matrix that allows Officers to gather pertinent information.
- Release Patrol Officers of time consuming Intel gathering and dispersal.



CHECK ALL THAT APPLY			
☒	Bid Award	Bid #	15-20
☐	Budget Adjustment		
☐	Change Order		
☐	Informational		
☐	Ordinance		
☐	Resolution		
☐	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

April 28, 2015

Submitted by: David Wright

Department

Parks & Recreation

Phone

464-7275

ACTION REQUIRED:

The Parks and Recreation Staff are seeking the City Council's approval of a bid award for bid #15-20 in the amount of \$33,033.88 for the purchase of Contour Mower from Ladd's Inc. Ladd's is the only vendor to supply a bid.

COST TO CITY:

Cost of this Request: \$33,034

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$ 46,000
Funds Expended to Date	-
Remaining Budget	
Budget Adjustment	-
Remaining After Adjustment	\$

Department Head

5-4-2015
Date

Purchasing Agent

5/6/15
Date

Finance Director

5-6-15
Date

Staff Attorney

CT
5/6/15
Date

Mayor

POM -
5/07/15
Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712

www.bentonvillear.com



PLEASE RECYCLE



Memo



To: City Council, Mayor McCaslin
From: David Wright, Parks and Recreation Director
Date: May 4, 2015
Re: Council approval of bid award to Ladd's Inc. in the amount of \$33,033.88 for the purchase of Contour Mower.

Parks and Recreation Staff requests City Council's approval of a bid award for bid #15-20 in the amount of \$33,033.88 for the purchase of Contour Mower from Ladd's Inc.

This item was approved in the 2015 Budget. The budgeted amount was \$46,000.

The purpose of the slope mower is to mow on a side hill or slope that is too great for a typical zero turn mower, which safeguards the operator and creates less of chance for a side hill or slope rollover. The slope mower that we currently are using is a 2007 model with over 800 hours on it, and can only be used in specific areas where there is a potential for a rollover. This is an 8 year old mower that has cost our department time and money because of the repairs that it has incurred over the past two years, not to mention leaving the operator in an unsafe position with broken steering arms and no way to safely remove it from a hill side without being repaired on site. The mower that we are requesting to replace it with is capable of being used on side hills, slopes, and flat surfaces, making it a more versatile mower. It is also has four or eight wheeled mower opposed to the two wheeled mower that we are currently using, which means that if it does break down on a hillside or slope that it will be easier for the operator to control the mower. This mower can be used in any of the parks and trails throughout our parks system. Because the mower is four wheel drive it also gives us the capability to mow our emergency access points on the mountain bike trails instead of spending excess time hand trimming them.

If you have any questions regarding this item, please call me at 271.6813, or email dwright@bentonvillear.com.

Attachments:

Bid Tabulation

**A FORMAL INVITATION TO BID
FROM THE CITY OF BENTONVILLE, ARKANSAS**

SUBMIT: CITY OF BENTONVILLE
PURCHASING AGENT
117 WEST CENTRAL
BENTONVILLE, AR 72712

BID NUMBER: 15 20
ISSUE DATE: 03/30/15
BID DATE: 04/08/15
TIME: 11:00 A.M.

QUANTITY	DESCRIPTION	
1	2015 Slope Mower	\$ 29,318. ⁰⁰
	Ventrac 4500Z w/84" Contour Mower	
	Minimum specifications attached:	
	Tax and Delivery	3715. ⁸⁸
	Total Delivered Bid Price	\$ 33,033. ⁸⁸
Any exceptions shall be described and submitted with bid.		

GENERAL TERMS AND INSTRUCTIONS

- 1 The City reserves the right to reject any and all bids or parts.
- 2 Prices must be itemized. The City reserves the right to award by item.
- 3 All bids must be FOB Bentonville and include all costs of delivery and packaging.
- 4 All bids must be signed. Unsigned bids will not be considered.
- 5 Indicate BID NUMBER ON OUTSIDE OF ENVELOPE.
- 6 Failure to provide federal I.D. of social security number could result in rejection of bid.
- 7 Late bids will not be considered under any circumstances.

8 For further information contact: Jack Cartwright, Parks Dept. @ (479)271-3190

Company Name: Gadd's Inc Address: 6881 Appling Farms Pkwy
By: Carel Davis / A.R. Branch Manager City: Memphis



CHECK ALL THAT APPLY			
	Bid Award	Bid #	
X	Budget Adjustment		
x	Change Order		
	Informational		
	Ordinance		
	Resolution		
	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: David Wright

Department

Parks & Recreation

Phone

464-7275

ACTION REQUIRED:

Parks and Recreation Staff is requesting City Council's approval of a change order and budget adjustment, in the amount of \$5,800, for the Citizens Park Parking Lots project.

COST TO CITY:

Cost of this Request: \$5,800

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$
Funds Expended to Date	-
Remaining Budget	
Budget Adjustment	-
Remaining After Adjustment	\$

 5/4/2015
Department Head Date

Purchasing Agent Date

 5-6-15
Finance Director Date

 5/6/15
Staff Attorney Date

 5/6/15
Mayor Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712
www.bentonvillear.com



PLEASE RECYCLE



Memo



To: City Council, Mayor McCaslin
From: David Wright, Parks and Recreation Director
Date: May 4, 2015
Re: Council approval of change order to Decco, Inc., and budget adjustment in the amount of \$5,800 for the Citizens Park Parking Lots project.

Parks and Recreation request that City Council approves a change order and budget adjustment for the Citizens Park Parking Lot project. The total cost of the change order is \$5,800.

Construction began in early April on three parking lots that will serve the three Citizens Park Soccer fields and future playground apparatus. Two of the parking lots are located on SW Hayfield and the other is located on SW Citizens Circle. The master plan of the project includes the construction of a restroom and concession facility to be located adjacent to the parking lots on Hayfield, serving the soccer fields. Hope is to be able to construct the restroom / concession facility in 2016.

The purpose of the change order is to install a sewer line from the existing manhole, underneath the parking lot. In 2016, when we are able to construct the concession / restroom facility, we will then tie into the existing sewer line. This \$5,800 investment saves money in the next project. If we choose not to install the line at this time, it will result in needing to cut the new parking lots to install the line. The \$5,800 to install now will result in a much higher expense during the next project.

This funding, like the funding for the overall project, will come from Parks and Recreation impact fees.

If you have any questions regarding this item, please call me at 464.7275 or email dwright@bentonvillear.com.

Attachments:
Change Order Request Form
Site Layout



DECCO Contractors-Paving Inc.

P.O. Box 580
Rogers, AR 72757
USA

Phone: 479-636-5516
Fax: 479-636-6279

To:	City Of Bentonville	Contact:	
Address:	117 West Central Bentonville, AR 72712	Phone:	271-3130
		Fax:	
Project Name:	Citizens Park Parking 4" Sewer Service	Bid Number:	1
Project Location:	Bentonville, AR	Bid Date:	4/16/2015

Item #	Item Description
01	Connect To Existing Sewer Main
02	4 Inch SDR 26 PVC Sewer Service
03	4" Sanitary Sewer Cleanout
04	Construction Staking & Layout

Total Bid Price: \$5,800.00

Notes:

- This extra work will require that 3 days to added to the contract time.

ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted. Buyer: _____ Signature: _____ Date of Acceptance: _____	CONFIRMED: DECCO Contractors-Paving Inc. Authorized Signature: _____ Estimator: R.W. Roy 479-636-5516 rwroy@deccopaving.com
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CHECK ALL THAT APPLY	
	Bid Award
☒	Budget Adjustment
☒	Change Order
	Informational
	Ordinance
	Resolution
	Other

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: David Wright

Department

Parks & Recreation

Phone

464-7275

ACTION REQUIRED:

Parks and Recreation Staff is requesting City Council's approval of a final reconciliation change order and budget adjustment, in the amount of \$9,293.24, for the Merchants Park Parking Lots project.

COST TO CITY:

Cost of this Request: \$9,293

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$
Funds Expended to Date	-
Remaining Budget	
Budget Adjustment	-
Remaining After Adjustment	\$

 5/4/2015
Department Head Date

Purchasing Agent Date

 5-6-15
Finance Director Date

CT 5/10/15
Staff Attorney Date
PBM 5/6/15
Mayor Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

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PLEASE RECYCLE



Memo



To: City Council, Mayor McCaslin
From: David Wright, Parks and Recreation Director
Date: May 4, 2015
Re: Council approval of change order to General Construction Solutions, and budget adjustment, in the amount of \$9,293.24 for the Merchants Park Parking Lots project.

Parks and Recreation request that City Council approves a final reconciliation change order for the Merchants Park Parking Lot project. The total cost of the change order is \$9,293.24

This much needed project was recently completed and is currently being used by the youth baseball participants and patrons. The parking lot was the final improvement in a long list of additions to Merchants Park. To recognize the many improvements, and recognize the new park name, a successful park dedication was hosted on April 25.

This final reconciliation change order covers several small items, including:

- Additional concrete curb and gutter; •
- Sidewalk not accounted for in the original bid tab; •
- Additional aggregate •
- Additional sewer cleanouts needed to insure cleanouts were structurally sufficient to handle vehicle traffic; •
- Additional bonds for the overage in the contract amount.

If you have any questions regarding this item, please call me at 464.7275 or email dwright@bentonvillear.com.

Attachments:
Change Order Request Form



Date of Request: May 4, 2015

Acct Number	Account Name	Revenue + (-)	Expense + (-)	Fund Balance + (-)
010-5030-391.91-25	Transfers in Impact Fees	\$9,293.00		\$ 9,293.00
010-5030-452.73-90	Capital - Other		\$9,293.00	\$ (9,293.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Totals	\$ 9,293.00	\$ 9,293.00	\$ -

Justification:

Required Change Order for Parking Lot Project

FOR ACTING USE ONLY

Council Action: Approved Disapproved Other _____

Date: _____ Date entered: _____ By: _____

Revised 5/1/07

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PLEASE RECYCLE





RECONCILIATION CHANGE ORDER

Change Order No. 3

Date of Issuance: 4/21/2015 Effective Date: _____

Project: Elm Tree Parking Improvements	Owner: City of Bentonville	Owner's Contract No: City Bid #14-55
Contract: Contract Document 00500 of the Bid Documents		Date of Contract: 10/31/2014
Contractor: General Construction Solutions, Inc		Engineer's Project No: SCE #14065

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

- 328 LF of Concrete Curb and Gutter at \$13.34/ LF, (\$4,375.52) for the interior curbed islands that were not accounted for in the bid tabulation.
- 18 LF of 10FT sidewalk at \$43.14/ LF, (\$776.52) for the sidewalk around the memorial tree that was not accounted for in the bid tabulation.
- 59.65 Tons of Class 7 Aggregate at \$21.73/ Ton, (\$1,296.20) for the base course under items 1 and 2 listed above.
- 1 Handicap Warning Device at \$150/ EA, (\$150.00) due to changes made at one of the sidewalk ramp locations.
- 5 Brass Sewer Cleanouts at \$350/ EA, (\$1750.00) due to changes made during construction that were needed to insure cleanouts were structurally sufficient to handle vehicle traffic.
- Addition Bonds at \$950, (\$950.00) is for the percentage increase of the overage in contact amount.

Attachments (list documents supporting change):

Previous payment application #6 showing the project at 100% completion.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>293,644.00</u>	Original Contract Times: ☐ Working days ☒ Calendar days Substantial completion (days) : <u>90 Days</u> Ready for final payment (days) : <u>+ 30 Days</u>
Increase / Decrease from previously approved \$ <u>62,597.00</u>	Increase / Decrease from previously approved Change Orders Substantial completion (days) : <u>14 Days</u> Ready for final payment (days) : <u>0 Days</u>
Contract Price Prior to this Change Order: \$ <u>356,241.00</u>	Contract Times prior to this Change Order: Substantial completion (days) : <u>104</u> Ready for final payment (days) : <u>+30</u>
Increase / Decrease of this Change Order: \$ <u>9,293.24</u>	Increase / Decrease of this Change Order: Substantial completion (days) : <u>0</u> Ready for final payment (days) : <u>0</u>
Contract Price incorporating this Change Order: \$ <u>365,534.24</u>	Contract Times with all approved Change Orders: Substantial completion (days) : <u>104</u> Ready for final payment (days) : <u>+30</u>

RECOMMENDED:

ACCEPTED:

Engineer (Authorized Signature)

Owner (Authorized Signature)

Date: 4/21/15

Date: 4/21/15



CHECK ALL THAT APPLY			
X	Bid Award	Bid #	15-26
	Budget Adjustment		
	Change Order		
	Informational		
	Ordinance		
	Resolution		
	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

May 12, 2015

Submitted by: Travis Matlock

Department: Engineering

Phone: 271-3168

ACTION REQUIRED:

Recommend the Mayor and City Council award bid for a metal plate embosser to AAMSCO in the amount of \$33,642.58.

COST TO CITY:

Cost of this Request: \$33,643

Additional Budget Amount: \$0

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$ -
Funds Expended to Date	-
Remaining Budget	-
Budget Adjustment	-
Remaining After Adjustment	\$ -

Department Head

Date

Purchasing Agent

Date

Finance Director

Date

Staff Attorney

Date

Mayor

Date

This form must be turned into the Mayor's office 7 days prior to the scheduled City Council meeting.

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PLEASE RECYCLE



M E M O R A N D U M

DATE: May 4, 2015

TO: City Council, Mayor McCaslin

FROM: Travis Matlock, Engineering Director

RE: Bid award for Metal Plate Embosser

The City Of Bentonville recommends awarding the bid for a metal plate embosser to AAMSCO in the amount of \$33,642.58 (tax included). The metal tag embosser is used by the Electric Department to create small metal tags that are placed on the power poles. The new embosser will replace a 10-yr old piece of equipment that no longer has the ability to be upgraded. The Electric Department has to have a special computer running Windows 2000 in order for the current embosser to work.

In 2014, Machinery/Equipment purchases came in under budget and that allowed a budgetary amount of \$45,000 to be rolled from 2014 to 2015. The winning bid came in under the budgeted amount.

Memorandum

To: City Council Members
CC: Mayor Bob McCaslin, Denise Land
From: Katherine Bertschy, Purchasing Agent
Date: 5/6/2015
Re: Bid award #15-26

The 2015 Electric Department budget included funds for a replacement metal Plate Embosser. Formal bids were received from the following Vendors:

AAMSCO	\$30,739.00
Little Rock, AR	

Identisys	\$35,970.00
Eden Prairie, MN	

After reviewing the material submitted with the two bids, recommendation is made to award bid for one (1) Metal Plate Embosser to AAMSCO of Little Rock Ar. in an amount of \$30,739 plus \$2,903.58 in applicable taxes for a total of \$33,642.58.



BENTONVILLE CITY COUNCIL AGENDA

***Note that at 5:30 p.m. on Tuesday, May 12, 2015, there will be a presentation of the City of Bentonville's Comprehensive Plan by John Houseal of Houseal Lavigne Associates, LLC.**

**Committee of the Whole
Community Development
Planning Commission Meeting Room**

**Tuesday, May 12, 2015 6:00 p.m.
305 SW "A" Street**

**Regular City Council Meeting
Community Development
Planning Commission Meeting Room**

**Tuesday, May 12, 2015 6:00 p.m.
305 SW "A" Street**

**Public Comments on Tonight's Agenda Items (Limited Public Forum)
Questions, Comments and Discussion from Alderman on Tonight's Agenda
Call to Order
Pledge of Allegiance
Moment of Silence – For our Military Forces
Roll Call
Approval of Minutes: April 28, 2015**

AGENDA

1. Proclamations presented to recognize "Police Week" and "Emergency Medical Services Week" in Bentonville, Arkansas.
2. Planning:
 - 2a. **Terry and Linda O'Dell: Lot Split, Lots 1 and 2 of O'Dell Subdivision, 7555 Hutchens Road, Zoned A-1.**

The planning commission voted 7-0 recommending approval.

The applicant is proposing a lot split creating two lots from one existing tract that will be known as Lot 1 (3.34 acres) and Lot 2 (1.32 acres) of O'Dell Subdivision. Both lots are being rezoned from A-1, Agriculture to R-1, Single Family Residential. The lot split shows the dedication of right-of-way along Hutchens Road per the master street plan. Both water and sewer services are not available to these lots. A soil pit analysis for a septic system has been preliminarily approved by the Benton County Health Department.

- 2b. **Terry and Linda O'Dell: Rezoning, 7555 Hutchens Road, A-1, Agricultural to R-1, Single Family Residential.**

The planning commission voted 7-0 recommending approval.

Per the applicant, the intent is to create and rezone 2 tracts to the R-1, zone.

- 2c. **First National Bank of Fort Smith: Property Line Adjustment, Lots 17, Block 1 of Hollands Addition, 402 Southwest 'A' Street, Zoned DC, Downtown Core.**

The planning commission voted 7-0 recommending approval.

The applicant has submitted a property line adjustment for property located at 402 Southwest 'A' Street. The proposed plat indicates the creation of one lot from portions of four existing lots to be known as Lot 17, Block 1 of Hollands Addition (0.5 acres). Thirty feet of right-of way is being dedicated along SW 'A' Street. Both water and sewer services are available to this location.

- 3a. Requesting approval of an ordinance authorizing the Mayor and City Clerk to enter into an agreement with Lavigne Associates, LLC in an amount not to exceed \$448,223.00 for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan and waiving the requirement of competitive bidding.
- 3b. Approval of a budget adjustment in the amount of \$225,000.00 to enter into an agreement with Houseal Lavigne Associates, LLC in an amount not to exceed \$448,223.00 for technical and professional assistance with the preparation of the City of Bentonville Comprehensive Plan. The City budgeted \$125,000.00 for the project in 2015 and has been awarded a \$200,000.00 grant from the Walton Family Foundation to help underwrite the total cost of the project. Half of the grant, \$100,000.00, has already been disbursed to the City. Therefore, the total 2015 budget for the project is \$225,000.00. The second half of the Walton Family Foundation grant in the amount of \$100,000.00 will be distributed later this year. The total project budget of \$450,000.00 consists of a \$200,000.00 grant from the Walton Family Foundation and \$250,000.00 from the City.
4. Public hearing and ordinance vacating a public access easement located in Lots 8 and 9 of Oakbrooke Subdivision Phase II, to the City of Bentonville, Arkansas, Benton County, Arkansas.
5. Public hearing and ordinance vacating a public access easement located in part of Lot 114, Stonehenge Subdivision Phase I, to the City of Bentonville, Arkansas, Benton County, Arkansas.
6. Award Competitive Formal Bid #15-24 to the lowest bidder for the purchase of specific items of police vehicle equipment to be used to outfit eight (9) 2015 Chevrolet Tahoe that are currently on order. (Note: in addition to these 9 Tahoes on order, a new Animal Control truck is also on order.) Fleet Safety of North Little Rock submitted a total equipment price of \$41,760.95. See attached breakdown for item description, quantity, and cost.

7. Request the City Council approve Two (2) Police Officer positions for the Bentonville Police Department. One position will assume the duties of "Community Officer" and have responsibilities to include media relations, press releases, threat assessments, and risk management efforts. This officer would be assigned to the department's administrative division. The other position would assume the duties of a "Domestic Violence Officer" would have responsibilities related to Domestic Violence investigations, related arrests & arrest warrants, and case follow up and tracking, handling over 102 domestic violence cases per year. This officer would be assigned to the Criminal Investigative Division.
8. The Parks and Recreation Staff are seeking the City Council's approval of a bid award for bid #15-20 in the amount of \$33,033.88 for the purchase of Contour Mower from Ladd's Inc. Ladd's is the only vendor to supply a bid.
9. Parks and Recreation Staff is requesting City Council's approval of a change order and budget adjustment, in the amount of \$5,800.00 for the Citizens Park Parking Lots project.
10. Parks and Recreation Staff is requesting City Council's approval of a final reconciliation change order and budget adjustment, in the amount of \$9,293.24 for the Merchants Park Parking Lots project.
11. Recommend the Mayor and City Council award bid for a metal plate embosser to AAMSCO in the amount of \$33,642.58.