



BENTONVILLE CITY COUNCIL AGENDA

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

**Tuesday, May 28, 2019 6:00 p.m.
305 SW "A" Street**

**Public Comments on Tonight's Agenda Items (Limited Public Forum)
Questions, Comments and Discussion from City Council Members on Tonight's Agenda
Call to Order
Pledge of Allegiance
Moment of Silence – For our Military Forces
Roll Call
Approval of Minutes: May 14, 2019**

AGENDA

1. 2018 Visit Bentonville Annual Report – Kalene Griffith. **(Pages 5-17)**
2. Proclamation presented to recognize "National Drug Court Month" in Bentonville, Arkansas. **(Page 18)**
3. An ordinance accepting the annexation of certain territory to the City of Bentonville, Arkansas, and making same a part of the City of Bentonville, and assigning same to wards. (SS Properties, LLC. Annexation Petitioner) **(Pages 19-35)**
4. Planning:
 - 4a. **Ordinance changing real estate from A-1, Agricultural and R-3, Medium-Density Residential to C-2, General Commercial, Judith Basco Revocable Trust and Louise Bishop Revocable Trust, 2910 SE J Street.** **(Pages 37-40)**
The Planning Commission voted 6-0, recommending approval.

The Future Land Use Plan currently depicts this property as Residential Estate. These areas include large detached single-family residential properties and may also include public uses that support residents. While the rezoning is not compatible with the Future Land Use Plan, it can potentially be justified due to the adjacency of established commercial and industrial uses. In addition, the site fronts two arterial streets, Southeast 28th Street and Southeast J Street.

- 4b. **Ordinance changing real estate from A-1, Agricultural to R-1, Single Family Residential, The Bluffs Property Owners Association, Lots 23-40, 42-43 of The Bluffs Subdivision.**

(Pages 41-43)

The Planning Commission voted 6-0, recommending approval.

The site's existing residential subdivision and adjacency to other single-family residential developments may justify a rezoning to R-1, Single Family Residential.

- 4c. **Ordinance accepting a lot split of Lots 33-38 and 40-41 of Wildwood Subdivision Phase 6, Dream Structures Residential, LLC, Southwest Joshua Avenue, R-1, Single Family Residential.**

(Pages 44-46)

The Planning Commission voted 7-0, recommending approval.

A lot split of Lot 66 of Wildwood Subdivision Phase 6, creating new Lots 33-43, 64-65. Each lot created by this lot split is approximately .25-acres in size. The plat dedicates a 20-foot utility easement along SW Joshua Avenue.

5. Recognition by the Mayor and City Council of Legacy National Bank located at 2904 South Walton Blvd. The bank is the first commercial development recipient of the City of Bentonville's "Grow with Trees Award". Jeremy Woody, EVP/Market Executive Benton County will accept the award on behalf of Legacy National Bank. Please refer to memo.

(Pages 47-49)

6. Resolution setting a public hearing for June 11, 2019 for Ingress/Egress easement vacation located at Tract 2 of 411 SE Walton requested by Adam Samuels.

(Pages 50-52)

7. Resolution committing to partner with the U.S. Census Bureau and the State of Arkansas to strive for a complete and accurate count of all persons in Bentonville for the 2020 Census.

(Pages 53-54)

8. Resolution establishing the Bentonville Complete Count Committee for the 2020 Census.

(Pages 55-56)

9. Presentation of the Bentonville Great Neighborhoods Partnership initiative.

(Pages 57-58)

- 10a. Resolution to establish the Bentonville Great Neighborhoods Partnership and the Neighborhood Advisory Committee.

(Pages 59-60)

- 10b. A budget adjustment in the amount of \$10,000.00 to establish programs that support the Bentonville Great Neighborhoods Partnership.

(Pages 61-63)

11. Resolution declaring a foundation to be a nuisance and setting a public hearing for the condemnation of said foundation located at 1800 NW Mystic Ave.

(Pages 64-76)

12. An ordinance to waive the competitive bidding requirements for a 1-year Mission Communications Service package renewal with Mission Communications, LLC. in an amount not to exceed \$25,000.00 This service package is for the alarm systems on all 61 wastewater lift stations within the city. This service

- continuously monitors and reports wastewater lift station conditions via cell phone, SCADA and email; power failures, high wetwell levels, and pump run times. Data received greatly reduces sanitary sewer overflows and reduces lift station operation cost. Any Mission Control upgrades are covered by this agreement. This is a 2019 budgeted item. **(Pages 77-87)**
13. Bid Award of IFB-19-30 to Carpet One in the amount of \$22,201.35 for purchase and complete installation of ceramic tile in select areas of Wastewater Administration building #1. **(Pages 88-90)**
 14. Informational presentation of proposed Utility Billing cycle boundary adjustments. **(Page 91)**
 15. Ordinance revising the Bentonville Electric Utility Department construction specifications to be used by developers and contractor performing electric utility work within the City of Bentonville. **(Pages 92-201)**
 16. Ordinance to purchase (1) Altec Aerial Devices, (1) Altec Digger Derrick and (2) MHC Kenworth Cab/Chassis for \$539,455.00 plus tax and waive the requirements of competitive bidding. **(Pages 202-207)**
 17. Bid award for backhoe lease to Stribling Equipment per the bid tab attached. This is a 2-year lease for the Water, Sewer, and Electric Departments at a total cost of \$246,935.52. **(Pages 208-212)**
 18. Resolution adopting the updated Quality Management Plan (QMP) to be used for EPA funded projects. The EPA requires an annual review/audit of the QMP. Revisions in this update reflect corrected names, addresses, job titles and email addresses for current staff and new Mayor. **(Pages 213-239)**
 - 19a. Resolution authorizing the Mayor and City Clerk to enter into a cost share agreement with Benton County for the repair of Anglin Road. Please see attachments. **(Pages 240-243)**
 - 19b. Budget adjustment approval of \$90,000.00 for the City's cost share for the repair of Anglin Road. Please see attached documents. **(Pages 244-247)**
 20. The District Court request City Council approval of a budget adjustment of \$7,500.00 reflecting the use of District Court Technology funds for the purchase of desk and computer equipment. **(Pages 248-250)**
 21. Request City Council approve a "Paramedic Pay Increase" for currently certified Paramedics and for those firefighters currently attending paramedic certification schooling. Over the past 10 years, the amount we pay our paramedics (paramedic add pay) has not been increased - to the point where we have fallen well behind our "like cities" that have a paramedic ambulance services. This increase will bring our City back into line with our "like cities" and keep us aligned for the future. In addition to correcting this pay gap now, we have blended paramedic pay into the various firefighting classifications contained in our City pay plan, which will be periodically adjusted using wage surveys and annually adjusted with COLA. The cost for this increase for the remainder of 2019 will be

\$78,312.74 - affecting 47 of our fire staff. Due to a number of currently un-filled fire staff positions that were fully budgeted for 2019, it will not be necessary to do a budget adjustment to affect these changes. **(Pages 251-252)**

22. Change Order approval, in the amount of \$2,002.00 for the Citizens Park Tennis Complex. Additional funding includes 1,381 square yards of Bermuda sod required to complete the project. This final change order closes the project. **(Pages 253-255)**
23. Budget adjustment to recognize revenue from various sources and allocate funding for the Citizens Park Playground. **(Pages 256-262)**
24. Bid Award to Ozark Ballfields for reconstruction of Phillips Park Fields 1-3 (infields only), in the amount of \$47,000.00. **(Pages 263-265)**



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Kalene Griffith

Department

Visit Bentonville

Phone

271-9153

ACTION REQUIRED:

2018 Visit Bentonville Annual Report.

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	\$ -

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





Our Story of Success

As we enter 2019, tourism is as vital to Arkansas's economy than it ever has been, projected to be one of the fastest growing industries in the state. The collaboration and partnership we have with Bentonville business, and community leaders continue to enhance and fuel the economic impact of tourism in our city. The innovation and strategic planning from our Visit Bentonville team are helping to advance not only the story and experience of our town but the quality of life for our residents and visitors.

All of this comes at a compelling time for Bentonville, which is growing at a remarkable pace to the benefit of our leisure visitors, conventioners, and neighbors. From the continued rise of our arts and culture offerings to the investment of our many cycling attractions to our booming culinary scene, there is much to be proud of on the tourism and hospitality landscape.

Today, our organization looks to the future with fresh energy and vision. We continue to build off recent past success, even as we research industry trends and seek to maximize our impact moving forward through branding, promoting and selling to potential visitors. None of this can be accomplished, however, without your invaluable partnership and involvement. We have a short-term and long-term vision for tourism success in Bentonville and know that working as a team makes us stronger. With that in mind, please take a look at our annual report; we hope it serves as a foundation for you in your planning for 2019.

#VisitBentonville

Our Mission

It is our mission to brand, promote and sell Bentonville as a tourism destination; stimulating economic development.

2018 Benton County Tourism

1,616,412

Visitors

750,832

XNA Arrivals

596,000

Visits to Crystal Bridges

253,089

Visits to Amazeum

\$384,560,815

Generated in Travel Spending



Museum of Native American History



Bentonville Film Festival



ART • CULINARY • CYCLING • FILM • MUSIC

Event Types + Economic Impact

	# 2018 Events	Impact
 Cycling	23	\$1,573,013
 Sports	56	\$3,682,514
 Meetings	31	\$2,090,870
 Group Tours	107	\$524,746



2018 Community Events generated

\$2,413,584

Events Include: NWA Fashion Week, Power of Music Festival, Bentonville Film Festival, Shakespeare Festival, Roots Festival, Bite NWA, Squirrel Cookoff, and more.



Get Social

Visit
Bentonville

 @VisitBentonville
9,446 Followers

 @VisitBentonville
12,216 Followers

 @bentonvillecvb
8,187 Followers



 @bikebentonville
2,057 Followers

 @bikebentonville
7,593 Followers



NEW Podcast

Launched in 2018

Crystal Bridges
Museum



OZ Trails Off-Road



8th Street Market



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A&P Collections



Expenditures

Operations: \$843,804

Marketing: \$810,745

Parks/Facilities: \$800,728

Value of Tourism

Tourism Impact in Benton County

\$71,453,506
Travel Generated Payroll

1,616,412
Total Annual Visitors

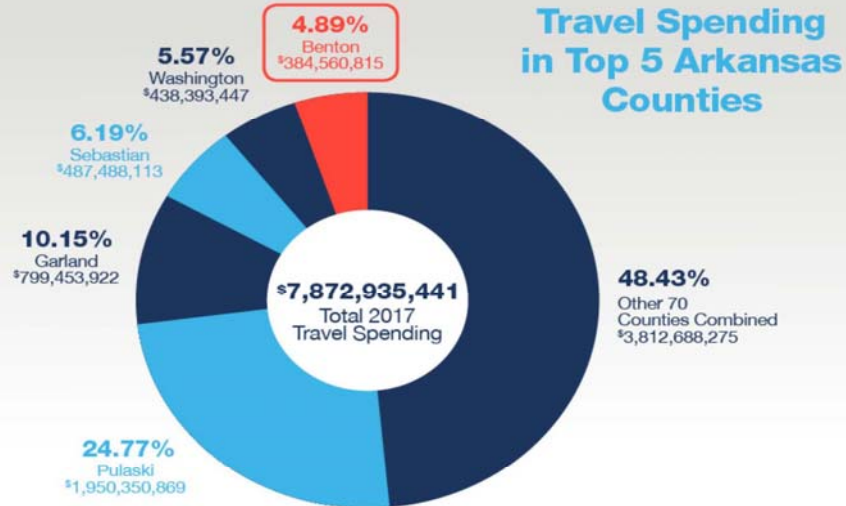
\$24,684,781
Travel Generated State Tax

\$384,560,815
Total Travel Expenditures

\$9,582,202
Travel Generated Local Tax

2,349 Jobs
Travel Related Employment

Value of Tourism



Source: Arkansas Department of Parks & Tourism 2017 Economic Report

Visit Bentonville
Racing



Power of Music Festival



21C Museum



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Marketing & Communications



visitbentonville.com

Most Popular Pages: Trail Conditions, Crystal Bridges, Events, Things to Do, Places to Stay



77.53%
Traffic comes from
Google Search



288,739
Page Views



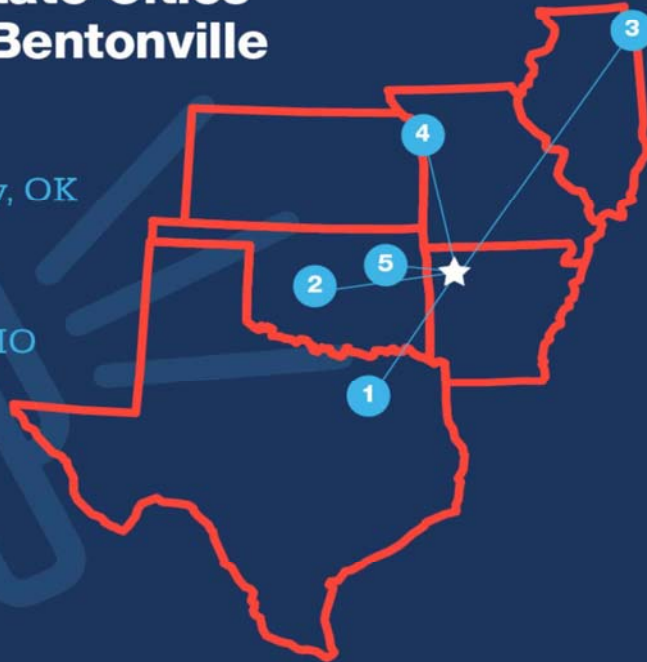
103,000
Unique Visitors



1 min, 44sec
Average Session
Duration

Top Out-of-state Cities Traveling to Bentonville

- 1 Dallas, TX
- 2 Oklahoma City, OK
- 3 Chicago, IL
- 4 Kansas City, MO
- 5 Tulsa, OK





Most Read Blog Posts



10 Reasons Why You Will Love
Bentonville, Arkansas



10 Restaurants in Bentonville,
AR You Need to Try

the STYLE & BEAUTY DOCTOR

Three Things I LOVED about
Bentonville, Arkansas

The Roots Festival



Outerbike



ART • CULINARY • CYCLING • FILM • MUSIC

Making Headlines

2018 Food & Travel Influencer Summit

Visit Bentonville hosted journalists, writers, and influencers at the 2018 Food & Travel Influencer Summit.

8,266,519
Impressions

351
Pieces of Content

131,917
Engagements

20
Influencers

#TasteAndTravelBentonville



Media Highlights



ARCHITECTURAL DIGEST
Most Beautiful Coffee Shop in Arkansas
Onyx Coffee Lab, Bentonville



JAMES BEARD FOUNDATION
Outstanding Restaurant Design, Nominated
Preacher's Son



JAMES BEARD FOUNDATION
Best Chef: South Category, Semifinalist
Matthew McClure, The Hive

ARKANSAS TIMES

Reader's Choice - Best Chef
Matthew McClure, The Hive

Reader's Choice - Best Brunch
The Hive

Featured by:

ARCHITECTURAL DIGEST

Forbes

The Washington Post

Outside **US**

USA TODAY

THE WALL STREET JOURNAL

Bloomberg

The Boston Globe

VARIETY **pb** **pinchbike**



VISIT Bentonville

About Us

Visit Bentonville is governed by the Bentonville Advertising and Promotion Commission. It is a volunteer board consisting of seven members; two City of Bentonville elected officials, four business owners within the Bentonville hospitality industry and one at-large position.

2018 A&P Commission

Commissioner

Chris Sooter, Chairman
Chad Goss
Mark Hufford
Luke Wetzle
Matthew McClure
Jordan Garner
Lee Culpepper

Representing

City Council
City Council
Chick-fil-A
Oven & Tap
21C Museum Hotel
Ropeswing
At Large

Visit Bentonville Team



Kalene Griffith
President/CEO
kalene@visitbentonville.com



Julie Drager
Finance Director
jule@visitbentonville.com



Aaron Mullins
Director of Communications & Marketing
aaron@visitbentonville.com



Aimee Ross
Director of Bike Bentonville
aimee@bikebentonville.com



Luke Charpentier
Sports Sales Manager
luke@visitbentonville.com



Amanda Khanga
Meeting & Event Sales Manager
amandak@visitbentonville.com



Nancy Morgan Kalish
Group Tours Manager
nancy@visitbentonville.com



Baylea Birchfeld
Communications Coordinator
baylea@visitbentonville.com



Contact Us

 104 East Central
Bentonville, AR 72712

 479-271-9153
Toll-free: 1-800-410-2535

 www.visitbentonville.com

Follow Us

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 @visitbentonville

 @bentonvillecvb

PROCLAMATION

- WHEREAS:** 2019 marks the 30th anniversary of treatment courts; and
- WHEREAS:** There are now more than 3,000 treatment courts nationwide; and
- WHEREAS:** Treatment Courts are the cornerstone of justice reform sweeping the nation; and
- WHEREAS:** Treatment Courts have served over 1.5 million individuals; and
- WHEREAS:** Treatment Courts are now recognized as the most successful criminal justice intervention in our nation's history; and
- WHEREAS:** City of Bentonville is in the 8th year of our DWI Court program, having had 42 participants in the program and 19 graduates to date. The 19 graduates represent 400+ hours of treatment; and
- WHEREAS:** Treatment Courts save an average of \$6,000 for every individual they serve; and
- WHEREAS:** Treatment Courts reduce crime and significantly improve substance use treatment outcomes at less expense than any other criminal justice strategy; and
- WHEREAS:** Treatment Courts improve education, employment, housing and financial stability, promote family reunification, reduce foster care placements and increase the rate of addicted mothers delivering babies who are fully drug free; and
- WHEREAS:** Treatment Courts facilitate community-wide partnerships, bringing together public safety and public health professionals in the fight against addiction and crime; and
- WHEREAS:** Treatment Courts demonstrate that when one person rises out of addiction and crime, we all rise.

NOW, THEREFORE, I Stephanie Orman, Mayor of the City of Bentonville do hereby proclaim the month of May, 2019, as "**National Drug Court Month**" in the City of Bentonville, Arkansas, in honor of the Treatment Courts, the team members and the participants who strive to address substance abuse and keep our City and citizens safe.

Given this 28th day of May, 2019, in Bentonville, in the great State of Arkansas, in the United States of America.


Stephanie Orman, Mayor
City of Bentonville





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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 27, 2019

Submitted by:

City Hall

Department

Phone

271-3112

ACTION REQUIRED:

An Ordinance accepting the annexation of certain territory to the City of Bentonville, Arkansas, and making same a part of the City of Bentonville, and assigning same to wards. (S S Properties, LLC. Annexation Petitioner)

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	\$ -

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

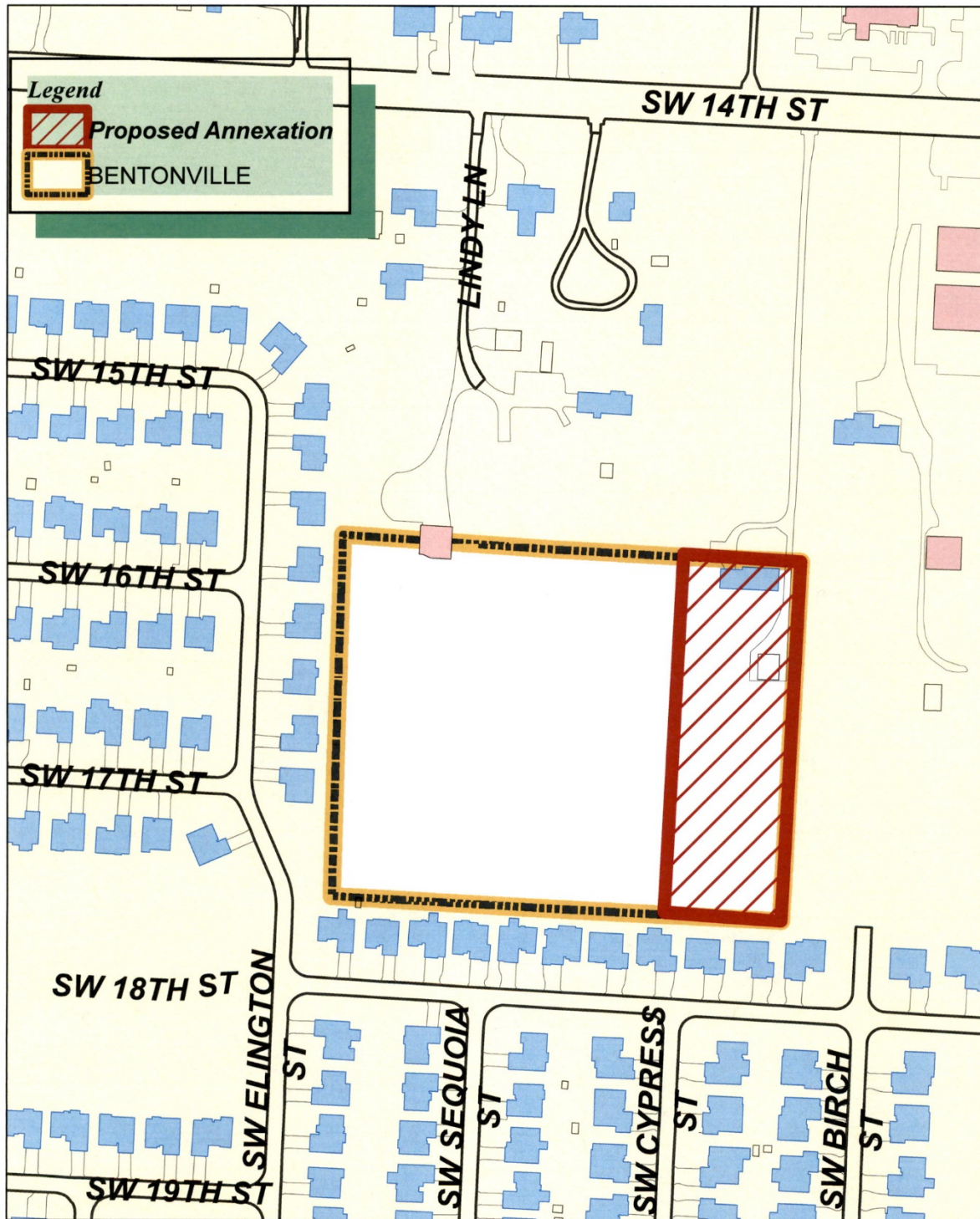
117 WEST CENTRAL AVENUE * BENTONVILLE, AR 72712

www.bentonvillear.com



PLEASE RECYCLE





Proposed Annexation
S & S Properties
1605 SW 14th Street

1 inch = 190 feet



ORDINANCE NO. _____

AN ORDINANCE ACCEPTING THE ANNEXATION OF CERTAIN TERRITORY TO THE CITY OF BENTONVILLE, ARKANSAS, AND MAKING SAME A PART OF THE CITY OF BENTONVILLE, AND ASSIGNING SAME TO WARDS.

WHEREAS, petition was filed with the County Clerk of Benton County, Arkansas by a majority of the owners of the hereinafter described territory, said owners being listed in Exhibit "A" to this ordinance, praying that said territory be annexed to, and made a part of the City of Bentonville, Arkansas, and

WHEREAS, on the 16th day of April 2019, the County Court of Benton County, Arkansas, entered an order authorizing annexation pursuant to § 14-40-601 et seq. of the Arkansas Code, finding that the petition met the requirements for annexation by a majority of property owners under those provision and directed the Clerk to forward the order to the City of Bentonville; and

WHEREAS, thirty days have passed since the County Judge entered his order and the City is thus authorized to complete the annexation,

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

Section 1. That the land described on the attached Exhibit "B," is territory contiguous to and adjoining the City of Bentonville, Arkansas, and the petition to annex that property is hereby accepted and the property described in Exhibit "B" is hereby accepted as part of and annexed to and made a part of the City of Bentonville.

S & S PROPERTIES, LLC.
EXHIBIT "A"

S & S Properties, LLC. 18-08641-000

S & S PROPERTIES, LLC. ANNEXATION
EXHIBIT "B"

Part of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 1, Township 19N, Range 31 W, Benton County, Arkansas and further described as follows:

Commencing at a point which is S 88° 51' E, 615.2' from the SW Corner of said NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of said Section 1, Township 19N, Range 31 W.

Thence N00°25'00"E, 552.39';

Thence S88°57'07"E, 181.01';

Thence S00°25'00"W, 554.48';

Thence N88°17'32"W, 181.05' to the point of beginning.

FILED

2019 MAR -8 PM 2:35

BETSY HARRELL
CO & PROBATE CLERK
BENTON COUNTY, AR

IN THE COUNTY COURT OF BENTON COUNTY, ARKANSAS

IN THE MATTER OF ANNEXING TO THE CITY
OF BENTONVILLE, ARKANSAS CERTAIN TERRITORY
CONTIGUOUS TO SAID CITY

NO. CC 2019-05

PETITIONERS:
SS Properties LLC

PETITION FOR ANNEXATION

Come now the undersigned Petitioners, and state as follows:

1. That Petitioners are a majority of the real estate owners (meaning a majority of the total number of owners who own more than one half ($\frac{1}{2}$) of the acreage affected) of property in Benton County, Arkansas, proposed to be annexed, which is described as follows:

Part of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 1, Township 19N, Range 31 W, Benton County, Arkansas and further described as follows:

Commencing at a point which is S 88° 51' E, 615.2' from the SW Corner of said NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of said Section 1, Township 19N, Range 31 W.

Thence N00°25'00"E, 552.39';

Thence S88°57'07"E, 181.01';

Thence S00°25'00"W, 554.48';

Thence N88°17'32"W, 181.05' to the point of beginning.

2. That the described property is contiguous to and adjoining the present City of Bentonville city limits, as shown on the map attached hereto as Exhibit "A."

3. That Petitioners authorize Jim Wheelless to act on their behalf to complete this annexation process.

4. That the following schedule of services shall be extended to the area by the City of Bentonville within three (3) years after the date the annexation becomes final: All properties

FILED

annexed into the City of Bentonville are provided with Police, Fire and EMS services. Additional services such as water and sewer may be provided if readily available. Such services are provided in accordance with existing ordinances and terms of service, including but not limited to the payment of required fees, the necessary permits, inspections and approvals.

5. That the Arkansas Geographic Information System Office has been consulted concerning this proposed annexation and has issued a letter confirming that consultation which is attached hereto as Exhibit "B."

WHEREFORE, Petitioners pray that the land described be annexed into the City of Bentonville, and for all other proper relief.

FILED

I confirm my desire that property owned by me, which is to be included in a petition to annex property, be annexed into the City of Bentonville.

If the property being annexed is owned jointly, I attest that all owners of the property are signing a copy of this confirmation.

If the property is owned by a trust, I attest either that I have the authority to sign this confirmation on behalf of the trust, or that all persons required to do so by the trust are signing a copy of this confirmation.

If the property is owned by a corporation, limited liability company or other entity I attest either that I have the authority to sign this confirmation on behalf of the entity, or that all persons required to do so by the entity's governing documents are signing a copy of this confirmation.

[Redacted Signature]

Signature of Property Owner or
Legal Representative of Property Owner,
Petitioner

MANAGING MEMBER / SS Properties, LLC

MANAGING MEMBER / SS Properties, LLC
Title, if applicable (i.e. Trustee,
(Managing Member, President,
Secretary)

18-08641-000
Parcel number of property to be annexed

ACKNOWLEDGMENT

State of Arkansas)
County of Benton) ss.

On this the 5th day of March, 2019, before me, the undersigned officer, personally appeared Kent Webb & Norm Banwarth known to me (or satisfactorily proven) to be the person whose name is subscribed above and acknowledged and attested that it was executed for the purposes therein apparent.

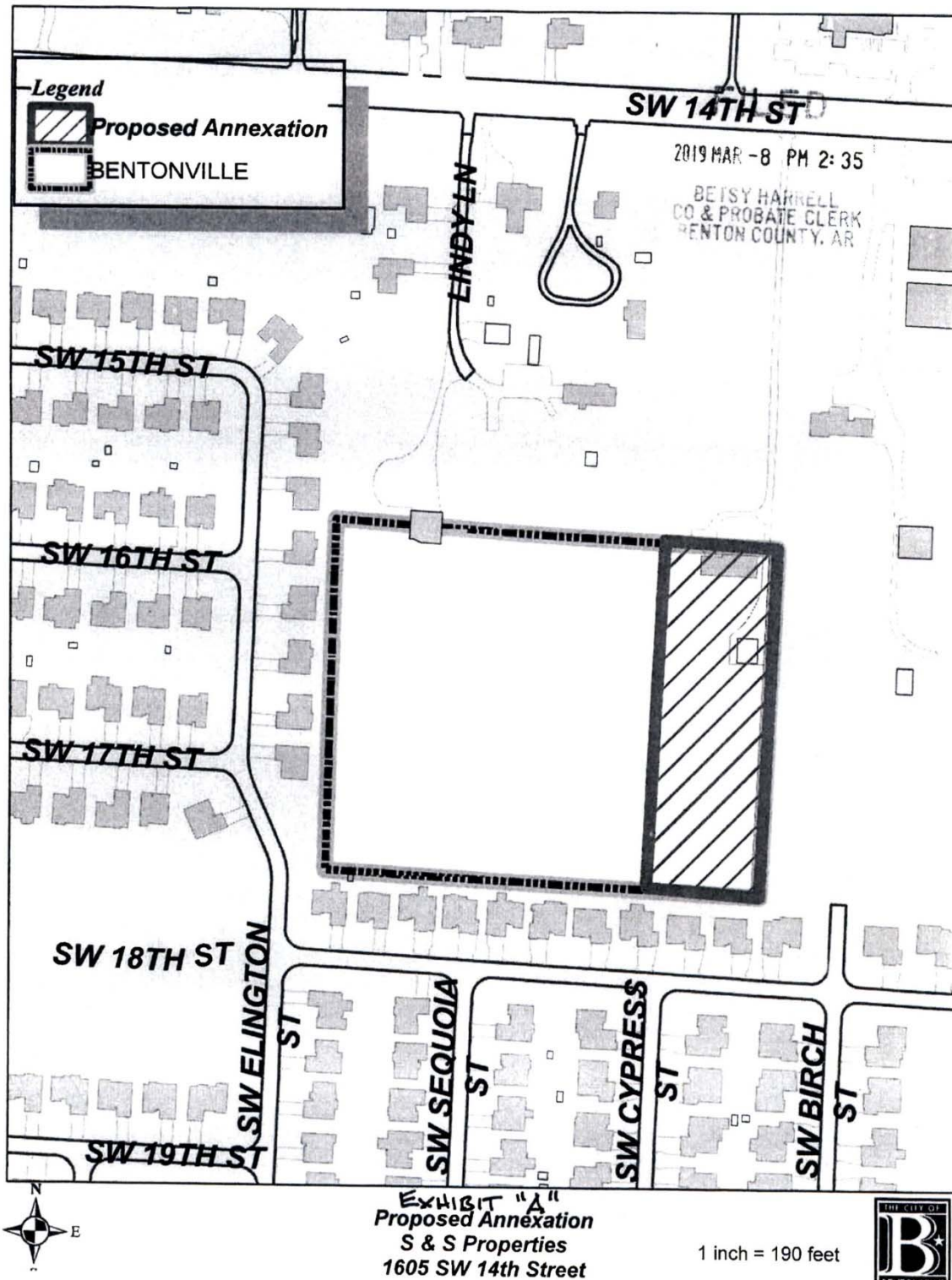
[Redacted Signature]

NOTARY PUBLIC

My Commission Expires:

6-1-24





FILE

2019 MAR 11 PM 2:22

IN THE COUNTY COURT OF BENTON COUNTY, ARKANSAS

IN THE MATTER OF ANNEXING TO
THE CITY OF BENTONVILLE, ARKANSAS,
CERTAIN PROPERTY CONTIGUOUS
TO THE CITY OF BENTONVILLE IN BENTON
COUNTY, ARKANSAS

CASE NO. CC# 2019-05

SS Properties LLC

PETITIONER(S)

ORDER FOR HEARING

A Petition of real estate owners desiring the annexation of certain territory to the City of Bentonville, Arkansas, more particularly described therein, has been filed on the 8th day of March, 2019.

The Court does hereby fix the 16th day of April, 2019, at 2:00 o'clock p.m., as the date and time for hearing on said Petition. Said hearing to be held in the Quorum Court Room, County Administration Building, 215 East Central Avenue, Bentonville, Arkansas.

The Court further orders that the Petitioners or Jim Wheeless, the agent named by the Petitioners, shall give notice of such hearing as provided by law.

It is so ordered on this 11th day of March, 2019.


Barry Mochring, County Judge

2019 0926

ATTENTION: CATHY WILES, ADVERTISING DEPARTMENT
Northwest Arkansas Newspaper
Email: cwiles@nwadg.com

Date E-mailed: March 11, 2019

Annexation by Petition **CC 2019-05**

Date to be Published: Tuesday, March 26, 2019
Tuesday, April 2, 2019 and
Tuesday, April 9, 2019

Publication and Certification Statement should be sent to:

Name: City of Bentonville
Attn: Jim Wheelless

Address: 305 SW A Street
Bentonville, AR 72712

Phone: 479-271-5926

Please acknowledge receipt of this Notice. If you have any questions, please call the County Clerk's office at (479)-271-1013.

Thank you.

Betsy Harrell

NORTHWEST ARKANSAS Democrat-Gazette

AFFIDAVIT OF PUBLICATION

I, Cathy Staggs, do solemnly swear that I am the Accounting Manager of the Northwest Arkansas Democrat-Gazette, printed and published in Washington County and Benton County, Arkansas, and of bona fide circulation, that from my own personal knowledge and reference to the files of said publication, the advertisement of:

Benton County Clerk
Hearing Annexation

Was inserted in the Regular Edition on:
March 26, April 2 & 9, 2019

Publication Charges: \$269.10



Subscribed and sworn to before me
This 10th day of Apr, 2019.



Notary Public
My Commission Expires: 3-16-25



NOTE

Please do not pay from Affidavit.
Invoice will be sent.

IN THE COUNTY COURT OF
BENTON COUNTY, ARKANSAS
IN THE MATTER OF ANNEXING TO
THE
CASE NO. CC 2019-05
CERTAIN PROPERTY CONTIGUOUS
TO SAID CITY OF BENTONVILLE,
BENTON COUNTY, ARKANSAS
SS PROPERTIES LLC
PETITIONER(S)
NOTICE OF HEARING
Notice is hereby given that there has
been filed in the County Court of Benton
County, Arkansas, the Petition of SS
Properties LLC asking for annexation to
the City of Bentonville of the following
described lands situated in Benton
County, Arkansas, and contiguous to
said City of Bentonville:
Part of the NE 1/4 of the NW 1/4 of
Section 1, Township 19N, Range 31 W,
Benton County, Arkansas and further
described as follows:
Commencing at a point which is S 88°
51' E, 615.2' from the SW Corner of said
NE 1/4 of the NW 1/4 of said Section 1,
Township 19N, Range 31 W.
Thence N00°25'00"E, 552.39';
Thence S88°57'07"E, 181.01';
Thence S00°25'00"W, 554.48';
Thence N88°17'32"W, 181.05' to the
point of beginning.
A map of said land proposed for
annexation is on file with said Petition in
the Office of the Clerk of said Court.
The Court has fixed the 16th day of
April, 2019, at 2:00 o'clock p.m. as the
date for a hearing on said Petition to be
held in the Quorum Court Room, County
Administration Building, 215 East
Central Avenue, Bentonville, Arkansas.
All interested persons desiring to be
heard are now notified to be present at
said Court at the time and date so fixed.
Petitioners
SS Properties LLC
74873051 Mar. 26, Apr. 2 & 9, 2019

IN THE COUNTY COURT OF BENTON COUNTY, ARKANSAS

IN THE MATTER OF ANNEXING TO THE
CERTAIN PROPERTY CONTIGUOUS TO
SAID CITY OF BENTONVILLE,
BENTON COUNTY, ARKANSAS

CASE NO. CC 2019-05

SS PROPERTIES LLC

PETITIONER(S)

NOTICE OF HEARING

Notice is hereby given that there has been filed in the County Court of Benton County, Arkansas, the Petition of SS Properties LLC asking for annexation to the City of Bentonville of the following described lands situated in Benton County, Arkansas, and contiguous to said City of Bentonville:

Part of the NE ¼ of the NW ¼ of Section 1, Township 19N, Range 31 W, Benton County, Arkansas and further described as follows:

Commencing at a point which is S 88° 51' E, 615.2' from the SW Corner of said NE ¼ of the NW ¼ of said Section 1, Township 19N, Range 31 W.

Thence N00°25'00"E, 552.39';

Thence S88°57'07"E, 181.01';

Thence S00°25'00"W, 554.48;

Thence N88°17'32"W, 181.05' to the point of beginning.

A map of said land proposed for annexation is on file with said Petition in the Office of the Clerk of said Court.

The Court has fixed the 16th day of April, 2019, at 2:00 o'clock p.m. as the date for a hearing on said Petition to be held in the Quorum Court Room, County Administration Building, 215 East Central Avenue, Bentonville, Arkansas. All interested persons desiring to be heard are now notified to be present at said Court at the time and date so fixed.

Petitioners

SS Properties LLC



EXHIBIT "B"
**ARKANSAS
GIS OFFICE**

FILED

2019 MAR -8 PM 2:35

BETSY HARKELL
J & PROBATE CLERK
BENTON COUNTY, AR

February 26, 2019

Mr. Jim Wheelless
GIS Coordinator - City of Bentonville
305 SW A Street
Bentonville, AR 72712

RE: City of Bentonville Annexation Coordination Requirement

Mr. Wheelless,

Thank you for coordinating with our office as you seek to annex property into the City of Bentonville, AR described as the S & S Properties annexation located in Section 1, Township 19 North, Range 31 West. This letter represents confirmation that you have properly coordinated with our office (Arkansas GIS Office) as specified in § 14-40-101 (Act 914 of 2015) of the 90th General Assembly.

Our office will wait completion of any additional steps necessary for the proposed boundary change, which normally comes from the Arkansas Secretary of State Elections Division after any appropriate filing by your County Clerk.

Thank you,



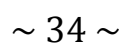
Jennifer Wheeler, GIS Analyst
/jw

Attachments:
GIS Office Map of Proposed Annexation
Legal Description
Secretary of State Municipal Change Checklist

H:\City_Annexations\Cities\Bentonville\20190226\Doc\20190226_Bentonville_Annexation_Coordination_Letter.docx

ARKANSAS GIS OFFICE · 1 CAPITOL MALL SUITE 6D · LITTLE ROCK · ARKANSAS · 72201
PHONE (501) 682-2767 · www.gis.arkansas.gov · FAX (501) 682-6077

BETSY HARRELL
CO & PROBATE CLERK
BENTON COUNTY, AR



S & S PROPERTIES ANNEXATION
EXHIBIT "A"

Part of the NE ¼ of the NW ¼ of Section 1, Township 19N, Range 31 W, Benton County, Arkansas and further described as follows:

Commencing at a point which is S 88° 51' E, 615.2' from the SW Corner of said NE ¼ of the NW ¼ of said Section 1, Township 19N, Range 31 W.

Thence N00°25'00"E, 552.39';

Thence S88°57'07"E, 181.01';

Thence S00°25'00"W, 554.48';

Thence N88°17'32"W, 181.05' to the point of beginning.



City Council Agenda Items
For City Council Meeting of May 28, 2019
From the May 21, 2019 Planning Commission Meeting

- a. Ordinance changing real estate from A-1, Agricultural and R-3, Medium-Density Residential to C-2, General Commercial, Judith Basco Revocable Trust and Louise Bishop Revocable Trust, 2910 SE J Street.**

The Planning Commission voted 6-0, recommending approval.

The Future Land Use Plan currently depicts this property as Residential Estate. These areas include large detached single-family residential properties and may also include public uses that support residents. While the rezoning is not compatible with the Future Land Use Plan, it can potentially be justified due to the adjacency of established commercial and industrial uses. In addition, the site fronts two arterial streets, Southeast 28th Street and Southeast J Street.

- b. Ordinance changing real estate from A-1, Agricultural to R-1, Single Family Residential, The Bluffs Property Owners Association, Lots 23-40, 42-43 of The Bluffs Subdivision.**

The Planning Commission voted 6-0, recommending approval.

The site's existing residential subdivision and adjacency to other single-family residential developments may justify a rezoning to R-1, Single Family Residential.

- c. Ordinance accepting a lot split of Lots 33-38 and 40-41 of Wildwood Subdivision Phase 6, Dream Structures Residential, LLC, Southwest Joshua Avenue, R-1, Single Family Residential.**

The Planning Commission voted 7-0, recommending approval.

A lot split of Lot 66 of Wildwood Subdivision Phase 6, creating new Lots 33-43, 64-65. Each lot created by this lot split is approximately .25-acres in size. The plat dedicates a 20-foot utility easement along SW Joshua Avenue.

REZONING STAFF REPORT



Basco & Bishop

2910 SE J Street

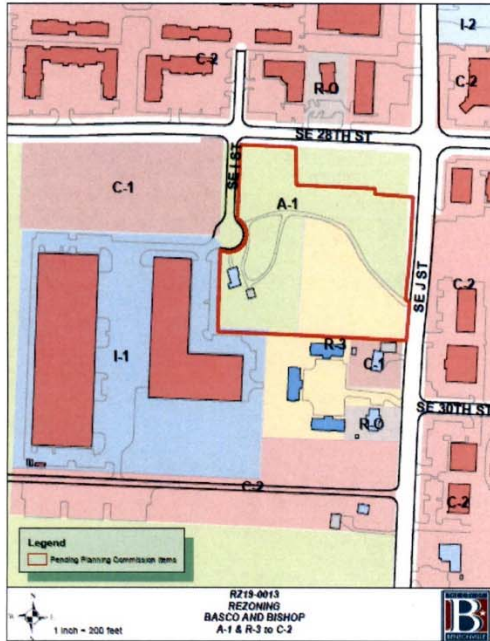
PC Date: 5/21/2019

Reviewer: Ali Worley, Planning Technician

Project Number	RZ19-0013
Applicant / Current Owner	Louise Bishop Revocable Trust Judith Basco Revocable Trust
Site Area	+/- 7.5 acres
Current Zoning	A-1, Agricultural & R-3, Medium-Density Residential
Requested Zoning	C-2, General Commercial
Future Land Use Map Designation	Residential Estate

<http://geo.bentonvillear.com/mgweb/PZpending/>

Location Map



Property Description

This property is located south of Southeast 28th Street and east of Southeast J Street. The property is currently zoned A-1, Agricultural and R-3, Medium-Density Residential. Adjacent zonings are R-O, Residential Office to the north and south, C-2, General Commercial to the north, east, and west, R-3, Medium-Density Residential to the south, and I-1, Light Industrial to the west.

Relationship to the General Plan

The Future Land Use Plan currently depicts this property as Residential Estate. These areas include large detached single-family residential properties and may also include public uses that support residents.

Analysis

While the rezoning is not compatible with the Future Land Use Plan, it can potentially be justified due to the adjacency of established commercial and industrial uses. In addition, the site fronts two arterial streets, Southeast 28th Street and Southeast J Street.



CEI Engineering Associates, Inc.

ENGINEERS ■ SURVEYORS ■ LANDSCAPE ARCHITECTS ■ PLANNERS

3108 SW Regency Parkway, Suite 2
Bentonville, AR 72712
(479) 273-9472 Fax (479) 273-0844
www.ceieng.com

April 11, 2019

City of Bentonville Planning Commission
Community Development Building
305 SW "A" Street
Bentonville, AR 72712

RE: Hogwild Subdivision Rezoning Request
2910 SE I Street
RZ19-0013

To the City of Bentonville Planning Commission:

This is a rezoning request of parcels #01-17315-000 and #01-00165-000.

The surrounding zoning and uses are noted below.

01-17315-000: A-1 Agriculture district

01-00165-000: R-3 Medium density residential

The requested change in zoning is to accommodate a higher intensity zoning district C-2, General Commercial District, with the intent to bring forward a Large Scale Development (LSD). The applicant is aware the City of Bentonville will require the development to meet commercial design standards. The location is desired by the Developer due to the compatible adjacent land uses, existing road network and site access. The effect of property changes upon surrounding land uses is expected to continue the growth of the commercial use in this area of the community. Contextually, the area is surrounded by general commercial, industrial and will continue to evolve. SE 28th Street and SE J Street are classified as arterials and provide a north south connection between SE 14th Street and SE Walton Blvd. and an east west connection between S Walton Blvd. and Moberly Lane.

We appreciate your consideration of this request. If you have any questions or need additional information, please contact me via phone at (479) 273-9472 or email at jyoull@ceieng.com.

Respectfully submitted,
CEI Engineering Associates, Inc.

John Youll
Project Manager

Providing Consolidated Land Development Services

CALIFORNIA ■ TEXAS ■ ARKANSAS ■ MINNESOTA ■ PENNSYLVANIA

ORDINANCE NO. _____

AN ORDINANCE CHANGING REAL ESTATE IN THE CITY OF BENTONVILLE, ARKANSAS, FROM ITS PRESENT ZONING CLASSIFICATION OF A-1, AGRICULTURAL AND R-3, MEDIUM-DENSITY RESIDENTIAL TO C-2, GENERAL COMMERCIAL (PROJECT NUMBER: RZ19-0013).

WHEREAS, Judith Basco Revocable Trust and Louise Bishop Revocable Trust duly filed a petition with the Planning Commission requesting that the hereinafter described property situated in Benton County, Arkansas, be changed from its present zoning classification of A-1, Agricultural and R-3, Medium-Density Residential to C-2, General Commercial to be used in accordance with city zoning laws and state laws, which property is described as follows:

01-17315-000 DESCRIPTION: LOT 3, HOGWILD SUBDIVISION, TO THE CITY OF BENTONVILLE, BENTON COUNTY, ARKANSAS, AS SHOWN ON PLAT RECORD BOOK 2015 PAGES 243 AND 243A RECORDED IN THE BENTON COUNTY CLERK'S OFFICE, BENTONVILLE, ARKANSAS. 01-00165-000 (BASCO REVOCABLE TRUST) DESCRIPTION PER 21L-171: LOCATED IN A PART OF THE NE ¼ OF THE NW ¼ OF SECTION 8, TOWNSHIP 19 N, RANGE 30 W IN BENTON COUNTY, ARKANSAS, MORE PRECISELY DESCRIBED AS FOLLOWS: STATING AT THE NE CORNER OF THE NE ¼ OF THE NW ¼ OF SECTION 8; THENCE SOUTH 00 DEGREES, 33 MINUTES, 49 SECONDS WEST, 535.78 FEET TO THE TRUE POINT OF BEGINNING; THENCE SOUTH 00 DEGREES, 33 MINUTES, 49 SECONDS WEST, 125.00 FEET; THENCE SOUTH 89 DEGREES, 24 MINUTES, 00 SECONDS WEST, 379.98 FEET; THENCE NORTH 00 DEGREES, 00 MINUTES, 06 SECONDS EAST, 403.65 FEET TO THE CENTERLINE OF THE 50 FOOT WIDE ACCESS EASEMENT; THENCE ALONG SAID CENTERLINE, SOUTH 83 DEGREES, 45 MINUTES, 02 SECONDS EAST, 159.82 FEET; THENCE SOUTH 30 DEGREES, 56 MINUTES, 11 SECONDS EAST, 170.00 FEET; THENCE SOUTH 50 DEGREES, 26 MINUTES, 11 SECONDS EAST, 175.00 FEET TO THE TRUE POINT OF BEGINNING CONTAINING 2.622 ACRES MORE OR LESS AND BEING SUBJECT TO THE RIGHT-OF-WAY OF SE "J" STREET (BENTON COUNTY ROAD #266) ALONG THE EAST, A 50 FOOT WIDE ACCESS EASEMENT ALONG THE NORTH, A 25 FOOT WIDE SANITARY SEWER

EASEMENT ALONG THE EAST (94 034210) AND ANY OTHER EASEMENTS OF
RECORD.; and,

WHEREAS, the Planning Commission duly met and considered the application and duly set the
petition for public hearing to be held May 21, 2019 in the Council Chambers of the City of Bentonville;
and,

WHEREAS, public 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 Planning Commission voted to recommend to the City Council that the petition
be approved and that said property be rezoned from its present classification of A-1, Agricultural and R-3,
Medium-Density Residential to C-2, General Commercial.

**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 zoning
classification of A-1, Agricultural and R-3, Medium Density Residential to C-2, General Commercial to
be used in accordance with the city zoning laws and state laws.

PASSED AND APPROVED this _____ day of _____, 2019.

APPROVED:

ATTEST:

MAYOR

CITY CLERK

REZONING STAFF REPORT



The Bluffs POA

Lots 23-40, 42-43 of The Bluffs Subdivision

PC Date: 5/21/2019

Reviewer: Ali Worley, Planning Technician

Project Number	RZ19-0014
Applicant / Current Owner	The Bluffs Property Owners Association
Site Area	+/- 23 acres
Current Zoning	A-1, Agricultural
Requested Zoning	R-1, Single Family Residential
Future Land Use Map Designation	Residential Estate, Open Space, & Parks

Property Description

This property is located on Palisades Circle, north of Angel Falls North Subdivision and south of Palladium Drive. The property is currently zoned A-1, Agricultural. Adjacent zonings are A-1, Agricultural to the west, R-1, Single Family Residential to the south, and county land to the north and west.

Relationship to the General Plan

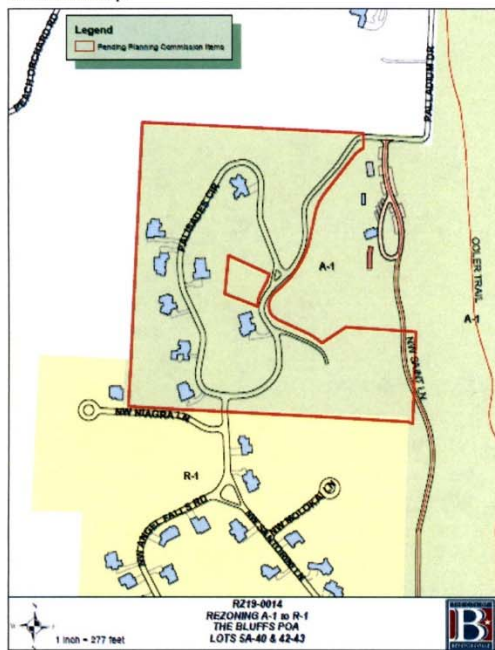
The Future Land Use Plan currently depicts this property as Residential Estate, Open Space, and Parks.

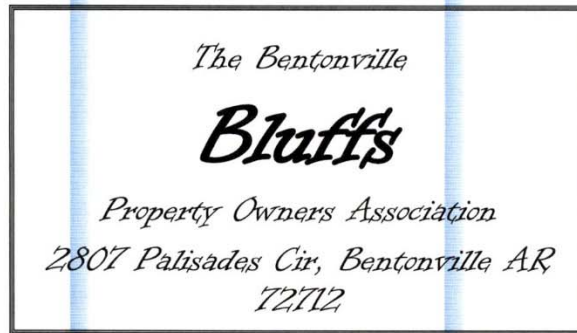
Analysis

While the request conflicts with the Future Land Use Plan, the site's existing residential subdivision and adjacency to other single-family residential developments may justify a rezoning to R-1, Single Family Residential.

<http://geo.bentonvillear.com/mgweb/PZpending/>

Location Map





May 15, 2019

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

RE: Rezoning Request for Lots 5a, 6a, 7a, 23-40, 42 and 43 of The Bentonville Bluffs Property Owners Assoc.

All of the lot owners in The Bentonville Bluffs Property Owners Association (TBBPOA) except for one is requesting a rezoning from A-1 to R-1. The lots included in this request are Lots 5a, 6a, 7a, 23-40, 42 and 43. The one exception to this request is Lot 41. The lots being referenced are included in the plat filed of record on July 16, 2018, as Document No. L201836349, in the office of the Circuit Clerk and Ex-Officio Recorder of Benton County, Arkansas. This zoning change will allow for the subdivision to be recognized as an R-1, Single Family Residential property, which is how it functions currently. Below are responses to topics related to use, traffic, signage, and appearance.

Use:	The lots will be used for Single Family Residential Use.
Traffic:	The traffic on Palisades Circle will continue to be predominantly for entrance and exit from TBBPOA to Peach Orchard and NW Angel Falls Road.
Signage:	Any signage will be submitted to the City for review and approval.
Utilities:	There are exiting water, sewer, electric & gas utilities to all lots in the TBBPOA subdivision.

Sincerely,

Connie Blackmon, TBBPOA, Secretary/Treasurer
479-381-2794
theblackmons@cox.net

ORDINANCE NO. _____

AN ORDINANCE CHANGING REAL ESTATE IN THE CITY OF BENTONVILLE, ARKANSAS, FROM ITS PRESENT ZONING CLASSIFICATION OF A-1, AGRICULTURAL TO R-1, SINGLE FAMILY RESIDENTIAL (PROJECT NUMBER: RZ19-0014).

WHEREAS, The Bluffs Property Owners Association duly filed a petition with the Planning Commission requesting that the hereinafter described property situated in Benton County, Arkansas, be changed from its present zoning classification of A-1, Agricultural to R-1, Single Family Residential to be used in accordance with city zoning laws and state laws, which property is described as follows:

LOTS 5A, 6A, 7A, 23-40, 42 AND 43 OF THE BENTONVILLE BLUFFS PROPERTY OWNERS ASSOCIATION AS REFERENCED IN THE PLAT FILED OF RECORD ON JULY 16, 2018, AS DOCUMENT NO. L201836349, IN THE OFFICE OF THE CIRCUIT CLERK AND EX-OFFICIO RECORDER OF BENTON COUNTY, ARKANSAS.; and,

WHEREAS, the Planning Commission duly met and considered the application and duly set the petition for public hearing to be held May 21, 2019 in the Council Chambers of the City of Bentonville; and,

WHEREAS, public 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 Planning Commission voted to recommend to the City Council that the petition be approved and that said property be rezoned from its present classification of A-1, Agricultural to R-1, Single Family Residential.

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 zoning classification of A-1, Agricultural to R-1, Single Family Residential to be used in accordance with the city zoning laws and state laws.

PASSED AND APPROVED this _____ day of _____, 2019.

APPROVED:

ATTEST:

MAYOR

CITY CLERK

LOT SPLIT STAFF REPORT



Lots 33-38 & 40-41, Wildwood Subdivision Phase 6

Southwest Joshua Avenue

PC Date: 5/21/2019

Reviewer: Tyler Overstreet, Planner

Project Number	LS19-0014
Applicant / Current Owner	Dream Structures Residential, LLC PO Box 39 Lowell, AR 72745
Site Area	+/- 2.13 acres
Current Zoning	R-1, Single Family Residential
Future Land Use Map Designation	Residential Estate

<http://geo.bentonvillear.com/mgweb/PZpending/>

Location Map



Property Description

This approximately two-acre property is located on SW Joshua Avenue, east of SW Morningstar Road. The property is currently zoned R-1, Single-Family Residential. The Future Land Use Plan depicts the property as Residential Estate.

Project Details

A Lot Split of Lot 66 of Wildwood Subdivision Phase 6, creating new Lots 33-43, 64-65. Each lot created by this lot split is approximately .25-acres in size.

The plat dedicates a 20-foot utility easement along SW Joshua Avenue.

Waivers

No waivers requested

Conclusion

This lot split does meet the minimum requirements of the subdivision regulations.

Standard Conditions of Approval

1. Provide a digital copy of the plat.
2. Address all technical review comments prior to filing or requesting a building permit.

NOTES

- **Sidewalks.** Sidewalk installation will be the responsibility of individual lot owners at the time of building permit.

NOT A PART

ORIGINAL NOTE

SW MORNING STAR ROAD

SW HAZELNUT AVENUE

SW JOSHUA AVENUE

Dove Hollow

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Curve Tests					
Curve#	Length	Radius	Station	End Sta	Old Length
C1	36.41	30.00	86+10.00	86+73.44	36.46
C2	6.00	30.00	86+28	86+21.97	6.02
C3	4.38	30.00	86+28	86+23.62	4.37
C4	8.30	30.00	86+28	86+19.70	8.30
C5	19.27	30.00	86+28	86+7.03	19.27
C6	25.36	30.00	86+27.03	86+21.67	25.37

NUMBER OF APPROVED BUILDABLE LOTS: 2
TOTAL LOTS: 8

[illegible]

Lot Split Notes
 • Variance request 14-11000006, approved on 03-26-2014 by the Bentonville Board of adjustments, for Dream Structures - Front Setback, Side Exterior Setback, Front Load Garage Setback and Side Load Garage Setback Variance, said 18' setback is shown on the Final Plat of Wildwood PH6 Subdivision in BK 2017 PG

PARENT LEGAL DESCRIPTION
LOT 66 WILDWOOD SUBDIVISION PHASE 6 TO
BENTONVILLE, BENTON COUNTY, ARKAS
SHOWN ON PLAT RECORD BOOK L2018 PAGE
15263. RECORDED IN THE BENTON COUNTY
CLERKS OFFICE, BENTONVILLE, ARKANSAS.
SUBJECT TO ANY AND ALL EXISTING
EASEMENTS, COVENANTS, AND DEED

MAYOR, CITY OF BENTONVILLE

BENTONVILLE PLANNING COMMISSION CHAIRMAN

CERTIFICATE OF OWNERSHIP
TO THE UNDERSIGNED, OWNERS OF THE REAL ESTATE SHOWN AND DESCRIBED HEREIN, DO HEREBY CERTIFY THAT WE HAVE LAID OFF, PLAT, SUBDIVIDED AND DO HEREBY LAID OFF, PLAT, SUBDIVIDE SAID REAL ESTATE IN ACCORDANCE WITH THIS PLAT AND DO HEREBY CERTIFY TO THE USE OF THE PUBLIC THE ALLEYS, DRIVEWAYS, EASEMENTS, ETC. AS

DATE OF EXECUTION

THIS PROPERTY IS LOCATED IN ZONE X, BEING OUTSIDE THE 100-YEAR FLOOD ZONE, AS GRAPHICALLY DEPICTED ON FIRM MAP NUMBER

EC-11, T-19-N, R-31W
ATLAS PAGE #403
BENTONVILLE, AR

Mike Mellon, hereby certifies that this plat correctly represents boundary survey made for me and boundary markers and lot numbers shown herein actually exist and their location, type and area are correctly shown and all minimum requirements of the Arkansas Minimum Standards for Land Surveys have been met.

State of Execution

Signed _____
Miles Mottom Registered Land Surveyor
 No. 1519

MILLION MIRACLES SURVEYING P.L.L.C.
Mike Mallon, Project Manager
129 W. Bales St., Apt. A
St. Louis, MO 63103

enquiries@ed.com
PHONE: (939) 387-4351
mike@ed.com

37' SPURT OF LOT 66
IS IN WILDCAT PHASE
LOOK 12018 PG151263 (B2720018)

CREAM STRUCTURES
TEVE FISHER
O BOX 49
OWELL AR

DATE	NUMBER
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ORDINANCE NO. _____

**AN ORDINANCE ACCEPTING A LOT SPLIT OF LOTS 33-38, 40-41 OF
WILDWOOD SUBDIVISION PHASE 6 TO THE CITY OF BENTONVILLE,
ARKANSAS (PROJECT NUMBER: LS19-0014).**

WHEREAS, pursuant to the provisions of Title 15 of the Bentonville Municipal Code, the lot split of Lots 33-38, 40-41 of Wildwood Subdivision Phase 6, Benton County, Arkansas, was submitted to the Bentonville Planning Commission on May 21, 2019; 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 33-38, 40-41 of Wildwood Subdivision Phase 6 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 _____, 2019.

APPROVED:

ATTEST:

MAYOR

CITY CLERK



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Danielle Semsrott

Department

Comprehensive Planning

Phone

(479) 271-3122

ACTION REQUIRED:

Recognition by the Mayor and City Council of Legacy National Bank located at 2904 S Walton Blvd. The bank is the first commercial development recipient of the City of Bentonville's "Grow with Trees Award". Jeremy Woody, EVP / Market Executive Benton County will accept the award on behalf of Legacy National Bank. Please refer to memo.

COST TO CITY:

Cost of this Request: \$0

Additional Budget Amount

☐ One time amount

☐ Continuing O and M

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

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

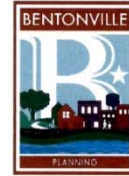


PLEASE RECYCLE



MEMO

To: Mayor Stephanie Orman and Bentonville City Council
From: Danielle Semsrott, AICP, Senior Planner
CC Date: May 28, 2019
Re: Grow with Trees Award



Dear Bentonville City Council,

The City of Bentonville's Tree & Landscape Advisory Committee established the "Grow with Trees Award" to recognize those in the community that have made a direct impact on increasing and/or preserving Bentonville's tree canopy.

Legacy National Bank located at 2904 S Walton Blvd is the first commercial development recipient of this award. The award is presented to Legacy National Bank because during construction, steps were taken to properly preserve, rather than remove three old growth oak trees. One on SW 18th Street and two on S Walton Blvd.

By preserving Bentonville's tree canopy, the trees make a direct environmental and visual impact.

Award winners are recognized by the Mayor and City Council at a regular City Council meeting, recognition signage will be displayed at the site for one month and a photograph will be placed in the next edition of the City of Bentonville's newsletter, the "Bentonville Focus".

Respectfully,

Danielle

Danielle Semsrott, AICP
Senior Planner





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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ellen Norvell

Department

Engineering

Phone

271-3166

ACTION REQUIRED:

Resolution setting a public hearing for June 11, 2019 for Ingress/Egress easement vacation located at Tract 2 of 411 SE Walton requested by Adam Samuels.

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	\$ -

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





VAC19-0017
Proposed Access Easement Vacation

1 inch = 104 feet



RESOLUTION NO. _____

IN THE CITY COUNCIL FOR THE CITY OF BENTONVILLE, ARKANSAS

WHEREAS, a petition was duly filed with the City Council of Bentonville, Arkansas by Adam Samuels, requesting a ingress/egress easement within the City of Bentonville, Arkansas be vacated, which said easement is described as follows:

Tract 2 in Hall Addition to Bentonville, Benton County, Arkansas, being a Subdivision of part of the SW $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 8, Township 19 North, Range 30 West, as shown in Plat Record 14 at Page 224.

Subject to a 24-foot ingress/egress easement across the West side thereof as shown in Benton County Arkansas Deed Record 406 at Page 532.

WHEREAS, Ark. Code Ann. Section 14-301-302(c) provides that the City Council shall by resolution fix a day for the hearing of the petition and shall direct the City Clerk and Recorder to give notice of the meeting, by publication, once per week for two (2) consecutive weeks in some newspaper published in and having general circulation in Bentonville, Benton County, Arkansas.

NOW, THEREFORE, BE IT RESOLVED, by the City of Bentonville, Arkansas, that the petition to close and vacate a drainage easement at the above described property is set for hearing on June 11, 2019 at 6:00 p.m. in the City Council Room of the City of Bentonville, Arkansas, and the Bentonville City Clerk and Recorder is directed to give notice of this meeting by publication as set forth by Ark. Code Ann. Section 14-301-302(c).

The above and foregoing resolution was passed, approved and adopted the _____ day of _____, 2019 at a regular meeting of the City Council of the City of Bentonville, Arkansas.

Linda Spence, City Clerk
Bentonville, Arkansas

Stephanie Orman, Mayor
City of Bentonville, Arkansas



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ellen Norvell

Department

Planning

Phone

271-3122

ACTION REQUIRED:

Resolution committing to partner with the U.S. Census Bureau and the State of Arkansas to strive for a complete and accurate count of all persons in Bentonville for the 2020 Census.

COST TO CITY:

Cost of this Request: \$0

Additional Budget Amount

☐ One time amount

☐ Continuing O and M

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

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



RESOLUTION NO. _____

**A RESOLUTION COMMITTING TO PARTNER WITH THE U.S. CENSUS BUREAU
AND THE STATE OF ARKANSAS TO STRIVE FOR A COMPLETE AND ACCURATE
COUNT OF ALL PERSONS IN BENTONVILLE, ARKANSAS FOR THE 2020 CENSUS.**

WHEREAS, the U.S. Census Bureau is required by the U.S. Constitution to conduct a count of the population and provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy; and,

WHEREAS, the City of Bentonville, Arkansas is committed to ensuring every resident is counted; and,

WHEREAS, federal and state funding is allocated to communities, and decisions are made on matters of national and local importance based, in part, on census data and housing; and,

WHEREAS, census data helps determine how many seats each state will have in the U.S. House of Representatives and is necessary for an accurate and fair redistricting of state legislative seats, county and city councils and voting districts; and,

WHEREAS, information from the 2020 Census and American Community Survey are vital tools for economic development and increased employment; and,

WHEREAS, the information collected by the census is confidential and protected by law; and,

WHEREAS, a united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens.

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

Section 1: That the City of Bentonville is committed to partnering with the U.S. Census Bureau and the State of Arkansas and will:

1. Support the goals and ideals for the 2020 Census and will disseminate 2020 Census information.
2. Encourage all city residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation.
3. Provide census advocates to speak to city and community organizations.
4. Support census takers as they help our city complete an accurate count.
5. Strive to achieve a complete and accurate count of all persons within our borders.

Section 3. That this resolution shall be in full force and effect from and after the date of its passage.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED

Stephanie Orman, Mayor

ATTEST:

Linda Spence, City Clerk



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ellen Norvell

Department

Planning

Phone

271-3122

ACTION REQUIRED:

Resolution establishing the Bentonville Complete Count Committee for the 2020 Census.

COST TO CITY:

Cost of this Request: \$0

Additional Budget Amount

☐ One time amount

☐ Continuing O and M

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

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



RESOLUTION NO. _____

A RESOLUTION ESTABLISHING THE BENTONVILLE COMPLETE COUNT COMMITTEE (CCC) FOR THE 2020 CENSUS.

WHEREAS, the Constitution of the United States of America requires an enumeration, or “census” of the population every ten years; and,

WHEREAS, the next decennial census of the population will be taken on April 1, 2020; and,

WHEREAS, it is vitally important that every person in the City of Bentonville, Arkansas, is counted in the 2020 Census; and,

WHEREAS, the Census count requires extensive work, and the Census Bureau requires partners at the state and local level to insure a complete and accurate count; and,

WHEREAS, the Bentonville Complete Count Committee will bring together a cross section of community members who will utilize their local knowledge and expertise to reach out to all persons of our community; and,

WHEREAS, the Bentonville Complete Count Committee will work with the Census Bureau and the State of Arkansas to strive for an accurate count.

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

Section 1: That the Bentonville Complete Count Committee is hereby established to develop and implement an awareness campaign that motivates residents to respond to the 2020 Census and encourages participation by population groups that are often undercounted.

Section 2. That the Mayor is hereby authorized to appoint government and community leaders to serve as members of the Bentonville Complete Count Committee and to partner with the U.S. Census Bureau to provide training to the members of the Bentonville Complete Count Committee.

Section 3. That this resolution shall be in full force and effect from and after the date of its passage.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED

Stephanie Orman, Mayor

ATTEST:

Linda Spence, City Clerk



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ellen Norvell

Department

Planning

Phone

(479) 271-3122

ACTION REQUIRED:

Presentation of the Bentonville Great Neighborhoods Partnership initiative.

COST TO CITY:

Cost of this Request: \$0

Additional Budget Amount

☐ One time amount

☐ Continuing O and M

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

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

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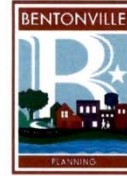


PLEASE RECYCLE



MEMO

To: Mayor Stephanie Orman and Bentonville City Council
From: Ellen Norvell, Interim Planning and Building Services Director
CC Date: May 28, 2019
Re: Great Neighborhoods Partnership Initiative



Purpose. Great communities are a collection of great neighborhoods. Mayor Orman is introducing the Bentonville Great Neighborhoods Partnership to empower residents by encouraging and supporting neighborhood-based activities and programs that strengthen the community by engaging all residents in enhancing their quality of life.

Bentonville's Great Neighborhoods connects the Mayor's core goals of transparency and improved communication with residents to the Community Plan's goal of stronger neighborhoods and the principle of providing a "great place to plant roots."

Mission. Great neighborhoods are friendly, safe, attractive and engaged. The mission of this initiative is to strengthen Bentonville by supporting and encouraging great neighborhoods by helping to achieve these characteristics, including:

- *Friendly* - building bonds among neighborhood residents;
- *Safe* - cultivating a sense of security and safety; and
- *Attractive* - empowering residents to enhance their neighborhood.
- *Engaged* - fostering communication between residents and the city.

Components. Bentonville's Great Neighborhood Partnership has four components:

1. *Neighborhood Planning & Support* - Planning Staff will provide assistance with organizing, providing support materials, resources, and helping to identify neighborhood goals.
2. *Neighborhood Registry* - The neighborhood registry is a list of contact information for neighborhoods participating in the Great Neighborhoods Partnership. The principles of participation are that the neighborhood association is resident-led, making a long-term commitment, inclusive of all residents, and organizes engaging activities.
3. *Neighborhood Advisory Commission* - The Bentonville Neighborhood Advisory Commission (NAC) will facilitate communication between city council, city staff and neighborhoods. The NAC provides feedback to the city and collaborates to develop solutions on issues pertinent to neighborhoods, such as nuisance properties, crime, and neighbors in need.
4. *Neighborhood Programs* - Programs will be offered to participating neighborhoods to help them reach their goals that meet the four neighborhood characteristics (friendly, safe, attractive and engaged). Some of these programs include neighborhood clean-ups, neighborhood safety plans, block party kits, and neighborhood awards.

The Planning Department will manage this initiative. For more information, contact Shelli Kerr at skerr@bentonvillear.com.



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ellen Norvell

Department

Planning

Phone

271-3122

ACTION REQUIRED:

Resolution to establish the Bentonville Great Neighborhoods Partnership and the Neighborhood Advisory Committee.

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	\$ -

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



RESOLUTION NO. _____

**A RESOLUTION TO INITIATE THE BENTONVILLE GREAT
NEIGHBORHOODS PARTNERSHIP AND ESTABLISH A
NEIGHBORHOOD ADVISORY COMMITTEE.**

WHEREAS, great communities are a collection of great neighborhoods; and,

WHEREAS, great neighborhoods have the characteristics of being friendly, safe, attractive and engaged; and,

WHEREAS, the City of Bentonville desires to establish open communication with neighborhoods and work together to empower residents to enhance their quality of life.

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

Section 1: That the City Council of the City of Bentonville, Arkansas hereby initiates the Bentonville Great Neighborhoods Partnership with the mission of strengthening Bentonville by supporting and encouraging great neighborhoods by building bonds among neighborhood residents; cultivating a sense of security and safety, empowering residents to enhance their neighborhood, and fostering communication between residents and municipal government.

Section 2: That the City Council of the City of Bentonville hereby establishes the Bentonville Neighborhood Advisory Committee (NAC) that will serve in an advisory capacity to the city and collaborate to develop solutions on issues pertinent to neighborhoods. The NAC will consist of one voting representative and one voting alternate from neighborhoods actively participating in the Great Neighborhoods Program as selected by the neighborhood association, plus one city council member appointed by the Mayor. The first meeting will be held once a minimum of three neighborhoods are actively participating in the program. The NAC will adopt bylaws and rules of order to govern meetings, positions, and elections.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED

Stephanie Orman, Mayor

ATTEST:

City Clerk



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ellen Norvell

Department

Planning

Phone

271-3122

ACTION REQUIRED:

A budget adjustment in the amount of \$10,000.00 to establish programs that support the Bentonville Great Neighborhoods Partnership.

COST TO CITY:

Cost of this Request: \$10,000

Additional Budget Amount

☐ One time amount

☐ Continuing O and M

Previously Budgeted	\$ -
Funds Expended to Date	
Remaining Budget	-
Budget Adjustment	10,000
Remaining After Adjustment	\$ 10,000

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

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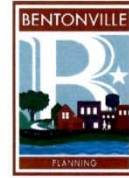
PLEASE RECYCLE





MEMO

To: Mayor Stephanie Orman and Bentonville City Council
From: Ellen Norvell, Interim Community Development Director
CC Date: May 28, 2019
Re: Budget Adjustment for the Great Neighborhoods Partnership



One component of the Great Neighborhoods Partnership is special programs. These programs will be offered to participating neighborhoods to help fulfill the mission of the initiative, which is to support and encourage great neighborhoods.

Over time, new programs will be offered, but initially, the program will include two programs per neighborhood characteristic. To implement these programs in the first year, staff is requesting a budget adjustment of \$10,000.

Neighborhood Characteristic	Program Title	Program Description	Cost Estimate
Friendly	Block Party Trailer	The Block Party Trailer provides basics needed for a block party to make it easier for neighbors to gather together and spend enjoyable time with one another. It would include trash and recycling bins, folding tables and chairs, water jugs, coolers, first aid kits, and seasonal toys and activities.	\$5,000
	Neighborhood Flier Printing	Provide printing services for fliers promoting neighborhood events or meetings. Parameters for how many prints allowed per neighborhood association per year will be established.	\$800
Safe	Neighborhood Safety Plan	Partnership with Police to customize a neighborhood safety plan for the participating neighborhood.	\$0
	Radar Speed Trailer	Citizens request installation of the city's speed watch trailer to raise awareness about traffic speeds.	\$0
Attractive	Neighborhood Cleanup Kits	Assist with providing supplies (gloves, trash bags, safety vest) and coordinate pick up and removal of bags and debris.	\$1,000
	Neighborhood Tree Planting	For active registered neighborhood associations to plant trees in the public right of way or neighborhood gateways.	\$2,000
Engaged	Annual Neighborhood Competition	An annual event to encourage participation of all neighborhood associations in a fun and friendly competition. It would include food, activities, and t-shirts.	\$1,000
	Great Neighborhood Award	Yard signs to recognize active, registered neighborhood associations that meet specific criteria of being a "Great Neighborhood."	\$200



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Lance Blasi

Department

Building Inspection

Phone

271-6882

ACTION REQUIRED:

Resolution declaring a foundation to be a nuisance and setting a public hearing for the condemnation of said foundation located at 1800 NW Mystic Avenue.

COST TO CITY:

Cost of this Request: \$0

Additional Budget Amount

☐ One time amount

☐ Continuing O and M

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

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

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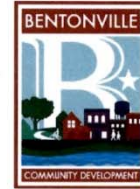


PLEASE RECYCLE



MEMO

To: Mayor Stephanie Orman and Bentonville City Council
From: Lance Blasi, Chief Building Inspector
CC Date: May 28, 2019
Re: Foundation Nuisance located at 1800 NW Mystic Ave.



A building permit was issued to Keith Coleman dba Big Hammer Construction on April 28 2017. The foundation wall collapsed in August of 2017 and has never been completed. The foundation constitutes a hazard to residents because of excessive debris and is unsightly. This permit expired on November 14, 2018.

Please contact Lance Blasi with any questions or concerns regarding the Public Hearing at 479-271-3125 or lblasi@bentonvillear.com



Apr 9, 2019 at 9:05:14 AM

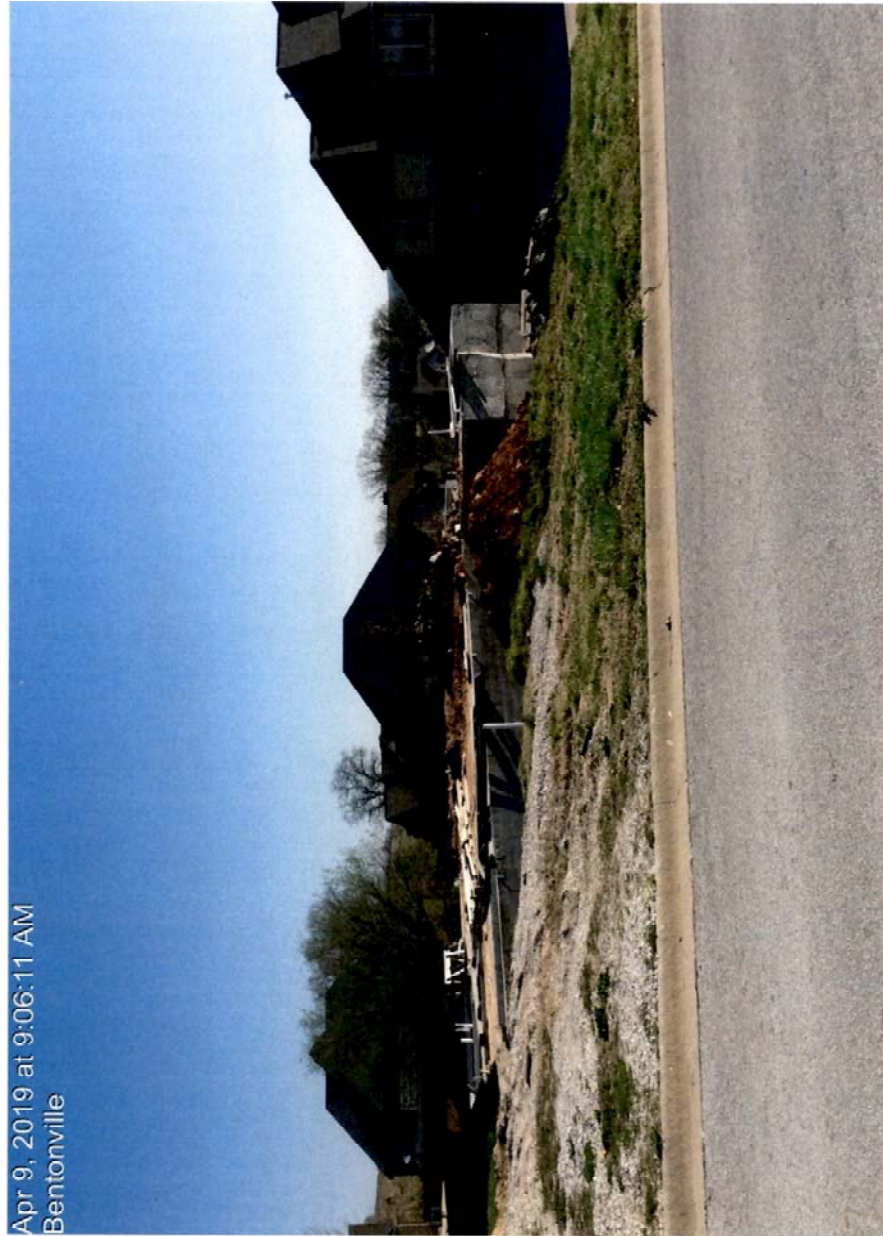


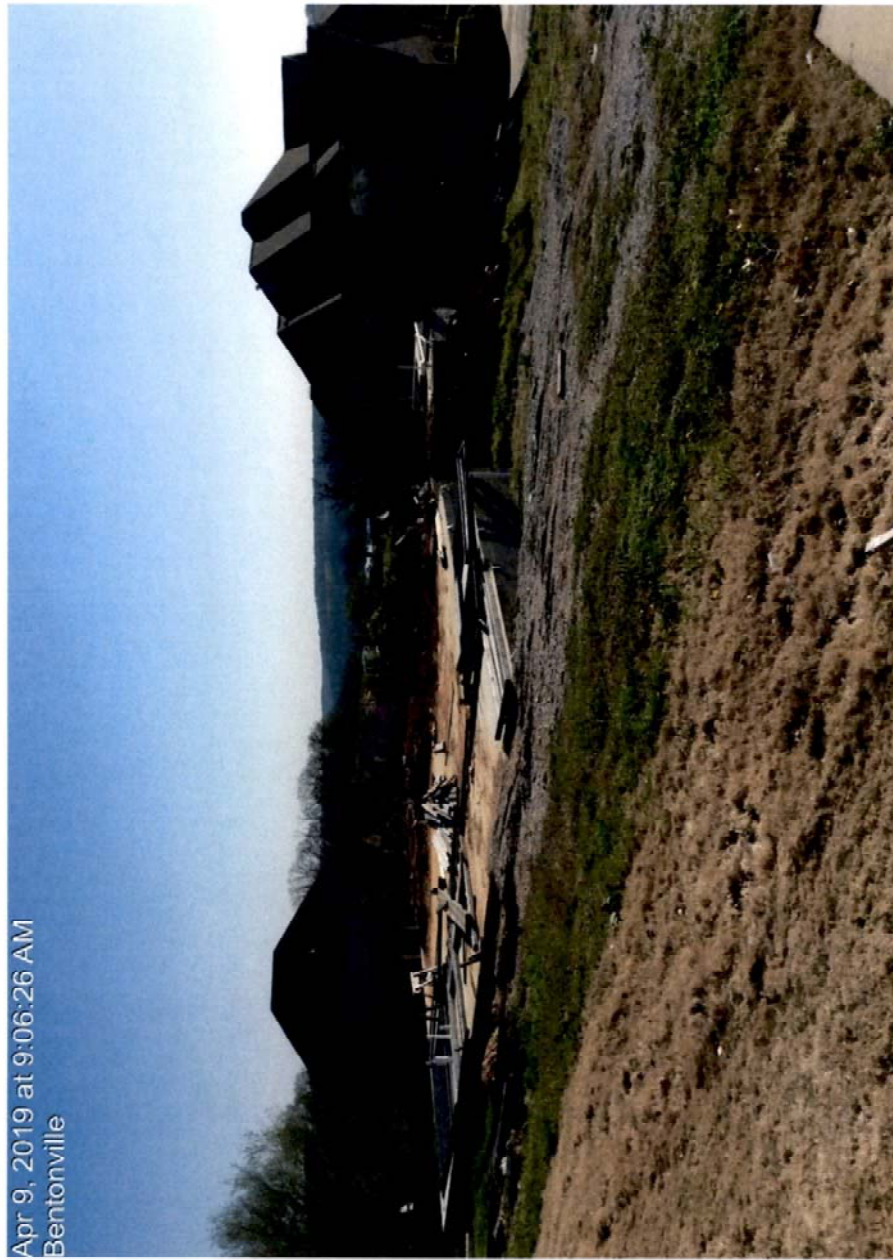






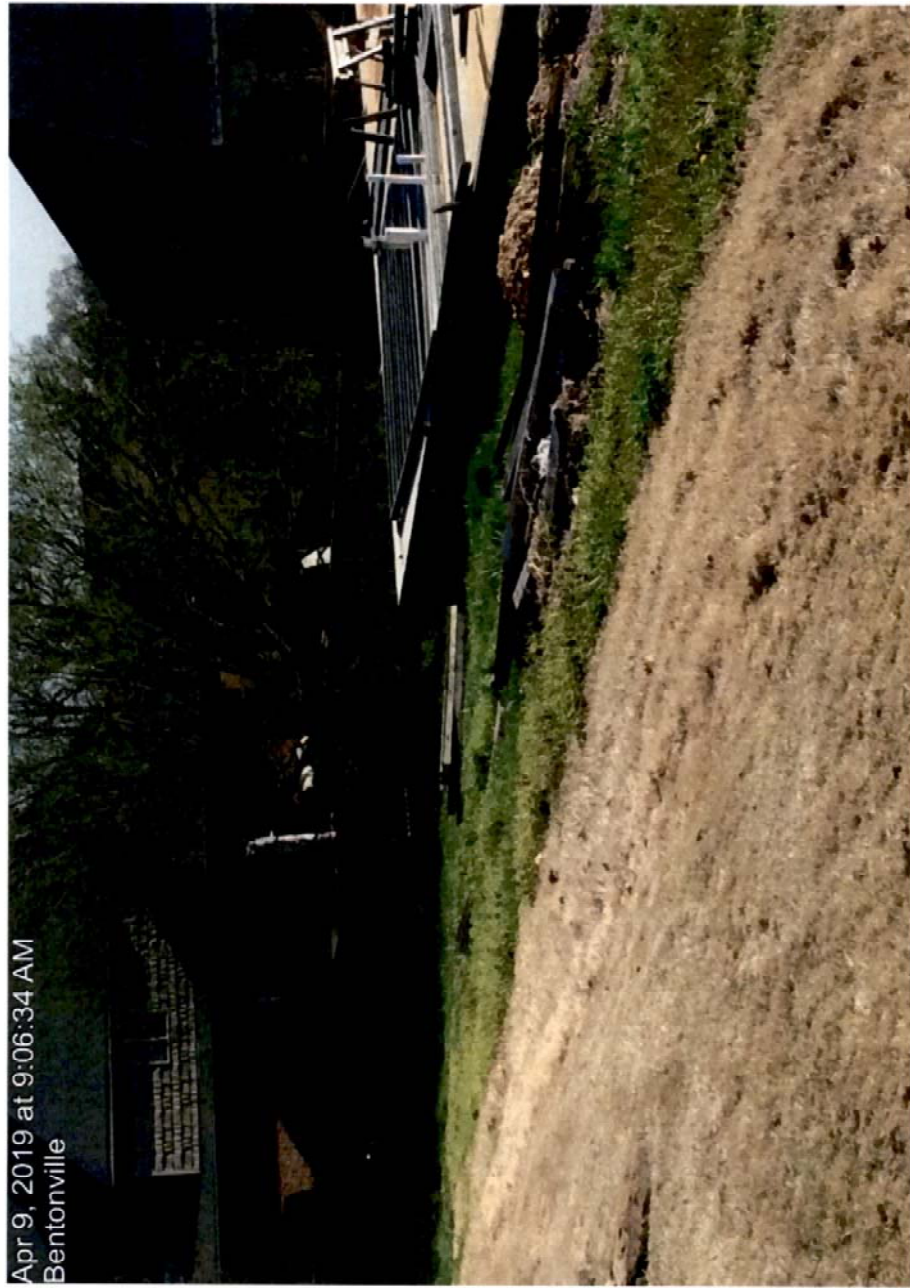






Apr 9, 2019 at 9:06:26 AM
Bentonville





RESOLUTION _____

**A RESOLUTION DECLARING A STRUCTURE TO BE A NUISANCE
AND SETTING A HEARING**

WHEREAS, the Bentonville City Code provides a process to allow this body to declare a structure to be a nuisance, and

WHEREAS, the Council has been informed that a structure located at 1800 NW Mystic Avenue in the City of Bentonville and owned by Coleman Bass Construction LLC is unfit for human use or habitation because of dilapidation, defects increasing the hazards of fire or accidents, or structural defects or other conditions which render such structure unsafe or dangerous for either the residents of the structure or the neighborhood, to wit: The improvements on the property consist of a foundation which partially collapsed in August of 2017 and has never been repaired or completed and is filled with debris constituting a hazard.

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

Section 1. The structure located at 1800 NW Mystic Avenue in the City of Bentonville, Arkansas and owned by Coleman Bass Construction, LLC is hereby declared to be a nuisance.

Section 2. A hearing is set for July 23, 2019 at 6:00 p.m. regarding the property described in Section 1. Notice shall be given to the property owner as provided in the City Code. The property owner may appear at the hearing and provide evidence to the Council regarding the condition of the property and why it should not be condemned.

Approved this _____ day of _____, 2019.

HON. STEPHANIE ORMAN, Mayor

Attest:

HON. LINDA SPENCE, City Clerk



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Nancy Busen

Department

Wastewater

Phone

479--271-3161

ACTION REQUIRED:

An ordinance to waive the competitive bidding requirements for a 1 year Mission Communications Service package renewal with Mission Communications, LLC. in an amount not to exceed \$25,000.00 This service package is for the alarm systems on all 61 wastewater lift stations within the city. This service continuously monitors and reports wastewater lift station conditions via cell phone, SCADA and email; power failures, high wetwell levels, and pump run times. Data received greatly reduces sanitary sewer overflows and reduces lift station operation cost. Any Mission Control upgrades are covered by this agreement. This is a 2019 budgeted item.

COST TO CITY:

Cost of this Request: \$22,978

Additional Budget Amount

☐ One time amount

☒ Continuing O and M

Previously Budgeted	\$	25,000
Funds Expended to Date		
Remaining Budget		25,000
Budget Adjustment		-
Remaining After Adjustment	\$	25,000

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 _____

Requested by: Nancy Busen

Department: Wastewater

DESCRIPTION OF REQUEST:

Type of Equipment: Waiver of Bid for 1 year service package renewal for lift station alarm system

Year & Model: _____

Serial # _____

To Be Purchased From: Mission Communications, LLC

3170 Reys Miller Rd, Suite 190

Norcross, GA 30071-5403

Amount: Base Amount: \$ 22,977.60

 Tax: \$ -

 *Other: _____

TOTAL **\$ 22,977.60**

* List all other costs: Shipping and handling

JUSTIFICATION FOR REQUEST FOR WAIVER OF BID:

The cell phone based alarm system for all 61 city wastewater lift stations was purchased from Mission Communications. Mission provides the communications service package and updates for these alarm systems. Therefore, this is a single source item and a waiver of bid is requested. This is a 2019 Budgeted item.

Department Head

Director of Finance & Administration

Revised 6-18-99

Memo



To: City Council, Mayor Orman

From: Nancy Busen, Wastewater Utilities

CC: Mike Bender

Date: May 14, 2019

Re: Request for Waiver of Bid Process for Lift Station Alarm Systems Service Renewal

Wastewater staff requests a waiver of the bidding process to renew the service agreement with Mission Communications, LLC.

This cell phone based alarm system for all (61) city sewage lift stations was purchased with City Councils approval in 2004 from Mission Communications, LLC. The service continuously monitors and reports power failures, high wet well levels and pump run times from all city owned lift stations to Wastewater Department personnel via cell phone and email. These notifications greatly reduce the number of sanitary sewer overflows and reduces lift station operational costs for pump replacement.

Mission provides the service package designed exclusively for this alarm system and as such is a single source item. Therefore, it would be neither practical nor feasible to advertise for competitive bidding. This service package is a yearly budgeted item.

Thank you for considering this request.



Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

Invoice Number

1028622

Bill To

Bentonville Wastewater Department
Attn: Accounts Payable
117 W Central Ave
Bentonville, AR 72712-5256
USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD			DUE DATE	
Annual Service								5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE			PAYMENT TERMS	
			SA C	C	5/1/2019			Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS10916	LS #58 Highland Park	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	12MIS11052	LS #57 Central Park Sc...	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	15MIS17273	LS #61 Edgar Estates	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	15MIS17295	LS #59 Brighton Cottag...	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	16MIS18418	LS #60 Nomad	6/1/2019	5/31/2020	347.40	347.40	
1	SPMM-12R	Service Package - Manhole Monitor - 1 year NON-SHIP, Renewal	17MM001629	Parks and Recreation	6/1/2019	5/31/2020	227.40	227.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0561	LS #35 Kingsbury	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0562	LS #29 Beau Terre North	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0563	LS #09 Rice Rd	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0585	LS #48 Wildwood	6/1/2019	5/31/2020	347.40	347.40	

Please make checks payable to Mission Communications, LLC

For your convenience Mission accepts credit cards. Card payments less than \$3,000 received within (7) days of the invoice date may avoid the 3% credit card processing fee.

If you have any questions concerning this invoice please contact our accounting department, 877-993-1911 option 5, accounting@123mc.com

Page 1

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal

Sales Tax (0.0%)

Payment Received

Balance Due



Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

Invoice Number

1028622

Bill To

Bentonville Wastewater Department
Attn: Accounts Payable
117 W Central Ave
Bentonville, AR 72712-5256
USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD			DUE DATE	
Annual Service								5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE			PAYMENT TERMS	
			SA C	C	5/1/2019			Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0586	LS #47 Stoneburrow	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0587	LS #27 Wal-Mart Dist.	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0588	LS #17 Salvation Army	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0589	LS #51 Morning Star	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0701	LS #02 South	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0702	LS #38 Windwood	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0703	LS #04 Lexington	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0704	LS #05 North A	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0705	LS #05 North B	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0706	LS #06 Parkview	6/1/2019	5/31/2020	347.40	347.40	

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Subtotal

Sales Tax (0.0%)

Payment Received

Balance Due

Page 2

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Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

Invoice Number

1028622

Bill To

Bentonville Wastewater Department
Attn: Accounts Payable
117 W Central Ave
Bentonville, AR 72712-5256
USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD		DUE DATE	
Annual Service							5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS	
			SA C	C	5/1/2019		Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0707	LS #08 Woods Creek	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0708	LS #10 Krystal Heights	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0709	LS #11 Stonehenge	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0710	LS #03 102	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0978	LS #13 Beau Terre	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0979	LS #14 Harbour Churc...	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0980	LS #15 Willow Banks	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0981	LS #16 AR National Ba...	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0982	LS #18 Hanover III	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0983	LS #21 Meadow Wood	6/1/2019	5/31/2020	347.40	347.40

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Subtotal

Sales Tax (0.0%)

Payment Received

Balance Due

Page 3

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.



Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

Invoice Number

1028622

Bill To

Bentonville Wastewater Department
Attn: Accounts Payable
117 W Central Ave
Bentonville, AR 72712-5256
USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD		DUE DATE	
Annual Service							5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS	
			SA C	C	5/1/2019		Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS0986	LS #19 Marina	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1099	LS #25 Medical Center	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1100	LS #23 Vaughn LS	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1101	LS #44 White Oak Trail	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1102	LS #43 Briar Chase	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1104	LS #40 Fairwinds	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1105	LS #30 Abby	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1106	LS #31 Straube	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1107	LS #33 Kensington	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1160	LS #24 Firestone	6/1/2019	5/31/2020	347.40	347.40

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Page 4

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal
Sales Tax (0.0%)
Payment Received

Balance Due



Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

Invoice Number

1028622

Bill To

Bentonville Wastewater Department
Attn: Accounts Payable
117 W Central Ave
Bentonville, AR 72712-5256
USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD		DUE DATE	
Annual Service							5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS	
			SA C	C	5/1/2019		Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1161	LS #28 Autumn Wood	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1162	LS #32 Nightingale	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1163	LS #34 Saddlebrook	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1164	LS #36 Phillips Park	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1165	LS #37 College Place	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1166	LS #39 Allencroft	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1167	LS #41 Creekstone	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1168	LS #42 Lockmore Club	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1169	LS #45 Chickadee	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1249	LS #46 Windmill Rd	6/1/2019	5/31/2020	347.40	347.40

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Page 5

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal

Sales Tax (0.0%)

Payment Received

Balance Due



Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
Phone: 678-969-0021
Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

Invoice Number

1028622

Bill To

Bentonville Wastewater Department
Attn: Accounts Payable
117 W Central Ave
Bentonville, AR 72712-5256
USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD			DUE DATE	
Annual Service								5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE			PAYMENT TERMS	
			SA C	C	5/1/2019			Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1250	LS #49 Kerelow Castle	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1251	LS #50 Stonegate	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS1252	LS #52 Oak Lawn Hills	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS2330	LS #12 Blueberry New	6/1/2019	5/31/2020	347.40	347.40	
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	689MIS2717	LS #01 McKisic card 3	6/1/2019	5/31/2020	563.40	563.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS2857	LS #53 Thornbrook	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS4077	LS #56 Angel Falls	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS4079	LS #55 Gramercy	6/1/2019	5/31/2020	347.40	347.40	
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS5732	LS #54 Elm Tree	6/1/2019	5/31/2020	347.40	347.40	
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	689MIS5739	Crystal Bridges 800	6/1/2019	5/31/2020	563.40	563.40	

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Subtotal
Sales Tax (0.0%)
Payment Received

Balance Due

Page 6

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Mission Communications, LLC

3170 Reps Miller Rd
Suite 190
Norcross, GA 30071-5403
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Fax: 678-969-0541

INVOICE

Invoice Date

5/1/2019

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117 W Central Ave
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USA

Ship To

CUSTOMER PO			END USER		SHIPPING METHOD		DUE DATE	
Annual Service							5/31/2019	
S.O. No.			SALES REP ID	TERRITORY	SHIP DATE		PAYMENT TERMS	
			SA C	C	5/1/2019		Net 30	
QTY	Item	Description	Serial No.	Unit Name	Svc. Start	Svc. End	Unit Price	Extension
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS5740	Crystal Bridges south 1...	6/1/2019	5/31/2020	347.40	347.40
1	SP110-12R	Service Package - M110 Series - 1 year, NON-SHIP, Renewal	689MIS8559	LS #22 Orchard Park	6/1/2019	5/31/2020	347.40	347.40
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	689SFQ0627	LS #01 McKisic card 2	6/1/2019	5/31/2020	563.40	563.40
1	SP800-12R	Service Package - M800 Series - 1 year, NON-SHIP	689SFQ0628	LS #01 McKisic card 1	6/1/2019	5/31/2020	563.40	563.40

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Page 7

Mission provides this service according to the published provisions under Mission's customer service agreement and terms of use.

Subtotal	USD 22,977.60
Sales Tax (0.0%)	USD 0.00
Payment Received	USD 0.00
Balance Due	USD 22,977.60

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR AND THE CITY CLERK TO ENTER INTO AN AGREEMENT WITH MISSION COMMUNICATIONS LLC. FOR CERTAIN ALARM SERVICES FOR THE CITY OF BENTONVILLE WASTEWATER SYSTEM AND WAIVING THE REQUIREMENT OF COMPETITIVE BIDDING.

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

Section 1: That the Mayor and City Clerk be and are hereby authorized to enter into an agreement with Mission Communications, LLC, for a one year service package for 61 lift station alarms for the Wastewater Department in an amount not to exceed \$22,978.00, as per the Proposal attached hereto as Exhibit A.

Section 2: Because the technology is a unique service provided exclusively by Mission Communications for the equipment currently utilized by the City, and the service is a single source item, it would be neither practical nor feasible to advertise for competitive bidding, and that requirement is herein waived.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK



CHECK ALL THAT APPLY			
X	Bid Award	Bid #	IFB-19-30
	Budget Adjustment		
	Change Order		
	Informational		
	Ordinance		
	Resolution		
	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Nancy Busen

Department

Wastewater

Phone

271-6749

ACTION REQUIRED:

Bid Award of IFB-19-30 to Carpet One in the amount of \$22,201.35 for purchase and complete installation of ceramic tile in select areas of Wastewater Administration building #1.

COST TO CITY:

Cost of this Request: \$25,000

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$	25,000
Funds Expended to Date		
Remaining Budget		25,000
Budget Adjustment		-
Remaining After Adjustment	\$	25,000

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 Orman

From: Nancy Busen, Wastewater Utilities

CC: Mike Bender

Date: May 28, 2019

RE: IFB-19-30 Floor tile replacement in Wastewater Admin. Building

Bid Award for IFB-19-30 to Carpet One of Bentonville in the amount of \$22,201.35, for removal of existing linoleum, purchase and installation of ceramic tile. Areas covered are: hallways, map room, restrooms, lab office and laboratory in the Wastewater Administration Building #1. This is a 2019 Budgeted item.

Thank you for your consideration of this request.



BID TABULATION:
TILE FLOORING AND INSTALLATION SERVICES
IFB-19-30
BID OPENING:
FRIDAY, MAY 3RD, 2019
at 2:00 P.M

BIDDER NAME	BIDDER'S ESTIMATED START DATE	BID COMPLETE	TOTAL BID PRICE
Carpet One	6/3/2019	Yes	\$ 22,201.35
Abbey Carpet	6/10/2019	Yes	\$ 25,735.00
Benton House Carpets	REJECTED		



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Gary Wilson

Department

Utility Billing/Meter Reading

Phone

271-3104

ACTION REQUIRED:

Informational presentation of proposed Utility Billing cycle boundary adjustments.

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	\$ -

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





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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Travis Matlock

Department

Electric

Phone

271-5941

ACTION REQUIRED:

Ordinance revising the Bentonville Electric Utility Department construction specifications to be used by developers and contractor performing electric utility work within the City of Bentonville.

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	\$ -

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 14, 2019

TO: **City Council, Mayor Orman**

FROM: Travis Matlock, Electric Utility Director

RE: Council Approval of BEUD Electric Specifications

The City Of Bentonville recommends to the City Council approval of the revisions to the Bentonville Electric Utility Department Electric Specifications.

With the implementation of the Trakit software, the Electric Department taking over inspections, new fee ordinance (Ord. 2018-36), multiple clarifications needed to be made such as, title changes, process changes, timing corrections, etc.



BEUD ELECTRIC SPECIFICATIONS

REVISION 4

**ELECTRIC DEPARTMENT
CONSTRUCTION OFFICE
3200 SW Municipal Drive
Bentonville AR, 72712**

**REVISED
April 2019**

Insert ordinance here once approved.

REVISION 4 TO BEUD ELECTRIC SPECIFICATIONS

April 2019

Below are the specifications that were revised from the original document dated February 11, 2014, and approved by City Council on February 25, 2014. Major changes are listed below. This list does not include minor grammatical edits or clarifications.

SECTION 1

- 2.3 Updated Director title.
- 2.7 Updated for BEUD inspector
- 3.10.5 **ADDED** All cranes, scaffolding, and other construction equipment must maintain a minimum of 10' away from any energized 15KV overhead conductor per current OSHA standards. Renumbered subsequent sections.
- 3.10.12 **ADDED** Please refer to Bentonville Subdivision Code Section 1400.12 (as currently amended), Landscaping Location and Utility Clearances, for requirements of tree plantings around buried utility lines and utility equipment.
- 3.11.1 Updated to reflect new TRAKIT process.
- 4.5 Changed CONTRACTOR to ENGINEER to call in inspections of primary and secondary conduit/trench.
- 7.10.5 Corrected reference to 7.10.12
- 7.10.10 **ADDED** CONTRACTOR shall use Polywater Bondit conduit adhesive for any HPDE to PVC joints. Use of PVC to HDPE quick connect coupling is acceptable if first approved by BEUD.
- 7.10.11 **ADDED** HDPE pipe shall be SDR 13.5 or equivalent. Any other sizes or types must be approved by BEUD prior to use.
- 7.10.12 **ADDED** Contact BEUD Street Department at (479) 271-3130, option 1 to obtain a Right-of-Way permit for any work that takes place in the City of Bentonville Right-of-Way. Please allow 48 hours for review and additional fees may be required.
- 8.3.1 Clarified this section to apply to compacted earth under transformer pads also.
- 8.3.2 Clarified this section to apply to crossings under streets, parking lots, or driveways.
- 10.2.4 Clarified short sweep radius measurements for secondary conduits.

- 10.2.7 Changed requirement of mule tape for ALL conduit over 600 ft in length.
- 10.2.12 **ADDED** No heated bends shall be used in any run of primary or secondary conduit.
- 10.10.2 REMOVED this section and renumbered subsequent sections in 10.10
- 10.10.4 REMOVED this section and renumbered subsequent sections in 10.10
- 10.11.9 Clarified red dyed concrete requirement for secondary and service conduits and added reference to DS-1404.

SECTION 2

- 20.1.7 **ADDED** BEUD reserves the right to deem any rework of an existing installation acceptable based on existing field conditions and renumbered subsequent sections.
- 20.1.9 All inspections to be scheduled by BI (479-271-3125). BEUD will inspect and approve all yard lines, ditches, and temporary / permanent meter bases. BEUD will only set meter after approval of all inspections.
- 20.1.10 **ADDED** Refer to section 20.6 for re-inspection fees.
- 20.1.13 Clarified this section applies to permanent service.
- 20.2.8c. Clarified #4 solid required for 400A services, stranded not allowed.
- 20.2.8e. **ADDED** Stranded is acceptable for #2 and greater copper grounding conductors
- 20.3.6 Changed BI to BEUD and added reference to Section 10.11.9 and DS-1404.
- 20.4.4 Revised table

<u>Service Size</u>	<u>Conduit Size Provided by CONTRACTOR</u>
100A (Irrigation, Sign, CATV, TELCO, BEUD approved use)	2"
200A	3"
200A (more than 3 sweeps)	4"
320A	3"
480 / 600A	(2) 4"
> 600	SIZED BY CONTRACTOR

- 20.4.5 Removed "long sweeping" from elbow description.

- 20.4.7 **ADDED** requirement to use Polywater Bonduit conduit adhesive for PVC to HDPE joints.
- 20.4.12c. **ADDED** Contractor shall not install conduit stub ups in energized BEUD equipment without making an appointment to have BEUD personnel present. Failure to schedule an appointment will result in a re-inspection charge per section 20.6.
- 20.4.15 Removed reference to DS-1009 and changed to DS-1403/1404.
- 20.4.17 No heated bends allowed in service conduit unless approved in advance by BEUD.
- 20.5.1 **ADDED** Refer to DS-1403/1404
- 20.5.2 Removed and renumbered subsequent sections.
- 20.5.2 Changed BI to BEUD
- 20.5.3 Changed minimum allowable diameter of rock/stone for backfill of trench to 4"
- 20.5.4 Changed BI to BEUD.
- 20.6.3 **ADDED** For a failed inspection, a re-inspection fee of \$100 will be applied per Ordinance 2018-36, or current revised version.
- 20.6.4 Renumbered from 20.6.3
- 20.6.5 **ADDED** Failure to schedule an appointment for equipment access will result in failed inspection and a re-inspection charge as listed in 20.6.3
- 20.6.6 Contractor will be charged time, materials and equipment for any damage to BEUD equipment or earth foundation caused by installation of conduit stub ups.
- 21.1.2 **ADDED** Charges will apply for any approved length beyond 100'.
- 21.1.4 **ADDED** unless approved by BEUD.
- 21.1.7 Clarified this item applies to "existing" buildings with services on different sides of the building.
- 21.1.11 Removed specific manufacturers and part numbers from table
- 21.1.16 Clarified single-phase and three-phase 400A services and smaller shall be self-contained.
- 21.1.17 Clarified single-phase and three-phase services 600A and larger services shall be CT metered

- 21.1.19 **ADDED** The requirements for a single-phase free standing meter rack, designed by a Structural PE, are detailed on DS-1024. If either of these options cannot accommodate the required electrical equipment, the developer must provide a custom meter rack design stamped by a Structural PE. This drawing must be submitted to BEUD for approval prior to installation.
- 22.1.5 Changed BI to BEUD.
- 22.1.6 **ADDED** BEUD will only set a meter after all electrical equipment has been installed
- 22.1.7 **ADDED** BEUD's policy is to set meters in order the inspections are received through Trakit, weather permitting.
- 22.1.8 **ADDED** BEUD will not energize a service or install a meter until all inspections are passed.
- 22.1.9 Renumbered from 22.1.7 to 22.1.9, changed from BI to BEUD and added note about re-inspection fees.
- 22.1.10 Renumbered from 22.1.8 to 22.1.10, corrected reference to steps 22.1.4 to 22.1.9.
- 22.2.3 Corrected reference to steps 22.1.4 to 22.1.9.
- 23.1.2 Clarified that BEUD will bill any costs associated with moving a temporary meter.
- 24.1.5 Updated procedure to pickup at warehouse and to contact Project Designer instead of New Service Coordinator.
- 24.3.2 Revised to address 100/200A freestanding services.
- 24.3.3 Clarified DS-1004 applies to prefabricated meter pedestals for CATV and TELCO
- 24.3.6 Clarified re-inspection fee for unauthorized access to equipment.
- 24.4.7 **ADDED** BEUD will verify address/suite label on meter pack corresponds to correct meter/main breaker on multipack. A separate fee per meter applies for this verification step as established by separate Ordinance.
- 25.3.2 Changed 1 ¼" conduit to 2"
- 25.3.3 Changed 1 ¼" conduit to 2"
- 25.3.4 **ADDED** along with silicon bronze hex nuts, (2) flat washers, and hex bolts of required length.

- 25.3.5 Removed section
- 25.4.2 Clarified 600A-1200A are wall-mounted cabinets and added DS-1014 reference
- 25.4.3 Clarified 1600A and larger are pad-mounted and added DS-1015 reference.
- 25.4.5 **ADDED** "in location requested by BEUD".
- 27.4.1 Clarified water/sewer main
- 27.4.2 Clarified secondary / service
- 27.4.3 Clarified BEUD conduit clearance to gas – 12". Contact Black Hills Energy to determine if there are more stringent clearance requirements based on the type of gas line.

SECTION 3

- DS-1001 Clarified distance from pole for meter base
- DS-1002 Clarified distance from pad-mounted equipment for meter base
- DS-1003 Revised distance to 100' max for meter to pole and clarified galvanized
- DS-1004 Revised distance to 100' max for meter to pole and revised title
- DS-1008 Revised note 4
- DS-1009 Removed this drawing from revision 4
- DS-1010 Revised note 4, clarified no heated bends allowed
- DS-1011 Revised note 4, clarified no heated bends allowed and clarified galvanized
- DS-1012 Add part numbers for disconnects and added switchboard foundation
- DS-1014 Minor note clarifications
- DS-1015 Minor note clarifications and added #4 rebar to pad
- DS-1017 Revised to clarify safe working space and clearances from meters
- DS-1019 Clarified notes and added reference to Subdivision Code
- DS-1024 Added clarifying notes about PE stamp and grounding.
- DS-1025 Added clarifying notes and information
- DS-1403 Revised / clarified to convey information in a clearer format
- DS-1404 Revised / clarified to convey information in a clearer format
- DS-1405 Added note about conduit installation before compaction
- DS-1408 Added notes/detail showing soil around transformer pad
- DS-1409 Added notes/detail showing soil around transformer pad
- DS-1416 Added 30' pole base foundation
- DS-1417 Clarified CT meter base requirements, revised conduit size to 2"

PART I



BEUD CONSTRUCTION SPECIFICATIONS

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BEUD CONSTRUCTION SPECIFICATIONS

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BEUD CONSTRUCTION SPECIFICATIONS

SECTION 1 GENERAL INFORMATION

- 1.1 The intent of this publication is to simplify and expedite the process of electric utility construction within the jurisdiction of the City of Bentonville. This publication specifically applies, but is not limited to “Subdivision” and “Large Scale Development”. All rules and regulations set forth by the National Electric Code shall be the minimum standard of all construction and development practices to be approved by the Bentonville Electric Utility Department. In such case as the standard specifications herein set forth exceeds the National Electric Code, this document as approved by the City Council of Bentonville, Arkansas shall govern.
- 1.2 These general and detailed specifications shall govern the handling and installation of conduit and appurtenances for the City of Bentonville Electric Utility Department. Specifications stipulate general requirements for the preparation of reports, plans, specifications, methods of construction, inspection, testing, and final approval of any proposed electric distribution that is within the jurisdiction of Bentonville Electric Utility Department. Any requested deviation from the specifications herein set forth, shall be reviewed on a case by case basis by the BEUD and approved or denied by written authorization of the DIRECTOR.
- 1.3 Special conditions may arise on projects that are not covered in these specifications or that may require special handling. In case of such special conditions, complete detail as to materials, method of construction or other procedures shall be submitted to the Bentonville Electric Utility Department for review and approval. Standard construction details are incorporated and made a part of the specifications and shall become a part of the standard requirements for electric distribution. The standard details are included in these appendices at the back of these specifications. Where reference is made to a particular industry specification (ASTM, etc) it is hereby understood that reference is made to the latest specification revision in effect.
- 1.4 These specifications are intended to set forth minimum standards of quality for the construction of electric distribution systems which are to be accepted by the Bentonville Electric Utility Department. These specifications do not replace the ENGINEER’S specifications and contract documents; however, construction of all electric distribution systems must meet these standards of quality as a minimum. The Bentonville Electric Utility Department shall not be responsible nor shall it bear any liability for CONTRACTOR’S means, methods, techniques, sequences or procedures of construction, or the safety precautions and programs incident thereto, nor shall the Bentonville Electric Utility Department be responsible for any actions resulting from direction of the project by a City of Bentonville ENGINEER/INSPECTOR. The Bentonville Electric Utility Department shall not be responsible for the acts or omissions of the CONTRACTOR, Sub-Contractor, supplier, or of any other person or organization performing or furnishing any of the work. Nothing contained in these



BEUD CONSTRUCTION SPECIFICATIONS

specifications shall be construed as an endorsement or warranty by the Bentonville Electric Utility Department of any product, material, or workmanship. The Bentonville Electric Utility Department shall not be responsible nor shall it bear any liability for the durability of any material or method of construction. Material used on any project shall be warranted against defects and workmanship by responsible CONTRACTOR for one calendar year from date of acceptance.

SECTION 2 DEFINITIONS AND ABBREVIATIONS

- 2.1 BEUD: Refers to the Bentonville Electric Utility Department, under the jurisdiction of the Bentonville City Council, hereinafter referred to as "BEUD"; having full and complete authority to manage, operate, improve, extend and maintain the City electric distribution system.
- 2.2 CITY ENGINEER: City of Bentonville Engineer.
- 2.3 DIRECTOR: City of Bentonville Electric Utility Director
- 2.4 DEVELOPER: Industrial partnership, corporation, or other legal entity such as an improvement district, desiring to construct water and/or sanitary sewer facilities for immediate or contemplated future inclusion in the city system.
- 2.5 ENGINEER: Individual registered to practice Engineering in the State of Arkansas who is responsible for the preparation of reports, plans, specifications and inspection of the work herein approved.
- 2.6 CONTRACTOR: The person, firm or corporation with whom the DEVELOPER has entered into an agreement to construct the water, sewer, and/or electric improvements.
- 2.7 CITY INSPECTOR: City of Bentonville BEUD Inspector responsible for inspection and notification of proposed reconstruction or alterations and inspections involving the City of Bentonville's electric distribution system.
- 2.8 NORMAL WORK SCHEDULE: The City of Bentonville's normal work schedule is Monday through Friday 7:30 AM to 4:00 PM except HOLIDAYS.
- 2.9 HOLIDAYS: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve and Christmas Day.
- 2.10 SECONDARY: Conduit that is placed from transformer to secondary junction box.



BEUD CONSTRUCTION SPECIFICATIONS

- 2.11 SERVICE: Conduit that is place from BEUD's device to a meter panel or service connection point.
- 2.12 CIC: Cable in conduit - refers to primary cable pre-installed in PVC conduit.
- 2.13 TERMS: "As specified" shall mean as specified by the BEUD in plans, proposals, specifications, and other written instructions.
- 2.13.1 The term "or equal" shall mean that the proposed material or item shall perform adequately the duties imposed by the general design and is of the same or equal design, substance and junction to that specified by using the name of a product, manufacturer, or vendor. Use of the term "equal" shall mean any party proposing to substitute an "equal" shall obtain an approval from the BEUD. The BEUD shall make final approval of such items or materials judged to be "equal".
- 2.13.2 The term "these specifications" shall refer to the "BEUD Construction Specifications", latest revision, written by the BEUD. It is the responsibility of the CONTRACTOR, ENGINEER, DEVELOPER or OWNER, etc. to obtain copies and to comply with the latest revision of these specifications.
- 2.14 Abbreviations used throughout these specifications have meanings as follows:
- ASTM.....American Society for Testing and Materials
ANSI.....American National Standards Institute
OSHAOccupational Safety and Health Administration

SECTION 3 PLANS AND SPECIFICATIONS

- 3.1 This section covers the requirements for submittal of plans and specifications to the BEUD in order to obtain approval for the construction and development of future electric extensions.
- 3.2 The BEUD strongly suggests that the ENGINEER submit proposals to the BEUD prior to formal submittal to the PLANNING DEPARTMENT.
- 3.3 No electric system extensions and/or modifications may be approved for connection to the City of Bentonville's electric distribution prior to approval of construction plans and specifications by the BEUD or which was not constructed in accordance with said approved plans and specifications. Construction plans and specifications shall conform to the requirements herein. The submission of construction plans for approval shall be accompanied by a statement or letter from the ENGINEER stating



BEUD CONSTRUCTION SPECIFICATIONS

that materials and workmanship will be in accordance with these specifications and standard details.

- 3.4 All plans shall be drawn to a scale suitable for adequately showing the facilities proposed, except as stipulated herein. All drawings shall be on **24" X 36" sheets**. All elevations shall be based on mean sea level. An overall project map shall be a minimum 24" X 36" and shall depict the entire project and show all proposed conduit and structures. A vicinity map at a scale of **1" = 2,000'** shall be furnished indicating the location of the project in relation to arterial streets and major highways. Reduced size drawings may be allowed for inspection purposes after all approvals have been obtained.
- 3.5 Along with the plans, an AutoCAD file of the Utility Plan must be submitted to the BEUD. If the development is a "Subdivision", the BEUD will proceed with a design of the required electrical facilities necessary to serve the development. If the development is a "Large Scale Development", the BEUD will require information about the service size amperage and voltage rating in order to complete the design and choose a transformer and meter size. **DS 1401**
- 3.6 Any changes from the approved construction plans and specifications shall only be authorized in writing by the CITY ENGINEER and/or DIRECTOR or authorized representative of the BEUD prior to the start of construction. After a proposal is accepted by the BEUD, any deviations to accepted plans shall cause re-submittal to the BEUD. If construction of the electric distribution system is in progress at the time of plan changes, the BEUD reserves the right to halt construction until approval has been obtained.
- 3.7 Request for deviation or relief from any of the provisions of these specifications shall be submitted in writing to the DIRECTOR. The DIRECTOR may grant a variance if not in conflict with the spirit and intent of the specifications.
- 3.8 If request for deviation has been submitted, the requested party shall not proceed with any construction or installation of assemblies without the written permission of all applicable approving authorities.
- 3.9 As a minimum, design and layout shall meet the scale requirements referred to above in **Section 3.4**. In addition, the following principles shall be adhered to when submitting any utility proposal:
 - 3.9.1 All proposed conduit, transformers, junction boxes, streetlights and other appurtenances are to be clearly represented on the plans.
 - 3.9.2 Designated utility design sheets shall be void of contour lines or symbology that conflicts with plan review by the BEUD.



BEUD CONSTRUCTION SPECIFICATIONS

3.10 LOCATION OF BEUD FACILITIES

- 3.10.1 If the development is a "Subdivision", all BEUD facilities will be located on the front lot line and will be placed 18' from back of curb unless otherwise specified. All risers, transformers, junction boxes will be located on the lot lines and per the BEUD layout. Street lights will be placed at every intersection and per BEUD layout. All conduit sizes will be per the BEUD layout. **DS 1402**
- 3.10.2 All facilities shall be located within a Utility Easement. The easement shall be a minimum 20' in width. DEVELOPER is responsible for coordinating with the other City of Bentonville departments for location of other city utilities.
- 3.10.3 If the development is a "Large Scale Development", the ENGINEER will coordinate with the BEUD for the conduit size, location of the transformer, and meter requirements/location.
- 3.10.4 Any newly constructed structure shall be located 20' away from the face of BEUD 15KV poles and 50' away from face of 69KV/161KV poles unless BEUD approval has been obtained.
- 3.10.5 All cranes, scaffolding, and other construction equipment must maintain a minimum of 10' away from any energized 15KV overhead conductor per current OSHA standards.
- 3.10.6 Contact BEUD at 479-271-3135 before performing ANY grading within 5' of existing or proposed equipment. Failure to contact BEUD will result in charges to Contractor.
- 3.10.7 Any vegetation must be a minimum of 10' away from the closest conductor.
- 3.10.8 Electric meter must be located in line of sight from source device.
- 3.10.9 Concrete/asphalt shall not be placed within 1' of pole unless approved by BEUD. When situation requires concrete/asphalt to be placed in direct contact with pole, contractor shall supply Osmose Pole Wrap CB to wrap pole base to protect against moisture.
- 3.10.10 Residential / commercial style fences, fire hydrants, communications pedestals, and other similar devices must maintain a minimum separation of 5' from poles.
- 3.10.11 Service equipment must be surface mounted on building. Embedding or covering equipment is not allowed.



BEUD CONSTRUCTION SPECIFICATIONS

- 3.10.12 Please refer to Bentonville Subdivision Code Section 1400.12 (as currently amended), Landscaping Location and Utility Clearances, for requirements of tree plantings around buried utility lines and utility equipment.

3.11 PLAN APPROVAL

- 3.11.1 Construction plans shall be submitted to city departments via eTrakit.
- 3.11.2 These proposals shall meet approval by all officials before construction can begin. Prior to construction, the responsible ENGINEER will be required to schedule a pre-construction meeting with the ENGINEERING DEPARTMENT. The CONTRACTOR and/or SUB-CONTRACTORS must attend this meeting.

3.12 PREPARATION OF PLANS

- 3.12.1 All plans, specifications and construction procedures shall conform to the standards as established by the BEUD. All plans and specifications shall be prepared under the supervision of a professional ENGINEER registered in the State of Arkansas. The ENGINEER'S seal and signature shall be affixed to the plans before BEUD approval.

SECTION 4 INSPECTION

- 4.1 This section covers the requirements of inspection for the construction of electric distribution facilities for both "Subdivisions" and "Large Scale Developments".
- 4.2 The Responsible ENGINEER who prepared and submitted the construction plans and specifications shall be responsible for construction layout, general direction, resident inspection and final inspection as described in more detail in the following sections. Continuous project responsibility shall be an express condition of plan approval. The ENGINEER'S responsibility shall extend through final inspection approval.
- 4.3 All electric distribution facilities proposed shall be constructed by a licensed utility CONTRACTOR with the correct classification and inspected by the responsible ENGINEER as defined under definitions. Inspection shall consist of, but not be limited to, periodic visits to the construction site to observe the progress and quality of the executed work to determine if the work is proceeding in accordance with the approved plans and specifications and with the standards set forth by the BEUD. Any defects, deficiencies or irregularities in the work found by the ENGINEER or by the RESIDENT INSPECTOR shall be reported to the CITY INSPECTOR. Such action, as deemed appropriate, and as approved by the DIRECTOR, shall be taken to correct such deficiencies. All work performed, shall at all times be subject to general inspection by the DIRECTOR or representative. The frequency of visits and the



BEUD CONSTRUCTION SPECIFICATIONS

number of hours required for the BEUD personnel shall be governed by the quality of inspection being performed by the ENGINEER and RESIDENT INSPECTOR.

- 4.4 If deemed necessary by the DIRECTOR to insure conformance with the approved plans and specifications, full time resident inspection may be required during all or part of the project and shall be performed by qualified personnel under the direct supervision of the ENGINEER. The name(s) of the RESIDENT INSPECTOR shall be furnished to the BEUD; any changes shall be submitted to the BEUD in writing with all contact information included. It shall be the responsibility of the RESIDENT INSPECTOR to safeguard the BEUD'S interest by checking the construction work for compliance with the approved plans, specifications and other standards. The responsible ENGINEER shall provide an inspector for each location within a project that would use more than one conduit laying crew (e.g. two conduit laying crews on two different sites, two inspectors, one for each site). The CITY INSPECTOR or BEUD representative and the RESIDENT INSPECTOR shall witness all test procedures. The RESIDENT INSPECTOR shall provide a documented report of results, conditions, and time of test to the BEUD for its use and approval. If the CONTRACTOR intends to work outside of the normal work schedule or on a holiday, the RESIDENT INSPECTOR shall be required to be on the job site at all times. **See Section 2.**
- 4.5 ENGINEER shall call for an inspection of primary and secondary trench to ensure proper depth and bedding is placed. ENGINEER shall notify ENGINEERING DEPARTMENT 24 hrs prior to schedule the inspection.
- 4.6 Any defects, deficiencies or irregularities shall be reported to the ENGINEER. A job diary shall be kept, outlining all aspects of the construction project and shall be made available to the BEUD upon request.

SECTION 5 FINAL INSPECTION PROCEDURES

- 5.1 Before acceptance of new construction involving electric distribution systems, a physical site inspection will be scheduled by the CITY ENGINEER referred to as a "Final Inspection".
- 5.2 If the development is a "Subdivision", all lot corners shall be in place and witnessed by a survey marker. Said marker shall bear the number of the respective lot it represents. If lot lines do not coordinate with newly constructed utilities, it shall be the DEVELOPER'S responsibility to make the appropriate adjustments. If said situation exists at time of final inspection, approval shall be withheld until lot lines and utility locations coordinate.



BEUD CONSTRUCTION SPECIFICATIONS

- 5.3 CONTRACTOR shall notify BEUD a minimum of 30 days before electric facilities are required in order for BEUD to coordinate the work. If sufficient time is not given to BEUD, installation of electric facilities will be delayed.
- 5.4 BEUD will deliver the required number of single phase transformer pads to the job site that the contractor will be responsible for installing. Transformer pads must be level and the earth pad compacted to prevent settling of equipment. Conduit shall be stubbed up in the block out in the transformer pad and extend three feet (3') above finished grade and capped per Section 10.2.6 and 10.2.8.
- 5.5 Junction box sleeves and switchgear vaults will be installed by the CONTRACTOR at the location shown on the layout per BEUD.
- 5.6 Street light foundations shall be located per the BEUD layout, level, and the 2" conduit shall be located in the center of the anchor bolt circle. Refer to **DS 1415/1416** for anchor bolt pattern and orientations. DEVELOPER shall pay for streetlights before a PRECON is granted.

SECTION 6 DELINEATION OF RESPONSIBILITIES

- 6.1 This section covers the delineation of responsibilities between the DEVELOPER and BEUD during the construction process.
- 6.2 CONTRACTOR shall be responsible for area at all times prior to acceptance by City. CONTRACTOR shall take all precautions to prevent damage to the existing electrical distribution system by activities of other trades and utilities.
- 6.3 CONTRACTOR is also responsible for any materials that are delivered to job site by BEUD. Once materials are signed for by the CONTRACTOR, they become the responsibility of the CONTRACTOR. BEUD is not responsible for any theft or vandalism of material once delivered.
- 6.4 If the development is a "Subdivision" the DEVELOPER is responsible for the following:
- Trench, provide, and install all conduit runs (primary, secondary, and streetlight)
 - Prepare dirt pad and install prefabricated concrete pads for single phase transformers (provided by BEUD)
 - Install secondary pedestals (provided by BEUD)
 - Install JB Comcast sleeves for any primary junction boxes (provided by BEUD)
 - Prepare earth pad and pour concrete pad for any three phase transformers
 - Provide and install vault for any switchgear
 - Provide stub outs a minimum of 5' from transformers and secondary pedestals to future lots (marked with t post painted red)



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- Provide mule tape per 20.4.8, 2' longer than stub out, secured to conduit cap.
 - Provide streetlight foundations with anchor bolts, nuts, washers, and any associated streetlight conduit
 - Provide 4-mil polyethylene, 3" wide detectable warning tape, red with black lettering, imprinted with "Caution-Buried Electric Cable Below" above conduits
 - Cost of switchgears and streetlights
- 6.5 It is the CONTRACTOR'S responsibility and imperative that all devices be installed at final grade. If device is not installed at final grade, final approval will NOT be given and the CONTRACTOR shall be responsible for correcting all substandard installments.
- 6.6 BEUD responsible items for a "Subdivision":
- BEUD will design the layout of the development (conduit location and size, device location, street light location, etc.) during the preliminary plat process
 - BEUD will deliver all equipment to the job site that the DEVELOPER is responsible for installing
 - Once development has been inspected and accepted by BEUD and approved by CITY COUNCIL, BEUD will install wire and devices and energize equipment.
 - BEUD will install street lights once they have been paid for by DEVELOPER. Street lights must be paid for before PRECON
- 6.7 DEVELOPER responsible items for a "Large Scale Development":
- All items applicable to "Subdivision", **See section 6.4.**
 - Metering installations. Type of meter will be coordinated during the Large Scale Development Submittal Process
 - DEVELOPER shall pay for 100% of the required street lights
- 6.8 BEUD responsible items for a "Large Scale Development":
- All items applicable to "Subdivision", **See section 6.6.**
 - Meter installations. Type of meter will be coordinated during Large Scale Development Submittal Process
 - BEUD will install street lights once they have been paid for by DEVELOPER. Streetlights must be paid for before PRECON.



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SECTION 7 GENERAL REGULATIONS FOR CONSTRUCTION PURPOSES

- 7.1 This section outlines minimum construction procedures and standards for the installation of electric distribution systems.

7.2 UNDERGROUND UTILITY NOTIFICATION

- 7.2.1 It is the CONTRACTORS responsibility to notify "Arkansas One-Call" (811) two days in advance of any excavation. Location of utility requests for surveying purposes will be charged to the requesting party. A notice of at least 2 working days (normal work schedule) should be expected before locates are performed by the BEUD or BEUD contractor.

7.3 ELECTRIC OUTAGES

- 7.3.1 In the event that the CONTRACTOR must have the electric out of service, the CONTRACTOR shall notify the BEUD of impending loss of service at least 72 hours in advance. All shutdowns shall be coordinated and scheduled by the BEUD.

7.4 TRENCH DEWATERING

- 7.4.1 The CONTRACTOR shall install dewatering systems as necessary that will be required to construct the proposed utilities in a manner that will prevent groundwater contamination. Must meet current City of Bentonville Storm Water Regulations.

7.5 LOCATION, ALIGNMENT AND GRADE

- 7.5.1 The conduit, junction boxes, switchgears, transformers, street lights and other appurtenances shall be constructed to conform to the location, line size, material, and grades specified or as shown on the Plans.
- 7.5.2 Horizontal and vertical control points will be established along or adjacent to the construction area. It shall be the responsibility of the CONTRACTOR to make necessary measurements from these control points in order to maintain the proper alignment and grade of the structures. The CONTRACTOR shall preserve all stakes and markers established by the ENGINEER.

7.6 PUBLIC TRAVEL

- 7.6.1 The CONTRACTOR shall plan and execute the work to assure minimal interference with normal flow of traffic and pedestrians.



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- 7.6.2 The CONTRACTOR shall be responsible for making provisions for the safe and free passage of persons and vehicles over or around the construction site, both during and after working hours. Such provisions shall be satisfactory with the BEUD, State, County or local authority having jurisdiction within the area of work.
- 7.6.3 The CONTRACTOR shall notify applicable State, County or local authority before closing or obstructing any public highway, street or road. When state highways that are within the City of Bentonville are to be blocked or obstructed, the CONTRACTOR shall obtain an approved barricade plan from the authority having jurisdiction so that any traffic can be maintained over any construction work in a public highway, street or road. If traffic cannot be maintained on the alignment of the original roadbed or pavement, the CONTRACTOR shall maintain a detour around the construction area. Such detours shall be satisfactory with the BEUD, State, County or local authority.
- 7.6.4 The CONTRACTOR shall provide and maintain necessary barricades, signs, lights, personal safety equipment, and markers around the construction area to avoid any property damage or personal injury. The CONTRACTOR shall also provide qualified flagmen to direct traffic while working upon a highway, street or road over which traffic must pass.
- 7.6.5 Excavated areas within the traffic lanes of highways, streets or roads and pedestrian walkways shall be backfilled and compacted with SB2 immediately following conduit installation and the area opened to traffic. Repairs shall be made according to current City of Bentonville street specifications.
- 7.6.6 The CONTRACTOR shall make the same provisions as described in **Section 7.6.2** for the passage of vehicular and pedestrian traffic between private property and public highways, streets and roads or other provisions that are satisfactory to the BEUD and the property owners involved.
- 7.7 **SURFACE & SUBSURFACE STRUCTURES LOCATION AND PROTECTION**
- 7.7.1 The BEUD does not guarantee the accuracy or correctness of locations of subsurface structures. It shall be the responsibility of the CONTRACTOR to satisfy himself as to the actual location and nature of subsurface structures.
- 7.7.2 The CONTRACTOR shall make necessary exploratory excavations to determine the location of underground structures such as pipes, drains, conduits, and other structures. The CONTRACTOR shall be responsible for contacting the respective utility of such structures before excavating in the vicinity of these structures and shall be guided by their instructions.



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- 7.7.3 The CONTRACTOR shall provide adequate protection and support for all surface and subsurface structures or other facilities encountered during the progress of the work. Whenever such structures or facilities are in the same location as the proposed conduit or appurtenances thereto, the CONTRACTOR shall relocate or reconstruct or cause to be relocated or reconstructed, the structure or facility to the satisfaction of the BEUD and utility facility owner. Whenever requested by the BEUD or utility owner, the CONTRACTOR shall provide drawings and other plans for supporting or otherwise safeguarding surface and subsurface structures or other facilities which, in the opinion of the BEUD, or utility or facility owner, may be damaged as a result of the CONTRACTOR'S work.
- 7.7.4 The CONTRACTOR shall not stop or impede the flow in any pipe, sewer, surface or subsurface drain without making provisions for diverting the flow to the satisfaction of the BEUD.
- 7.7.5 If any utility facility or structure is damaged during the progress of the work, the CONTRACTOR shall immediately notify the appropriate owner. Repairs shall not be made by the CONTRACTOR without the prior approval of the utility facility or structure owner. The CONTRACTOR shall pay utility owners for the cost of repairing, relocating or replacing any facilities damaged by the CONTRACTOR. In addition, the CONTRACTOR shall provide all assistance available to the utility involved in making repairs under emergency conditions.
- 7.7.6 The CONTRACTOR shall not open any BEUD device.
- 7.7.7 All existing transformers, junction boxes, services, and appurtenances shall be blocked or tied in such manner so as to prevent displacement before excavating around these appurtenances.
- 7.8 PROTECTION OF VEGETATION**
- 7.8.1 The CONTRACTOR shall not remove or disturb any vegetation except that required for the execution of the work.
- 7.8.2 Unless otherwise specified in these specifications or in the plans, the CONTRACTOR shall replace all sod, shrubs, bushes, trees, and flowers disturbed or removed, that are located upon improved or landscaped public and private property. The CONTRACTOR shall replant vegetation and re-landscape or cause such to be performed throughout the work area as soon as possible after the water lines and appurtenances have been installed. All vegetation damaged during or after removal shall be replaced with healthy vegetation of the same kind or type. All plants shall be replanted in the original location. The CONTRACTOR shall maintain all such replanted vegetation by the application of water, fertilizers and topsoil. The vegetation shall be cultivated to prohibit the growth of foreign vegetation until a "well developed"



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root system has been established and transplanted vegetation has overcome the "shock" resulting from transplanting. If any vegetation dies or becomes unhealthy, it shall be replaced by the CONTRACTOR. The contour of the ground shall be left as near the original contour as possible.

- 7.8.3 The CONTRACTOR shall stabilize all areas where ground surface has been disturbed by electric distribution construction activities to as good or better condition. The BEUD shall approve the method of stabilization.

7.9 EXCAVATION AND PREPARATION OF TRENCH

- 7.9.1 The CITY INSPECTOR and "Arkansas One-Call System" shall be contacted before excavation shall begin.
- 7.9.2 All trench excavation side walls greater than 5' in depth shall be sloped, shored, sheeted, braced or otherwise supported by means of sufficient strength to protect the workers within them in accordance with the applicable rules and regulations established for construction by OSHA.
- 7.9.3 The trench shall be excavated to the alignment and grade specified and only so far in advance of the conduit placement as the BEUD shall permit. Trenches along public streets or roads shall be limited to 300' or less, or as permitted by the governmental authority having jurisdiction. The BEUD may reduce this limit in congested areas.
- 7.9.4 All trenches shall be backfilled immediately after proper installation of the conduit, warning tape, embedment, and appurtenances.
- 7.9.5 The trench width may vary and depend upon the depth and the nature of the excavated material encountered. The trench shall be of ample width to permit the conduit to be laid and connected properly and the backfill to be placed and compacted properly. Boulders, large stones, and other rock formation shall be removed to provide a clearance of at least 6" on each side of conduit.
- 7.9.6 The bottom of the trench shall be prepared so as to provide a uniform and continuous bearing and support for the conduit on solid undisturbed or compacted soil. The trench shall be excavated to at least the depth specified as follows beyond the specified grade when the following described conditions exist:
- 7.9.6.1 When the bottom of the trench is at sub-grade and is found to be unstable or includes ashes, cinders, refuse, other organic material, or large pieces of inorganic material, that, in the judgment of the BEUD, should be removed, the CONTRACTOR shall remove all such material to the extent required by the BEUD.



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- 7.9.6.2 When the excavation is carried below or beyond that specified or required due to conditions described in **Section 7.9.6.1**, the CONTRACTOR shall backfill the trench to the proper grade with approved backfill material specified by the BEUD, unless permitted by the BEUD to install the lines and appurtenances at the undercut grade. The backfill shall be accomplished in accordance with that specified by the DEPARTMENT or elsewhere herein.
- 7.9.7 The use of trench-digging machinery will be permitted except in places where operations of same will cause damage to trees, buildings, or other existing structures above or below the ground; in which case hand methods shall be employed.
- 7.9.8 Blasting for excavation will be permitted only after the CONTRACTOR secures the approval of the Fire Department and BEUD, and only when proper precautions are taken for the protection of persons and property. The Fire Department will approve the hours of blasting. Any damage caused by blasting shall be repaired by the CONTRACTOR at their expense. The method of transporting, handling, and storage of explosives and blasting procedure shall conform to Federal Regulations, local and state laws, municipal ordinances and shall be approved by the Fire Department in advance.
- 7.9.9 The CONTRACTOR shall comply with all federal, state and local laws or ordinances with respect to obtaining permits, the deposit of bonds, and all other provisions of such laws and ordinances.
- 7.9.10 In order to prevent caving when excavating in sand, gravel, sandy soil, or other unstable material the trench shall be adequately sheeted and braced. Where sheeting and bracing is used, the trench width may be increased accordingly. Trench sheeting shall remain in place until the conduit has been laid and jointed. Where slides or cave-ins occur, the CONTRACTOR shall, at his expense, provide proper bedding and support for the conduit to maintain line and grade.
- 7.9.11 All excavated material stored on the job site shall be stockpiled in a manner which will avoid blocking driveways, streets or sidewalks, and will not endanger workers, pedestrians or travelers. Gutters shall be kept clear or other satisfactory provisions shall be made for street drainage. If local conditions permit their re-use, all surface materials suitable for re-use in restoring the surface shall be kept separate from the general excavation material. Excess material and debris shall be removed promptly.
- 7.9.12 The CONTRACTOR shall remove the minimum amount of street, driveway, sidewalk, parking lot, or other pavement required to permit installation of the lines or appurtenances as approved and scheduled with the BEUD. The City of Bentonville Street Department shall require a saw cut for all pavement surfaces in straight lines before removal by the CONTRACTOR.



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- 7.9.13 The CONTRACTOR shall maintain all temporary surfaces in good condition until permanent repairs are complete.
- 7.10 BORING REGULATIONS AND PROCEDURES**
- 7.10.1 The CONTRACTOR shall inspect the location where encasement structures are to be installed and become familiarized with the conditions under which the work will be performed and with all necessary details as to the orderly prosecution of the work. The omission of any details in the Plans and Specifications for the satisfactory installation of the work in its entirety, which may not appear herein, shall not relieve the CONTRACTOR of full responsibility.
- 7.10.2 The CONTRACTOR shall satisfy themselves of soil conditions by means they deem necessary; i.e., exploratory boring or exploratory pit excavations at tunnel ends. All such exploratory work shall be done in such a manner as to not jeopardize highway or railroad fill, and shall be satisfactorily backfilled and restored.
- 7.10.3 The size structure as shown on the Plans is considered as the "minimum acceptable size". If the CONTRACTOR deems that it would be to his advantage to install a larger structure, he may do so subject to the approval of the BEUD.
- 7.10.4 Encasement structures shall be installed at the grades and alignment shown on the Plans. Deviation shall be permitted only on approval of the BEUD.
- 7.10.5 When indicated by drawings and specifications, all street, road and highway crossings for water, sewer, or electric installed by the jacking and boring methods shall be in accordance with AHTD standards. Permits for all bores shall be obtained through the Street Department. Refer to permits and licenses **Section 7.10.12**
- 7.10.6 Excavation of approach pits and trenches within right-of-way of street, road or highway shall be of sufficient distance from paving to permit traffic to pass without interference. Tamp backfill for approach pits and trenches within right-of-way in layers not greater than 6" thick for entire length and depth of trench or pit. Compact backfill to 95% of maximum density obtained at optimum moisture as determined by **AASHTO T 180-57, Method A**. Mechanical tampers may be used after cover of 12" to 18" has been obtained over top of conduit.
- 7.10.7 All holes bored shall be bored to proper alignment and grade to within 2" of same diameter as largest outside joint diameter of conduit installed. All conduits shall be installed immediately after a bore has been completed. In no instance shall a bore hole be left open while unattended.
- 7.10.8 In the event subsurface operations or any other construction operation results in failure or damage to pavement or any other City of Bentonville utility appurtenance,



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the CONTRACTOR shall repair or replace disturbed or broken area or utility appurtenance at no cost to the City of Bentonville.

- 7.10.9 Steel casing welds shall be full penetration single butt-welds in accordance with **AWWA C-205 and AWS D7-0-62.**
- 7.10.10 CONTRACTOR shall use Polywater Bonduit conduit adhesive for any HPDE to PVC joints. Use of PVC to HDPE quick connect coupling is acceptable if first approved by BEUD.
- 7.10.11 HDPE pipe shall be SDR 13.5 or equivalent. Any other sizes or types must be approved by BEUD prior to use.
- 7.10.12 Contact BEUD Street Department at (479) 271-3130, option 1 to obtain a Right-of-Way permit for any work that takes place in the City of Bentonville Right-of-Way. Please allow 48 hours for review and additional fees may be required.

7.11 WORK PERFORMED BY BEUD

- 7.11.1 See **Section 6** for the delineation of work performed by the CONTRACTOR and work performed by BEUD.
- 7.11.2 If damage occurs to the existing electric distribution systems during construction, the BEUD, with its labor forces, will make all repairs to these systems. The CONTRACTOR shall be responsible for reimbursing BEUD for the cost of labor, equipment, materials and overhead.
- 7.11.3 If the BEUD assists the CONTRACTOR for any reason, the CONTRACTOR shall pay for the cost of this assistance, based on the cost of labor, equipment, materials and overhead.

7.12 CONFINED SPACES

- 7.12.1 The CONTRACTOR'S attention is called to the requirements for entry into confined spaces as defined by the Current Edition of the **OSHA Standard for Permit Required Confined Spaces, 29 CFR 1910, and Subpart J, which is specifically incorporated herein by reference.**
- 7.12.2 CONTRACTOR'S responsibilities for entry into any Permit Required Confined Space are:
 - (a) CONTRACTOR shall obtain from BEUD any available information regarding any hazards of entry operations for a Permit Required Confined Space.



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- (b) When both BEUD and CONTRACTOR'S personnel are to work in or near a Permit Required Confined Space, CONTRACTOR shall coordinate such work with BEUD (as required in **29 CFR 1910, Subpart J**).
- (c) CONTRACTOR shall inform BEUD of type of Permit Required Confined Space Program used by his employees.
- (d) CONTRACTOR shall inform BEUD of any hazards confronted or created in a Permit Required Confined Space.
- (e) CONTRACTOR is responsible for having knowledge of and complying with all requirements of **29 CFR 1910, Subpart J**.

7.13 PUBLIC EMPLOYEES RIGHT TO KNOW ACT

- 7.13.1 The CONTRACTOR'S attention is called to the requirements of the **Hazard Communication Standard adopted by OSHA in 29 CFR 1910.1200 and State of Arkansas Act 556 of 1991, Ark. Code Ann. Sec 8-7-1101 et. Seq.: Public Employees Chemical Right to Know Act.**
- 7.13.2 The CONTRACTOR shall provide to the BEUD a list of all hazardous chemicals and a copy of appropriate Material Safety Data Sheet (MSDS) brought onto property. This information shall be supplied to the BEUD prior to any work being started.
- 7.13.3 The BEUD will provide the CONTRACTOR a list of hazardous chemicals at any City of Bentonville facility where work is being performed. The location and MSDS information prior to work being started will be provided. The CONTRACTOR will be responsible for disseminating the information to its employees.
- 7.13.4 The CONTRACTOR is reminded that other obligations are imposed upon employers by the above Standard and Act.

7.14 CLEAN-UP OF JOB SITES

- 7.14.1 The CONTRACTOR shall remove all materials, equipment, tools, temporary structures, barricades, trees and other vegetation that have been cut or have died as a result of the work from both public and private property along the job site. There shall be no burning on the job site unless approved, in advance, by the Fire Department.



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SECTION 8 GENERAL INSTALLATION INFORMATION AND PROCEDURES

- 8.1 The purpose of this specification is to outline the minimum requirements for the installation electric distribution systems.

8.2 CONDUIT EMBEDMENT

- 8.2.1 This section covers materials used for embedment of Primary, Secondary and CIC Conduit.
- 8.2.2 Unless otherwise specified herein or shown on the plans, embedment materials shall be restricted to **Class #67** type bedding.
- 8.2.3 For PRIMARY conduit, total cover shall be 48" from top of conduit to finished grade. Primary ditch shall have 6" of bedding directly over conduit and 4" of bedding below conduit.
- 8.2.4 For SECONDARY conduit, total cover shall be 24" from top of conduit to finished grade. Secondary ditch shall have 6" of bedding directly over conduit. Bedding is not required below secondary conduit.
- 8.2.5 For CIC applications, total cover shall be 48" from top of conduit to finished grade. CIC ditch shall have 18" of bedding directly over conduit. Bedding is not required below CIC conduit.
- 8.2.6 CONTRACTOR must provide proof of material to match required specifications.

8.3 COMPACTION

- 8.3.1 All conduit backfill and soil under transformer pads shall be placed in layers of appropriate thickness and compacted using a mechanical, hydraulically-powered vibratory trench compactor or other equivalent equipment. Trench or transformer earth pad backfill is subject to density test as deemed necessary.
- 8.3.2 In areas where the trench crosses a street, parking lot or driveway, SB-2 crushed stone trench backfill shall be compacted to a minimum of 95% of that of the adjacent soils. **(ASTM D1557-78)**. A minimum of one compaction test per crossing is required.
- 8.3.3 Ditch line compaction shall follow immediately after trench backfill. Topsoil shall be placed and shaped leaving the ditch line slightly rounded above existing grade.



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SECTION 9 ELECTRIC DISTRIBUTION SYSTEM GENERAL INFORMATION

- 9.1 All trenching shall comply with federal, state, and local regulations.
- 9.2 All primary conduit runs shall have a minimum of 48" of cover from the top of conduit to final grade. All secondary and streetlight conduits shall have a minimum of 24" of cover from the top of conduit to final grade. **DS 1403 & 1404**
- 9.3 When 48" depth for primary conduit cannot be achieved due to field conditions, red dyed concrete shall be installed around the full length of conduit that cannot achieve proper depth. Refer to 10.11.9 for full specifications regarding red dyed concrete.
- 9.4 4-mil polyethylene, 3" wide detectable warning tape, red with black lettering, imprinted with "Caution – Buried Electric Cable Below" shall be placed 18" above primary conduit and 12" above secondary conduit.
- 9.5 Trench shall be excavated at the location indicated on BEUD's approved electrical design drawing(s). In certain instances, BEUD may choose to stake the trench location at the site.
- 9.6 BEUD will not accept responsibility for any trenching done prior to obtaining BEUD's approved electric design drawing(s) and/or field indication of the trench location.
- 9.7 The DEVELOPER must notify BEUD of the schedule for trenching and backfilling to coordinate cable installation by BEUD.
- 9.8 Transformers shall be located in accordance with applicable insurance regulations and fire codes. **DS 1410**

SECTION 10 ELECTRIC DISTRIBUTION MATERIALS

- 10.1 These material specifications are intended to set a standard of quality and design for all materials used in the construction of electric distribution and appurtenances. Materials shall be of types listed in these specifications. Materials not specifically authorized in these specifications are forbidden for use in the system unless prior approval is obtained in writing from the DIRECTOR.



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10.2 CONDUIT

- 10.2.1 Developer shall provide and install the conduit in accordance with the layout provided on BEUD's approved electrical layout drawings. Any changes to the layout must be approved by DIRECTOR in writing prior to installation.
- 10.2.2 The size and number of conduits shall be specified on the layout drawings. All conduits shall be furnished and installed by the CONTRACTOR. Additional conduits may be required for the occupancy of the other utilities.
- 10.2.3 All conduit runs shall be schedule 40, electrical grade, rigid PVC, non metallic and of standard trade size (2", 3", 4", 5" or 6").
- 10.2.4 Primary conduit elbows must be long sweep 48" radius sweep minimum for 3" & 4" conduit and a 60" radius sweep for 5" and 6" conduit. All secondary conduit elbows shall be short sweep
- 2" conduit - 9.5" radius, 3" conduit - 13" radius, 4" conduit - 16" radius
- 10.2.5 Conduit shall be run in a straight and level path. There shall be no abrupt changes in conduit direction, (elevation or sideways) except for bends at pad mounted equipment and for turning-out service lateral conduits to lots or as required per the electric layout. Spacers shall be used where necessary to maintain direction, plumb or spacing of conduit.
- 10.2.6 All joints are to be cemented and both ends of the run are to be capped (but not glued) with industry approved PVC cap (NO DUCT TAPE) to ensure the conduit remains clean and dry. The ends shall be marked at a point above final grade with a t-post painted red.
- 10.2.7 A 1,250-lb mule tape shall be installed by the CONTRACTOR for BEUD use in ALL conduit runs 600 ft and over. Mule tape shall be secured on each end of the run. CONTRACTOR shall correct any failure of the mule tape.
- 10.2.8 When mule tape is provided, approved conduit cap shall be Cantex poly plug with pulling eye (Part #5315258 – 2", 5315260 – 3", 5315262 – 4"). Secure mule tape to pulling eye on conduit cap before placing cap on conduit. For all other conduits, provide conduit caps per 10.2.6
- 10.2.9 CONTRACTOR shall pull a mandrel through each conduit to check and clear blockage. Mandrel shall be furnished by CONTRACTOR.
- 10.2.10 All primary conduits and stub-ups shall be identified with red spray paint before backfill of ditches and stub-ups shall be 90° to the ground. **DS 1419C**



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- 10.2.11 For applications approved and designed by BEUD, CIC conduit may be installed for PRIMARY. The following are guidelines that determine feasibility to use CIC
- Single phase applications only
 - Maximum length of 600' between devices
 - Contractor must have personnel on site available to assist with CIC installation.
 - Contractor must provide one week's notice to schedule BEUD to install CIC.

- 10.2.12 No heated bends shall be used in any run of primary or secondary conduit.

10.3 SINGLE PHASE TRANSFORMER PADS LESS THAN 100 KVA

- 10.3.1 BEUD will deliver the required number of single phase transformer pads to the job site to be installed by the CONTRACTOR. Pads will be shipped to one location designated by CONTRACTOR, not each transformer location, and CONTRACTOR shall assist in unloading of the pads. Pads will be delivered within 5 working days from notification to BEUD.
- 10.3.2 Soil (or Class 67 bedding) beneath transformer pad shall be properly compacted to prevent settling of equipment. CONTRACTOR is responsible for ensuring level pads are prepared.
- 10.3.3 Transformer pad opening shall face house. From the house side, primary conduit shall be stubbed up in the opening on the right hand side and secondary conduit shall be stubbed up in the opening on the left hand side. Conduits shall extend three feet (3') above finished earth grade and capped (but not glued) off to prevent debris from entering conduit. Only approved conduit caps will be allowed (NO DUCT TAPE). **DS 1405 & 1406**
- 10.3.4 CONTRACTOR shall stub out service conduits a minimum of 5' from transformer in the direction of future structure. See detail **DS-1405** for minimum distance stub out shall be located from property line. Provide mule tape per 20.4.8, 2' longer than stub out, secured to conduit cap. Conduits shall be marked below grade with a red t-post. Refer to Sec. 6.4

- 10.3.5 There shall be a 120" x 42" clear work area on the access side of the transformer.

- 10.3.6 BEUD will provide and install transformer and associated wiring / terminations.

10.4 SINGLE PHASE TRANSFORMER PADS 100 KVA AND LARGER

- 10.4.1 BEUD will deliver the required number of single phase transformer pads to the job site to be installed by the CONTRACTOR. Pads will be shipped to one location



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designated by CONTRACTOR, not each transformer location. Pads will be delivered within 5 working days from notification to BEUD

- 10.4.2 Soil (or Class 67 bedding) beneath transformer pad shall be properly compacted to prevent settling of equipment. CONTRACTOR is responsible for ensuring level pads are prepared.
- 10.4.3 Transformer pad opening shall face house. From house side, primary conduit shall be stubbed up in the opening on the right hand side and secondary conduit shall be stubbed up in the opening on the left hand side. Conduits shall extend three feet (3') above finished earth grade and capped (but not glued) off to prevent debris from entering conduit. Only approved conduit caps will be allowed (NO DUCT TAPE). **DS 1405 & 1407**
- 10.4.4 CONTRACTOR shall stub out service conduits a minimum of 5' from transformer in the direction of future structure. See detail DS-1405 for minimum distance stub out shall be located from property line. Provide mule tape per 20.4.8, 2' longer than stub out, secured to conduit cap. Conduits shall be marked below grade with a red t-post. Refer to Sec. 6.4
- 10.4.5 There shall be a 120" x 48" clear work area on the access side of the transformer.
- 10.4.6 BEUD will provide and install transformer and associated wiring / terminations.

10.5 45-1000 kVA THREE PHASE TRANSFORMER PADS

- 10.5.1 CONTRACTOR shall supply an 84" x 96" x 18" thick reinforced concrete pad with a 54" x 18" opening. **DS 1408**
- 10.5.2 Soil (or Class 67 bedding) beneath transformer pad shall be properly compacted to prevent settling of equipment. CONTRACTOR is responsible for ensuring level pads are prepared.
- 10.5.3 All concrete forms and related conduits must be inspected prior to pouring. CONTRACTOR shall call ENGINEERING DEPARTMENT 24 hours in advance to schedule an inspection.
- 10.5.4 Concrete pad must be a slick finish. A broom finish will not be accepted.
- 10.5.5 Primary conduit shall be stubbed up in the opening on the primary side and secondary conduit shall be stubbed up in the opening on the secondary side (compartments are not equal size). Conduits shall extend three feet (3') above finished earth grade and capped (but not glued) off to prevent debris from entering conduit. Only industry approved conduit caps will be allowed (NO DUCT TAPE). **DS 1408**



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- 10.5.6 CONTRACTOR shall provide a 12" long #4 rebar stubout in the terminal compartment.
- 10.5.7 All forms or lifting eyes, inside and out, are required to be removed upon completion.
- 10.5.8 Finished grade shall be 3" below the top of the transformer pad and graded away from the pad.
- 10.5.9 There shall be a 120" x 84" clear work area on the access side of the transformer.
- 10.5.10 BEUD will provide and install transformer and associated wiring / terminations. If CT Metered, see Metering Section for delineation of responsibilities.

10.6 1500-2500 kVA THREE PHASE TRANSFORMER PADS

- 10.6.1 CONTRACTOR shall supply an 84" x 96" x 18" thick reinforced concrete pad with a 58" x 18" opening. **DS 1409**
- 10.6.2 Soil (or Class 67 bedding) beneath transformer pad shall be properly compacted under to prevent settling of equipment. CONTRACTOR is responsible for ensuring level pads are prepared.
- 10.6.3 All concrete forms and related conduits must be inspected prior to pouring. CONTRACTOR shall call ENGINEERING DEPARTMENT 24 hours in advance to schedule an inspection.
- 10.6.4 Concrete pad must be a slick finish. A broom finish will not be accepted.
- 10.6.5 Primary conduit shall be stubbed up in the opening on the primary side and secondary conduit shall be stubbed up in the opening on the secondary side (compartments are not equal size). Conduits shall extend three feet (3') above finished earth grade and capped (but not glued) off to prevent debris from entering conduit. Only approved conduit caps will be allowed (NO DUCT TAPE). **DS 1409**
- 10.6.6 CONTRACTOR shall provide a 12" long #4 rebar stubout in the terminal compartment.
- 10.6.7 All forms or lifting eyes are required to be removed upon completion.
- 10.6.8 Finished grade shall be 3" below the top of the transformer pad and graded away from the pad.
- 10.6.9 There shall be a 120" x 84" clear work area on the access side of the transformer.



BEUD CONSTRUCTION SPECIFICATIONS

- 10.6.10 BEUD will provide and install transformer and associated wiring / terminations. If CT Metered, see Metering Section for delineation of responsibilities.

10.7 SWITCHGEAR VAULTS

- 10.7.1 CONTRACTOR shall provide a 116" x 76" x 72" deep reinforced concrete box, with a 126" x 86" x 12" deep (with a 90" x 50" opening centered in the footing) reinforced footing. Footing shall be reinforced with #4 @ 12" each way. **DS 1420**
- 10.7.2 Class 67 bedding shall extend from the bottom of vault holes (to support the conduit entering the vault) to 12" below concrete footing.
- 10.7.3 CONTRACTOR shall install sealant between foot and bottom section of vault as well as between top and bottom section of vault to help prevent moisture from entering vault.
- 10.7.4 Finished grade shall be 6" below the top of the vault and the surrounding area must be graded to drain away from the vault.
- 10.7.5 Vault holes shall be 8" diameter and arranged per **DS 1420**. Developer shall individually cover unused conduit holes with wafer board or plywood. No industrial adhesive will be allowed to secure board to vault.

10.8 JUNCTION BOX SLEEVES

- 10.8.1 All primary junction boxes, single phase or three phase, require a Comcast sleeve to be installed under the equipment. **DS 1411 - 1413**
- 10.8.2 BEUD will deliver the required number of junction box sleeves to the job site to be installed by the CONTRACTOR. Sleeves will be delivered within 5 working days from notification to BEUD.
- 10.8.3 Location of the concrete sleeves shall be placed per BEUD's approved layout.
- 10.8.4 Finished grade shall be 3" below the top of the vault and the surrounding area must be graded to drain away from the vault.
- 10.8.5 There shall be a 120" x 78" clear work area on the access side of the junction box.
- 10.8.6 BEUD will provide and install junction boxes and associated wiring / terminations.



BEUD CONSTRUCTION SPECIFICATIONS

10.9 SECONDARY PEDESTALS

- 10.9.1 BEUD will deliver the required number of secondary pedestals to the job site to be installed by the CONTRACTOR. Pedestals will be delivered within 5 working days from notification to BEUD. **DS 1414**
- 10.9.2 Pedestals shall be buried to a depth of 17" from the base of the pedestal.
- 10.9.3 Conduit shall be cut off 4" above floor grade of secondary pedestal to allow room for training wire to terminal blocks of pedestal.
- 10.9.4 Backfill around secondary pedestal may be native soil, but must not contain any rocks greater than 4" in diameter. Bottom of hole must be filled with 3" of Class 67 stone.
- 10.9.5 CONTRACTOR shall stub out service conduits a minimum of 5' from pedestal in the direction of future structure. See detail **DS-1414** for minimum distance stub out shall be located from property line. Provide mule tape per 20.4.8, 2' longer than stub out, secured to conduit cap. Conduits shall be marked below grade with a red t-post. Refer to Sec. 6.4

10.10 STREET LIGHT FOUNDATIONS

- 10.10.1 CONTRACTOR will install streetlight foundations according to the BEUD's approved electrical design layout.
- 10.10.1 If the development requires "Residential Street Lights", the foundations shall meet the following requirements:
- Streetlights will be placed at most intersections, at mid-block, and where specified by BEUD, not to exceed 400 lf between lights.
 - Street lights will be placed in the center of the 5-foot green space, or 30" behind back of curb on lot line to center of light base.
 - Streetlight foundations shall be installed per **DS 1415**
- 10.10.3 If the development requires "Commercial Street Lights", the foundations shall meet the following requirements:
- Street lights will be placed at most intersections, and where specified by BEUD.
 - Street lights will be placed in the center of the 5-foot green space, or 30" behind back of curb on lot line.
 - Streetlight foundations shall be installed per **DS 1416**
- 10.10.5 In cases where BEUD deems that it is not possible to install the 22' decorative poles due to clearance issues with existing overhead powerlines, the City will provide a cobra head fixture on a wood pole at no cost to the developer.



BEUD CONSTRUCTION SPECIFICATIONS

- 10.10.6 Any exceptions, alterations or variances to the street light standards and specs must be pre-approved by DIRECTOR.

10.11 CONCRETE STANDARDS

- 10.11.1 All concrete shall be 3,500 psi at 28 days. 1:2:4 mixture with 6 gal. max water content per sack of cement.
- 10.11.2 Portland Cement conforming to **ASTM C150, Type 1**, shall be used unless BEUD approves the use of other types.
- 10.11.3 Water used shall be clean and free from injurious amounts of oil, acids, alkalis, salt, organic matter, or other deleterious substances.
- 10.11.4 Fine aggregate shall consist of clean, sound, properly graded sand conforming to **ASTM Standard C33 uniformly graded from 100% passing the 3/8" sieve to not more than 8% passing the Number 100 sieve.**
- 10.11.5 Coarse aggregate shall conform to **ASTM Standard D289**. Coarse aggregate may be either of two sizes, 1 1/2" and smaller or 3/4" and smaller.
- 10.11.6 Reinforcing shall be #4 at 12" each way, with a 12" #4 stubout in the terminal compartment for grounding.
- 10.11.7 Top of foundation to be a minimum 3" above finished grade and troweled to a slick finish. A broom finish will NOT be allowed.
- 10.11.8 All forms shall be removed before electric items are placed.
- 10.11.9 Red colored concrete encasement (when conduit depth for primary or secondary cannot be achieved) shall utilize a red pigment integrally mixed into the concrete. Concrete encasement is not required for service conduit. Refer to **DS-1404**
- 10.11.9.1 Dry shake or broadcast coloring agents are not to be used.
- 10.11.9.2 To achieve a "red" concrete using red dye (iron oxide), a mixture of 100 pounds per 8 cubic yards of concrete is required.
- 10.11.9.3 Provide 6" of concrete over primary conduit and extend 6" to either side of conduit.

PART II



BEUD SERVICE GUIDELINES

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BEUD SERVICE GUIDELINES

SECTION 20 GENERAL INFORMATION

20.1 GENERAL NOTES

- 20.1.1 Where conflicts exist between this document and other applicable codes, the more stringent document shall apply.
- 20.1.2 Bentonville Electric Utilities Department will be referred to as BEUD throughout the remainder of this document.
- 20.1.3 Bentonville Building Inspections Department will be referred to as BI throughout the remainder of this document.
- 20.1.4 CONTRACTOR and CUSTOMER shall be interpreted as being interchangeable throughout the remainder of this document.
- 20.1.5 Contact Information for relevant departments / individuals:
 - a. BEUD – (479) 271-3135
 - b. BI – (479) 271-3125
 - c. Warehouse – (479) 271-3145
 - d. New Service Coordinator – (479) 271-3139
- 20.1.6 All work to be in accordance with latest version of National Electric Code and all City of Bentonville codes.
- 20.1.7 BEUD reserves the right to deem any rework of an existing installation acceptable based on existing field conditions.
- 20.1.8 Before beginning any underground work in the City of Bentonville, contact Arkansas One Call at 811 for locates of existing underground utilities.
- 20.1.9 All inspections to be scheduled by BI (479-271-3125). BEUD will inspect and approve all yard lines, ditches, and temporary / permanent meter bases. BEUD will only set meter after approval of all inspections.
- 20.1.10 If service fails inspection, a red sticker will be applied to indicate need for re-inspection. Refer to **Section 20.6** for re-inspection fees.
- 20.1.11 Contact New Service Coordinator at 479-271-3139 to set up an on-site meeting prior to beginning work for any work on a service not located in a residential subdivision. Examples of this scenario would include:
 - a. Where service will be coming from an overhead single phase transformer.
 - b. For any single phase service coming off of a 120/208V 3-phase transformer bank.
 - c. For any multi-unit building that will require more than one meter



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- 20.1.12 A licensed electrician shall perform all work.
- 20.1.13 The minimum size meter base allowed by BEUD for permanent service is 200A (a 100A main breaker in a 200A meter base is acceptable.)

20.2 GROUNDING

- 20.2.1 All non-current carrying metallic parts to be effectively grounded.
- 20.2.2 CUSTOMER to furnish and install two (2) 5/8" x 8' driven ground rods, copper or copper clad in two (2) locations per NEC 250.53(A)(2). A UFER ground is an acceptable alternative to installing one (1) of the two (2) required ground rods. The UFER connection must be located adjacent to meter/main combo. The exposed UFER conductor is required to be a 5/8" x 8' copper/copper clad ground rod or #4 bare copper conductor. UFER ground must be ground rod or #4 bare copper. Rebar is not acceptable as a UFER grounding conductor.
- 20.2.3 Upper ends of ground rods shall be located below grade, but must be accessible for inspection. Ground rods shall be covered after inspection.
- 20.2.4 Ground rods shall be installed a maximum of 18" away from building veneer.
- 20.2.5 Connections to ground rods shall be made with 5/8" copper ground rod clamps. Clamps must be UL listed for direct burial in earth or concrete.
- 20.2.6 Ground rods to be connected by solid copper wire buried a maximum of 6" above base of footer. For existing structures, top of ground rods are to be driven a minimum of 12" below final grade. Ground rods shall not be covered until after inspection.
- 20.2.7 Grounding conductor must be installed in conduit from meter to ground level.
- 20.2.8 Supply minimum grounding conductors from service to ground rod as follows:
 - a. All temporary services require a #6 solid copper grounding conductor.
 - b. 200A service requires #6 solid copper grounding conductor
 - c. 400A service requires #4 solid copper grounding conductor
 - d. CT Metered service requires #6 solid copper grounding conductor
 - e. Stranded is acceptable for #2 and greater copper grounding conductors

20.3 TRENCH

- 20.3.1 All primary conduit runs shall have a minimum of 48" of cover from the top of conduit to final grade.



BEUD SERVICE GUIDELINES

- 20.3.2 All service conduits shall have a minimum of 24" of cover from the top of conduit to final grade.
- 20.3.3 Provide 4-mil polyethylene, 3" wide warning tape, red with black lettering, imprinted with "Caution-Buried Electric Cable Below" placed 18" above primary conduit and 12" above secondary conduit.
- 20.3.4 BEUD will not accept responsibility for any trenching done prior to obtaining BEUD's approval of the trench location.
- 20.3.5 Minimum width of any trench for primary conduit shall be 12"
- 20.3.6 With BEUD approval, if the terrain is rock, the minimum depth can be reduced to sixteen (16) inches with six (6) inches of concrete cover. Any concrete used as backfill must be dyed red, and trench must be inspected by BEUD before pouring. Refer to **Section 10.11.9** and **DS-1404**.

20.4 CONDUIT

- 20.4.1 All conduit installed above grade as part of the service entrance must be schedule 80. All other conduit shall be schedule 40, electrical grade, rigid PVC, and non-metallic.
- 20.4.2 CONTRACTOR to provide and install all conduits from meter base to BEUD source point.
- 20.4.3 CONTRACTOR shall NOT install conduit to a pole until a standoff is installed by BEUD.
- 20.4.4 CONTRACTOR will provide conduit based on the following table:

<u>Service Size</u>	<u>Conduit Size Provided by CONTRACTOR</u>
100A (Irrigation, Sign, CATV, TELCO, BEUD approved use)	2"
200A	3"
200A (more than 3 sweeps)	4"
400A	3"
600A and larger – single meter	SIZED BY CONTRACTOR/ENGINEER
600A and larger – multiple meters	SIZED BY BEUD

- 20.4.5 Conduit installations with more than three (3) 90-degree elbows in any one service must be approved by BEUD prior to installation.



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- 20.4.6 Conduit shall be installed in a straight line from customer's structure to BEUD facilities. There shall be no abrupt changes in conduit routing, with the exception of elbows installed perpendicular to grade at pad-mounted equipment, power pole, or point of service at customer's structure. Coordinate with BEUD for non-standard installation.
- 20.4.7 All conduit joints shall be glued, and exposed end of the run shall be capped (not glued) with industry approved PVC cap to ensure conduit remains clean and dry. No Duct tape will be allowed. For PVC to HDPE joints, use Polywater Bonduit conduit adhesive.
- 20.4.8 Contractor to provide and install flat, woven, polyester pulling tape with a minimum tensile strength of 400 lb in service conduit for BEUD's use to install conductors. BEUD will coil and leave by meter base when done.
- 20.4.9 Mule tape must be taped to conduit and may not be tied to any existing BEUD facilities.
- 20.4.10 Conduit shall be clear of any internal obstructions. If BEUD is unable to pull service wire due to obstructions, the CONTRACTOR shall be held responsible and charged for loss of time by BEUD personnel.
- 20.4.11 If meter base is level or below ground level of BEUD source point, there shall be three (3) one-quarter inch (1/4") holes drilled in the conduit eighteen (18) inches above ground level at the structure.
- 20.4.12 CONTRACTOR shall stub up conduit into BEUD device:
- For transformer installations, conduit shall be flush with transformer foundation.
 - For secondary pedestal installations, conduit shall be 4" above base of secondary pedestal.
 - NOTICE: Contractor shall not install conduit stub ups in energized BEUD equipment without making an appointment to have BEUD personnel present. Failure to schedule an appointment will result in a re-inspection charge per **Section 20.6**.
- 20.4.13 When conduit must be reduced, one swaged reducer must be used directly below the meter base. Only one reduction in conduit size is allowed. **NO underground swedge allowed.**
- 20.4.14 Service conduit elbows for service conductors must be minimum short sweep for 2", 3" or 4" conduit.
- 20.4.15 Primary conduit elbows for primary conductors must be minimum 48" radius sweeps for 3" and 4" and 60" radius sweeps for 5" and 6". For applications that require primary conduit, refer to **DS-1403 and 1404** for details.
- 20.4.16 All conduits shall be inspected prior to covering.
- 20.4.17 No heated bends allowed in service conduit unless approved in advance by BEUD.



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20.5 BACKFILL

- 20.5.1 For primary conduit, embedment materials shall be restricted to Class #67 type bedding. Installation of bedding shall be 4" under conduit and 6" over conduit. Refer to **DS-1403/1404**.
- 20.5.2 CONTRACTOR must provide proof of material to match required specifications to BEUD.
- 20.5.3 Backfill must be free of large rocks and other material that could damage the conduit. Rocks / stones larger than 4" in diameter shall not be used as backfill above crushed rock.
- 20.5.4 All trenches must be inspected by BEUD before backfilling. Any trench that is covered before inspection will be required to be uncovered for inspection.
- 20.5.5 Contractor to provide a minimum of one full working day notice with request for inspection to BEUD.

20.6 BEUD EQUIPMENT ACCESS / RESEAL CHARGE

- 20.6.1 The electric meter is owned by BEUD and must not be disconnected, removed, or relocated except by authorized BEUD personnel.
- 20.6.2 All meters are sealed by BEUD. Tampering with the meter or with conductors carrying unmetered current and the unauthorized breaking of BEUD's seals is forbidden and will result in a reseal charge of \$75.
- 20.6.3 For a failed inspection, a re-inspection fee of \$100 will be applied per Ordinance 2018-36 or current revised version.
- 20.6.4 If CONTRACTOR needs to access equipment that is sealed by BEUD, contact the main office at 479-271-3135 to schedule an appointment to have the equipment opened. Schedule appointment a minimum of 24 hours in advance.
- 20.6.5 Failure to schedule an appointment for equipment access will result in a failed inspection and a re-inspection charge as listed in 20.6.3.
- 20.6.6 Contractor will be charged time, materials and equipment for any damage to BEUD equipment or earth foundation caused by installation of conduit stub ups.



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SECTION 21 METERING

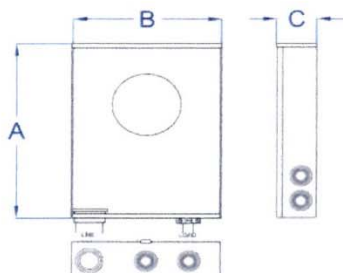
21.1 GENERAL REQUIREMENTS

- 21.1.1 Meter to be on the same side of the building as the source point unless approved by BEUD.
- 21.1.2 Meter shall be no more than 100' away from source point unless approved by BEUD. Charges will apply for any approved length beyond 100'.
- 21.1.3 Electric meter must be located in line of sight from source device.
- 21.1.4 Service equipment must be surface mounted on building. Embedding or covering equipment is not allowed unless approved by BEUD.
- 21.1.5 For all services, neutral connection is required to first means of disconnect unless otherwise approved by BEUD.
- 21.1.6 For all services, BEUD will provide the meter.
- 21.1.7 For existing buildings that have more than one service located on different sides of the building, or different voltage services serving the same building, label meter locations per NEC.
- 21.1.8 Permanent and temporary meter bases supplied by CONTRACTOR **must be ringless in type. Ringed type meter bases will not be accepted.** BEUD will provide a ringless meter base for any CT metered service.
- 21.1.9 An external shunt trip or disconnect is required on all new meter installations per Ordinance #2009-25 approved by City Council on March 10, 2009. Any service modifications will require that all current specifications and ordinance be applied. A meter/main combo will satisfy this requirement.
- 21.1.10 Single meter bases shall be a minimum of thirteen inches (13") wide and sixteen inches (16") tall and able to accommodate service size conduit.



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21.1.11 CONTRACTOR to provide an approved meter base per the following table:



Notes:

**ALL 3 PHASE METER BASES
ARE OH/UG WITH A BYPASS LEVER

MINIMUM ACCEPTED METER CAN DIMENSIONS				
SINGLE PHASE				
SERVICE SIZE	A	B	C	COMMENTS
100A METER	14"	11"	4.3"	METER SOCKET ONLY
200A METER	17"	13"	4.5"	METER SOCKET ONLY
100/200A COMBO	25"	14"	4.5"	SPACE FOR UP TO FOUR BREAKERS.
200A COMBO	25"	14"	5.25"	200A MCB INCLUDED
320A COMBO	36.5"	15"	5.5"	320A MCB INCLUDED

THREE PHASE				
SERVICE SIZE	A	B	C	COMMENTS
200A	19"	13"	4.5"	200A METER SOCKET**
320A	34.125"	19"	6.5"	320A METER SOCKET**
200A COMBO	34"	17.375"	5.75"	200A MCB INCLUDED

21.1.12 The following secondary voltages are generally available to customers in the City of Bentonville city limits, but BEUD should be contacted to verify the availability of all voltages.

- Single-phase, three-wire – 120/240V
- Single-phase, three-wire – 120/208V (available only where 120/240V is not available. Contact BEUD to discuss prior to permit application)
- Three-phase, four-wire – 120/208V
- Three-phase, four-wire – 277/480V

21.1.13 For any 120/208V single phase service, a fifth terminal is required in the meter base.

21.1.14 It is CONTRACTOR's responsibility to determine availability of specific voltage prior to beginning any work.

- If CONTRACTOR requests three-phase service to a space in a set of suites/units that is currently served with single-phase, CONTRACTOR shall be required to pay for the material and labor cost incurred by BEUD to upgrade the service.
- If CONTRACTOR requests three-phase service to an existing building that originally had single-phase, but the planned upgrades take into account upgrade of the entire building to three-phase, there is no charge.
- Contact New Service Coordinator to clarify potential charges for a specific location.

21.1.15 All meter bases shall have load-side lugs and shall be capable of accepting up to 350 MCM wire.



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- 21.1.16 For single-phase and three-phase services up to 400A, a self-contained meter will be provided by BEUD.
- 21.1.17 Any single phase or three-phase service 600A and greater shall be CT metered.
- 21.1.18 It is CONTRACTOR's responsibility to account for the appropriate levels of secondary fault current to ensure that protective devices installed will be sized to safely withstand fault levels. Contact BEUD Engineering at 479-271-3135 if there are questions about the available fault current for a specific location.
- 21.1.19 The requirements for a single-phase freestanding meter rack, designed by a Structural PE, are detailed on DS-1024. If either of these options cannot accommodate the required electrical equipment, the developer must provide a custom meter rack design stamped by a Structural PE. This drawing must be submitted to BEUD for approval prior to installation.

SECTION 22 NEW SERVICE / UPGRADE PROCESS

22.1 SETTING UP NEW SERVICE

- 22.1.1 Contact BEUD New Service Coordinator at (479) 271-3139 to set up an on-site meeting to discuss the service requirements.
- 22.1.2 After on-site meeting, BEUD will design the necessary facilities and notify the electrician of the requirements to proceed.
- 22.1.3 The CONTRACTOR shall contact BI and complete the electrical permit for work to be performed, i.e. Temporary, Permanent, or Upgrade.
- 22.1.4 Coordinate with BI to schedule inspections at designated intervals of construction completion. Once the electrical work has been completed, the CONTRACTOR shall contact BI to schedule a final inspection. List of required inspection
 - a. Temporary service
 - b. Service trench and conduit placement prior to covering
 - c. Permanent service
- 22.1.5 BEUD will visit the site to verify the electrical installation complies with all BEUD specifications.
- 22.1.6 BEUD will only set a meter after all electrical equipment has been installed
- 22.1.7 BEUD's policy is to set meters in order the inspections are received through Trakit, weather permitting.
- 22.1.8 BEUD will not energize a service or install a meter until all inspections are passed.



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- 22.1.9 BEUD will place a red sticker in the event that the electrical installation does not comply with BEUD specifications and re-inspection fees will apply per section 20.6
- 22.1.10 When CONTRACTOR is ready for permanent service, follow steps 22.1.4 to 22.1.9.

22.2 SERVICE UPGRADE

- 22.2.1 Contact BEUD New Service Coordinator at (479) 271-3139 to set up an on-site meeting to discuss the upgrade.
- 22.2.2 After on-site meeting, BEUD will design the necessary facilities and notify the electrician of the requirements to proceed with the upgrade.
- 22.2.3 CONTRACTOR to follow steps 22.1.3 to 22.1.9 in SETTING UP NEW SERVICE.

SECTION 23 TEMPORARY SERVICES

23.1 GENERAL – TEMPORARY SERVICES

- 23.1.1 Contractor shall supply one temporary meter set per address for single family dwellings.
- 23.1.2 Temporary service must be placed in a manner that does not require it to be relocated prior to installing permanent power. Contractor will be billed any costs incurred by BEUD to relocate a temporary service.
- 23.1.3 Temporary service meter base shall not be mounted on, or attached to BEUD power poles.
- 23.1.4 CONTRACTOR shall call Arkansas One Call (811) for locates prior to installing temporary meter base to avoid hitting BEUD primary conductors with meter base post or ground rods.
- 23.1.5 CONTRACTOR to provide ditch or flex conduit from temporary meter base location to service point.
- 23.1.6 Temporary service conductors may not be larger than #2 AWG triplex - no splices allowed.
- 23.1.7 Ground rods for temporary meters must be removed by CONTRACTOR prior to final inspection.
- 23.1.8 In an emergency situation, an authorized BEUD representative may grant CONTRACTOR the right to run a temporary service in conduit across the top of the ground in order to re-energize a meter base with secondary power. CONTRACTOR shall make the necessary repairs to the permanent service path within 72 hours of the temporary being granted. If after 72 hours, the permanent repairs have not been made, BEUD will disconnect service



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until repairs are made. Approval for this scenario must be given by an authorized BEUD representative.

23.2 OVERHEAD – TEMPORARY SERVICES

- 23.2.1 If temporary meter base is on a CUSTOMER owned pole, CONTRACTOR must extend weatherhead to within 18" of BEUD termination point.
- 23.2.2 CUSTOMER owned pole shall be located a minimum of 10' and a maximum of 70' away from BEUD pole.
- 23.2.3 Refer to **DS-1001** for detail for a Braced Temporary Pole.

23.3 UNDERGROUND – TEMPORARY SERVICES

- 23.3.1 CONTRACTOR to furnish conductors and flexible conduit along top of ground to BEUD source point.
- 23.3.2 Provide 3' of additional exposed conductors for termination, coiled up by device.
- 23.3.3 BEUD will terminate conductors to source point.
- 23.3.4 Temporary meter base to be located a minimum of 3', a maximum of 6' away from BEUD device.
- 23.3.5 Refer to **DS-1002** for underground temporary detail and acceptable locations for temporary and ground rods.

SECTION 24 SELF-CONTAINED SERVICE

24.1 GENERAL – SELF-CONTAINED SERVICE

- 24.1.1 This section applies to the following:
 - a. Single-phase self-contained service, 320A and below
 - b. Three-phase self-contained service, 400A and below
- 24.1.2 For self-contained service, BEUD to supply service wire, connectors and meter. All other materials to be supplied and installed by CONTRACTOR.
- 24.1.3 For all new 200-320A residential services, a meter / main combo pack is required.
- 24.1.4 CONTRACTOR shall be responsible for making final connections from meter base (load side) to service main (line side). BEUD will provide and terminate secondary conductors from BEUD service point to meter base (line side).



BEUD SERVICE GUIDELINES

- 24.1.5 For 480V self-contained services, BEUD requires a separate meter disconnect to be located between the meter and BEUD's equipment. Refer to **DS-1012**
- a. BEUD will provide this meter disconnect to CONTRACTOR to install.
 - b. CONTRACTOR to schedule pickup at Electric Warehouse. Contact Project Designer to request Work Order to schedule pick up of equipment.
 - c. Device will provide no overcurrent protection.
 - d. Enclosure shall be lockable and sealed under the exclusive control of BEUD.

24.2 OVERHEAD – SELF-CONTAINED SERVICE

- 24.2.1 For overhead self-contained service, BEUD to supply service wire dead-end clamp.
- 24.2.2 CONTRACTOR shall provide eye bolt or mast clamp.
- 24.2.3 Services attached to a building must be structurally connected to the building using a minimum 3/8" eye bolt with 2 1/4" square washer, and service entrance must be minimum rigid electrical conduit.
- 24.2.4 Service shall not be connected to meter riser unless mast is routed through the roof.
- 24.2.5 For services mounted on the side of the house, weatherhead must be installed a minimum of 3' and a maximum of 15' from the front corner of the house nearest BEUD service point.
- 24.2.6 Service entrance on a mast through the roof must be minimum 2" galvanized rigid electrical conduit.
- a. No couplings above the roof line.
 - b. BEUD reserves the right to require CONTRACTOR to upsize service mast conduit size based on secondary conductor tensions.
- 24.2.7 Contact BEUD for bracing/guying requirements for any mast that extends more than 3' above the roof.
- 24.2.8 For Residential applications, CONTRACTOR to provide service conductors with sufficient length to extend a minimum of 36" from the weatherhead.
- 24.2.9 For Commercial applications, CONTRACTOR to provide service conductors with sufficient length to extend a minimum of 48" from the weatherhead.
- 24.2.10 Neutral conductor must be insulated and identified in weatherhead. Un-insulated neutral conductors are not allowed.
- 24.2.11 **Screw in "house knob" style connections are not allowed.**
- 24.2.12 Refer to **DS-1005** for overhead applications with service attached to house.



BEUD SERVICE GUIDELINES

- 24.2.13 Extend service mast through the roof for an overhead service when two feet (2') of clearance between service conductor and building cannot be maintained. Refer to **DS-1006**.
- 24.2.14 Refer to **DS-1008** for commercial overhead service

24.3 UNDERGROUND – SELF-CONTAINED SERVICE

- 24.3.1 Refer to **Section 1** for trench/conduit and backfill requirements.
- 24.3.2 For 100A/200A freestanding services, meter base shall be located a minimum of 3' and a maximum of 100' away from BEUD device. Refer to **DS-1003**
- 24.3.3 For CATV and TELCO applications that require a 100A prefabricated meter pedestal, Refer to **DS-1004**.
- 24.3.4 The bottom-left side of underground meter bases is reserved for BEUD use only. The CONTRACTOR's service must exit the meter base out the bottom-right, side, or back for underground meter bases. The CONTRACTOR's service conductor cannot exit the left side area of an underground meter base and shall not obstruct BEUD's bottom-left entry area into the base.
- 24.3.5 BEUD shall provide and install underground service wire for all self-contained meters.
- 24.3.6 CONTRACTOR to contact BEUD 24 hours in advance to schedule opening of devices to install service conduit. Access to BEUD devices without BEUD personnel present is strictly prohibited and will result in re-inspection fee per **Section 20.6**.
- 24.3.7 Refer to **DS-1007** for 200A residential underground service detail.
- 24.3.8 Refer to **DS-1010** and **DS-1011** for details for typical commercial applications.

24.4 MULTIPLE METER LOCATIONS – SELF-CONTAINED SERVICE

- 24.4.1 All locations that utilize grouped meters in a meter pack arrangement shall be approved by BEUD prior to installation.
- 24.4.2 A meter pack is required on all multi-residential dwellings of four (4) units or less.
- 24.4.3 CONTRACTOR to provide and install all mechanical lugs necessary for conductor termination. These lugs are required to be installed before BEUD will energize service.



BEUD SERVICE GUIDELINES

- 24.4.4 The CONTRACTOR shall submit a drawing of the proposed meter arrangement of apartment complex, duplex, or office suite showing addresses per the City of Bentonville Mapping Department with dimensions of meter pack arrangement.
- 24.4.5 BEUD will provide a single service conduit from BEUD's device to the meter pack sized adequately to carry the buildings load.
- 24.4.6 CONTRACTOR shall label each meter with specific address information.
- 24.4.7 BEUD will verify address/suite label on meter pack corresponds to correct meter/main breaker on multipack. A separate fee per meter applies for this verification step as established by separate Ordinance.

SECTION 25 CURRENT TRANSFORMER (CT) METERED SERVICE

25.1 GENERAL – CT SERVICE

- 25.1.1 Current transformer (CT) metering shall be required for the following scenarios:
- Single phase service greater than 320A
 - Three phase service 600A and greater
- 25.1.2 BEUD shall provide meter base, meter pedestal, meter, and associated CT and PT wiring.
- 25.1.3 For single-phase transformers, CTs will cover two of the usable holes, leaving four positions for customer connections.
- 25.1.4 For three phase transformers, usable positions are available as follows:
- 45KVA - 5 positions
 - 75KVA – 7 positions
 - 150-1000 KVA– 11 positions
 - 1500-2500 KVA– 13 positions

25.2 OVERHEAD – CT SERVICE

- 25.2.1 Refer to **Section 24.2** for applicable overhead requirements.
- 25.2.2 Maximum overhead service allowed is 800A.
- 25.2.3 CT Cabinet required for any overhead CT service. Provide per the following table:

Overhead Wall Mounted (208V or 480V)				
Amperage	Manf	Part Number	H x W x D	DS #
600	AMP	BEDCT6-4L-PGRY	48"x36"x15"	DS-1020
800	AMP	BEDCT8-4L-PGRY	48"x36"x15"	DS-1020



BEUD SERVICE GUIDELINES

- 25.2.4 BEUD will supply conductor to weatherhead.
- 25.2.5 CONTRACTOR shall provide all load conductors from weather head to CUSTOMER service equipment.
- 25.2.6 BEUD will terminate service at transformer, connection at weatherhead and source side of conductor in CT Cabinet.
- 25.2.7 CONTRACTOR shall terminate all load side conductors in CT cabinet and provide all conductors from CT cabinet to service equipment
- 25.2.8 Point of attachment for service shall be located a minimum of 18" and a maximum of 36" from weatherhead.
- 25.2.9 CONTRACTOR responsible for terminating conductors at CUSTOMER service equipment.
- 25.2.10 Refer to **DS-1013** for overhead commercial service details.
- 25.2.11 Line conductors shall enter on top left of CT cabinet.
- 25.2.12 Load conductors shall exit on bottom right or side of CT cabinet.

25.3 UNDERGROUND – CT SERVICE

- 25.3.1 CONTRACTOR shall supply all secondary runs from BEUD transformer to meter location when CTs are installed in the transformer.
- 25.3.2 CONTRACTOR to provide 2" PVC schedule 80 conduit, 24" deep conduit from transformer pad to meter pedestal location. Meter pedestal must be 12" from edge of transformer pad and 48" from face of transformer pad. Refer to **DS-1417**
- 25.3.3 CONTRACTOR to provide bare #6 copper wire buried in same trench beside 2" conduit with six feet (6') of length coiled at each end. Refer to **DS-1417**
- 25.3.4 For all underground three phase CT metered services, CONTRACTOR is responsible for providing and terminating the 2-hole compression lugs along with **silicon bronze** hex nuts, (2) flat washers, and hex bolts of required length.



BEUD SERVICE GUIDELINES

25.4 UNDERGROUND – CT SERVICE WITH AUXILIARY ENCLOSURE

- 25.4.1 A CONTRACTOR supplied CT cabinet shall be required for an underground service when the development is served from a transformer that has multiple accounts and there is not enough physical room to place CTs on the existing transformer spades.
- 25.4.2 CT cabinets 600A-1200A shall be wall mounted. Refer to **DS-1014** to installation details.
- 25.4.3 CT cabinets 1600A and greater shall be pad mounted. Refer to **DS-1015** for foundation and installation details.
- 25.4.4 BEUD shall provide meter, meter base, CTs, and associated CT and potential wiring.
- 25.4.5 CONTRACTOR shall provide and install CT cabinet, main disconnect, mounting frame, and ground rod. CONTRACTOR shall install meter base (provided by BEUD) in location requested by BEUD.
- 25.4.6 CONTRACTOR shall provide and install line and load lugs in CT cabinet.
- 25.4.7 CONTRACTOR shall supply load conductors.
- 25.4.8 BEUD will supply and terminate line conductors on the transformer side and the line side of the CT cabinet.
- 25.4.9 CONTRACTOR will terminate load side of CTs and conductor at CUSTOMER service equipment.
- 25.4.10 CONTRACTOR shall provide CT cabinet per the following table:

Underground Wall Mounted (208V or 480V)				
Amperage	Manf	Part Number	H x W x D	DS #
600	AMP	BEDSB6-4-A-CT-PGRY	48"x33"x12"	DS-1021
800	AMP	BEDSB8-4-A-CT-PGRY	48"x33"x12"	DS-1021
1200	AMP	BEDSB12-4-A-CT-PGRY	48"x33"x12"	DS-1021
Underground Pad Mounted (480V)				
1600	AMP	BEDSCC16-4A-CT	60"x39"x24"	DS-1022
2000	AMP	BEDSCC20-4A-CT	60"x51"x24"	DS-1023
2500	AMP	BEDSCC25-4A-CT	60"x51"x24"	DS-1023
3000	AMP	BEDSCC30-4A-CT	60"x51"x24"	DS-1023
4000	AMP	BEDSCC40-4A-CT	60"x51"x24"	DS-1023

PGRY suffix specifies powder coat painted grey,
All SCC cabinets are powder coat painted green



BEUD SERVICE GUIDELINES

SECTION 26 STANDBY GENERATOR

26.1 GENERAL

- 26.1.1 BEUD must be notified of plans to install standby generating equipment for emergency use.
- 26.1.2 Contact New Service Coordinator at 479-271-3139 to schedule a meeting to discuss any generator connections and provide approval of the method of connection.
- 26.1.3 Wiring of generator must be installed so that no connection can occur between BEUD's service and the CONTRACTOR's generator. CONTRACTOR must install an automatic transfer switch to isolate the generator feed from the utility feed.
- 26.1.4 All work associated with generator installations must be performed by a licensed electrician and in accordance with the NEC.
- 26.1.5 CONTRACTOR must acquire a permit and have a documented inspection.
- 26.1.6 Any installations that are found to be installed without proper authorization will be subject to a \$200 fine.

SECTION 27 CLEARANCES

27.1 GENERAL

- 27.1.1 Refer to **DS-1410** for pad mount transformer clearance requirements
- 27.1.2 Refer to **DS-1016** for detail of secondary conductor clearances
- 27.1.3 Refer to **DS-1017** for meter location clearance requirements.
- 27.1.4 Refer to **DS-1018** for multiple meter height requirements.



BEUD SERVICE GUIDELINES

27.2 VERTICAL SECONDARY CLEARANCES

- 27.2.1 Over state highway – 18’.
- 27.2.2 Over city street / alley / driveway – 16’
- 27.2.3 Over spaces subject to pedestrian or restricted traffic only – 12’
- 27.2.4 Over balconies / porches / decks – 11’
- 27.2.5 Over roof accessible to pedestrians – 11’
- 27.2.6 Over roof not accessible to pedestrians – 3.5’

27.3 HORIZONTAL SECONDARY CLEARANCES

- 27.3.1 From Building – 5’, no wind, 3.5’ when displaced by wind.

27.4 VERTICAL SEPERATION BETWEEN ELECTRIC & OTHER UTILITIES WHEN CROSSING

- 27.4.1 Primary conduit from water/sewer main – 18”
- 27.4.2 Secondary / service conduit from water/sewer – 12”
- 27.4.3 BEUD conduit clearance to gas – 12”. Contact Black Hills Energy to determine if there are more stringent clearance requirements based on the type of gas line.

PART III



BEUD DETAILS

DRAWING	REVISIONS	PAGE
Braced Temporary Service Pole	REV 4 – 4/2019....	DS-1001
Temporary Underground Service	REV 4 – 4/2019....	DS-1002
100A/200A Meter Pedestal.....	REV 4 – 4/2019....	DS-1003
100A Meter Pedestal (CATV & TELCO only).....	REV 4 – 4/2019....	DS-1004
100A/200A Residential Overhead Service		DS-1005
100A/200A Residential Overhead Service - Mast thru Roof		DS-1006
100A/200A Residential Underground Service		DS-1007
Commercial Overhead Service for Self-Contained Metering	REV 4 – 4/2019....	DS-1008
Not used in Revision 4.....		DS-1009
Underground Service for Self-Contained Metering	REV 4 – 4/2019....	DS-1010
Underground Service for Self-Contained, Freestanding Metering....	REV 4 – 4/2019....	DS-1011
Commercial Service 480V Disconnect Self-Contained Metering.	REV 4 – 4/2019....	DS-1012
Commercial Overhead Service for CT Metering.....		DS-1013
Underground Service for CT Metering, Freestanding	REV 4 – 4/2019....	DS-1014
Auxiliary CT Enclosure	REV 4 – 4/2019....	DS-1015
Secondary Conductor Clearance Requirements		DS-1016
Meter Clearance Requirements.....	REV 4 – 4/2019....	DS-1017
Multiple Meter Installation Requirements.....		DS-1018
Landscaping Requirements.....	REV 4 – 4/2019....	DS-1019
Overhead Wall Mounted CT Cabinet 600/800A		DS-1020
Underground Wall Mounted CT Cabinet 600A/1200A		DS-1021
Underground Pad Mounted CT Cabinet 1600A		DS-1022
Underground Pad Mounted CT Cabinet 2000-4000A.....		DS-1023
Single Phase Freestanding Meter Rack	REV 4 – 4/2019....	DS-1024
Streetlight Contactor Panel.....	REV 4 – 4/2019....	DS-1025
Electric Service Information Sheet.....		DS-1401
Subdivision Utility Placement Specifications		DS-1402
Electric Trench Detail Sheet 1	REV 4 – 4/2019....	DS-1403
Electric Trench Detail Sheet 2	REV 4 – 4/2019....	DS-1404
Single Phase Transformer Site Requirements	REV 4 – 4/2019....	DS-1405
Single Phase Transformer Pad – Smaller than 100 kVa.....		DS-1406
Single Phase Transformer Pad – 100 kVa and larger		DS-1407
Three Phase Transformer Pad – 45-1000 kVa.....	REV 4 – 4/2019....	DS-1408
Three Phase Transformer Pad – 1500-2500 kVa.....	REV 4 – 4/2019....	DS-1409
Clearance Specifications for Pad Mounted Equipment		DS-1410
Single Phase Junction Box Sleeve.....		DS-1411
Three Phase 200 A Primary Junction Box Sleeve		DS-1412
Three Phase 600 A Primary Junction Box Sleeve		DS-1413
Secondary Junction Box		DS-1414
Secondary Three Phase Junction Box.....		DS-1414-1
Street Light Foundation for 12' Residential Lights.....		DS-1415
Street Light Foundation for 22' Commercial Lights	REV 4 – 4/2019....	DS-1416
Transformer Pad and Meter Configuration for CT's on Spades.....	REV 4 – 4/2019....	DS-1417

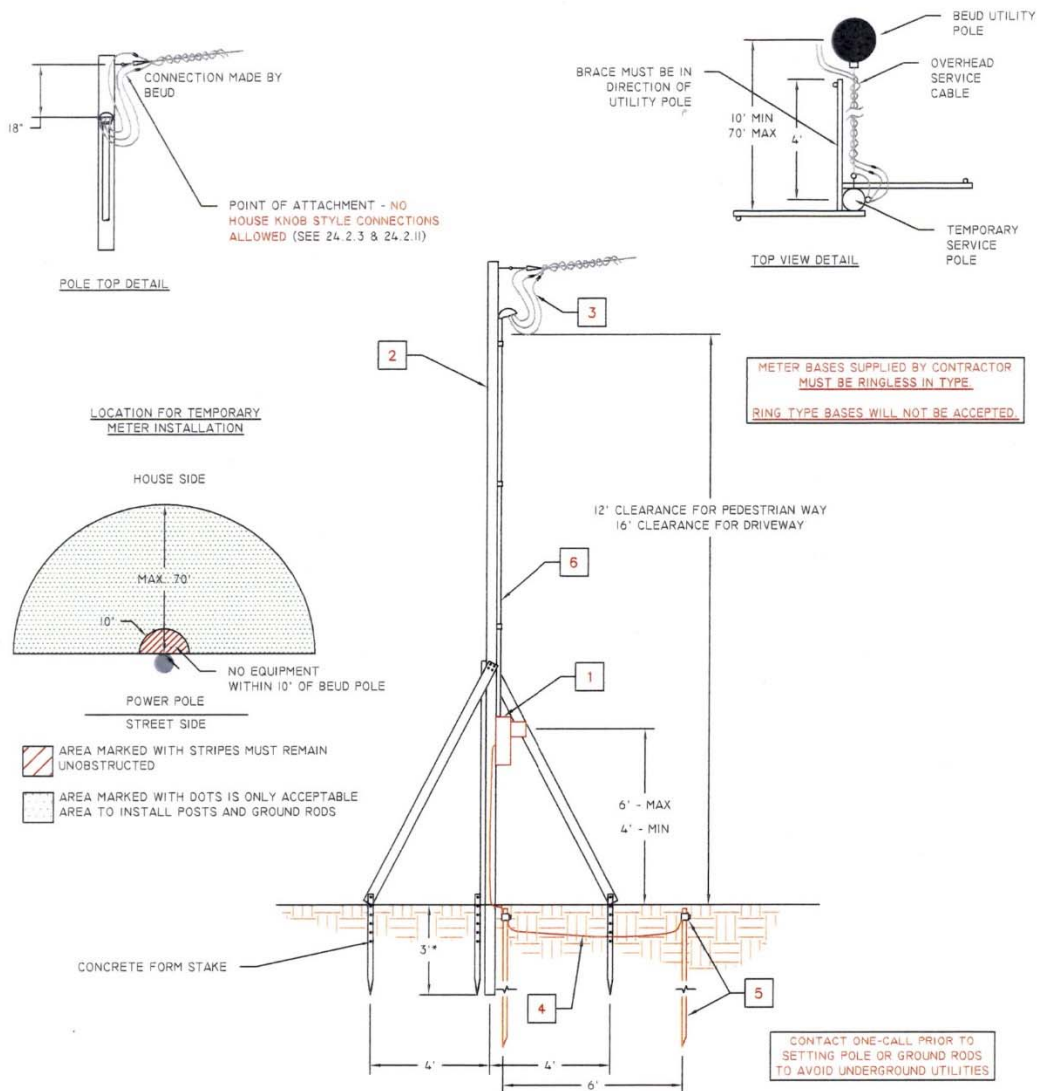
REV 4 – April 2019

Page 3-i



BEUD DETAILS

<u>DRAWING</u>	<u>REVISIONS</u>	<u>PAGE</u>
Pipe Bollard Detail		DS-1418
Conduit Installation Details		DS-1419
Pad Mount Switchgear Vault Assembly		DS-1420
Pad Mount Switchgear Vault – Footer		DS-1420A
Pad Mount Switchgear Vault – Bottom Sleeve		DS-1420B
Pad Mount Switchgear Vault – Top Sleeve		DS-1420C

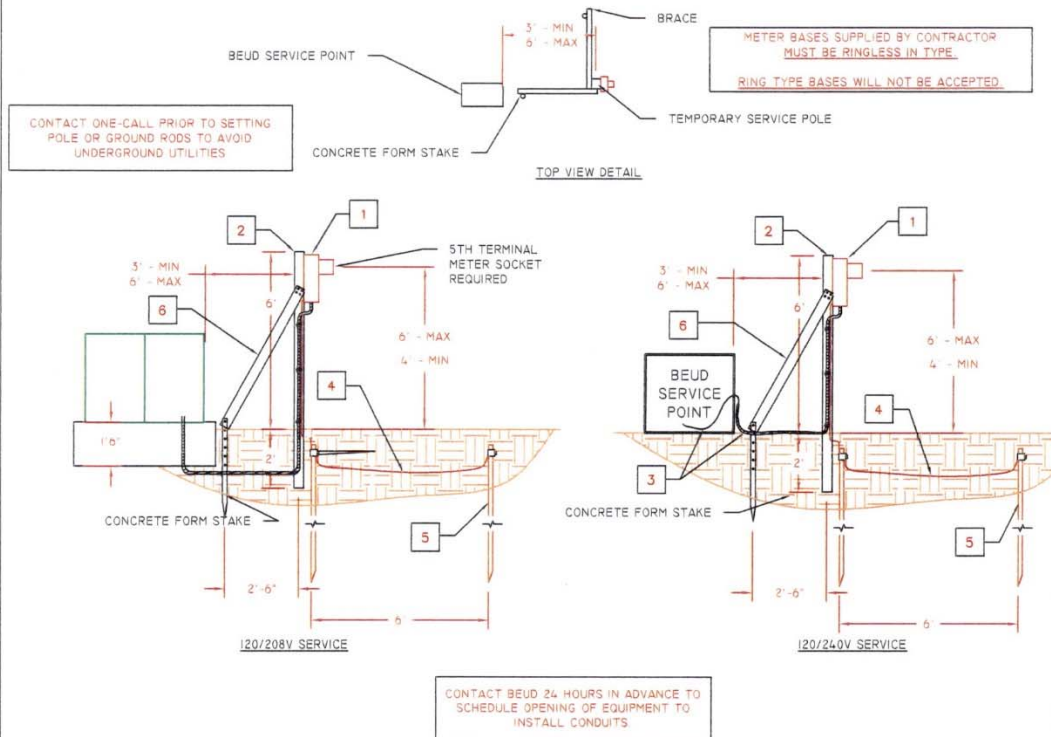
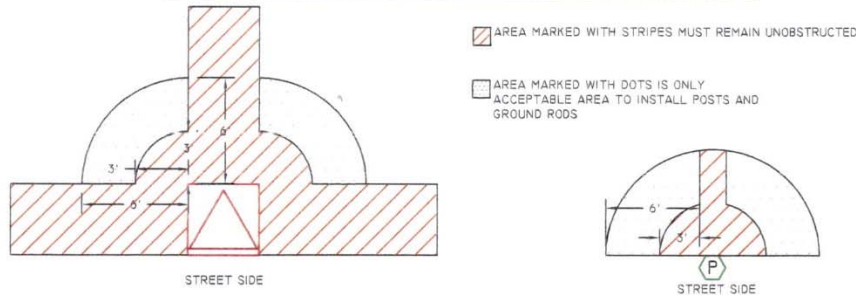


BRACED TEMPORARY SERVICE POLE

REV 4 - 2019

DS-1001*

ACCEPTABLE LOCATIONS FOR TEMPORARY METER INSTALLATION



NOTES:

1. RINGLESS METER SOCKET FURNISHED AND INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. CUSTOMER TO FURNISH AND INSTALL PENTA TREATED 8" PINE POLE OR 4"x4" POST. NO RAILROAD TIES ACCEPTED.
3. MINIMUM CONDUCTORS ALLOWED #6 COPPER OR #4 ALUMINUM. MAXIMUM #2 TRIPLEX. NEUTRAL SHALL BE IDENTIFIED. CONTRACTOR TO FURNISH CONDUCTORS AND FLEXIBLE CONDUIT TO BEUD SERVICE POINT. PROVIDE ADDITIONAL 3' OF EXPOSED CONDUCTORS FOR TERMINATION. NO SPLICES OR TAPS SHALL BE LOCATED IN THE CONDUCTOR.
4. GROUNDING CONDUCTOR MINIMUM SIZE #6 SOLID COPPER AND SHALL BE BURIED.
5. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS. COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
6. BRACES MUST NOT BE INSTALLED AS TO OBSTRUCT UTILITY CONNECTION POINT OPENING



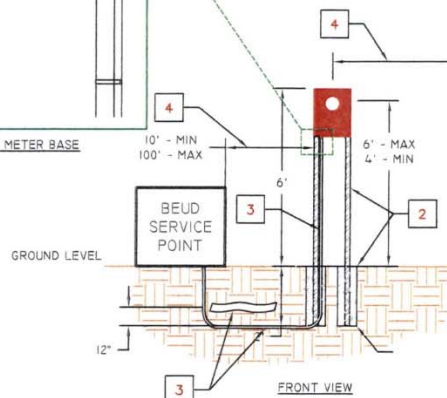
TEMPORARY UNDERGROUND SERVICE

REV 4 - 2019

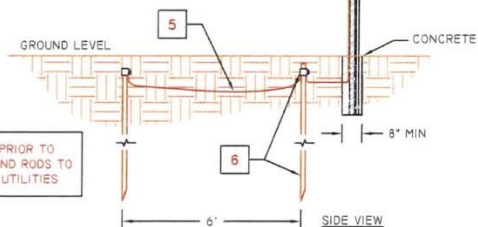
DS-1002*

REDUCE CONDUIT DIRECTLY BELOW METER BASE USING A SWEDGED REDUCER.
ONLY ONE SWEDGED REDUCER ALLOWED.
MAY REDUCE ONLY FROM 3" TO 2"
SCHEDULE 80

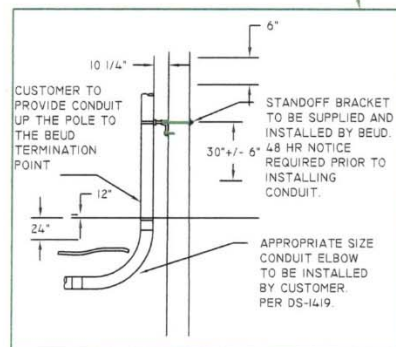
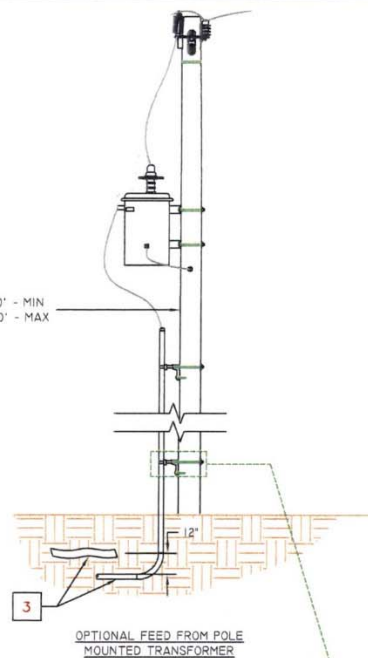
REDUCING CONDUIT INTO METER BASE



METER BASES SUPPLIED BY CONTRACTOR
MUST BE RINGLESS IN TYPE.
RING TYPE BASES WILL NOT BE ACCEPTED.



CONTACT ONE-CALL PRIOR TO
SETTING POLE OR GROUND RODS TO
AVOID UNDERGROUND UTILITIES.



CONDUIT STANDOFF ON POLE

NOTES:

#

1. RINGLESS METER SOCKET AND FRAME INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. MINIMUM: 3" x 2" x 1/4" GALVANIZED ANGLE IRON IN CONCRETE. 3" UNI-STRUT, 3" RIGID PIPE, OR *EQUIVALENT. (*MUST BE APPROVED PRIOR TO CONSTRUCTION.)
3. CUSTOMER TO FURNISH AND INSTALL 2" OR 3" SCHEDULE 40 CONDUIT TO BEUD SECONDARY PEDESTAL, TRANSFORMER OR POLE (REFER TO SEC 20.4.4). SCHEDULE 80 SHALL BE USED FOR EXPOSED SECTIONS OF CONDUIT AT METER PEDESTAL. CAUTION RIBBON MUST BE INSTALLED 12" ABOVE ALL UNDERGROUND CONDUITS.
4. CLEARANCE REQUIRED BETWEEN PEDESTAL AND BEUD SERVICE POINT: 10' MIN FROM UG DEVICE OR POLE, 100' MAX DISTANCE UNLESS APPROVED BY BEUD.
5. GROUNDING CONDUCTOR SIZE #6 SOLID COPPER AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN 1/2" CONDUIT FROM METER TO GROUND LEVEL.
6. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8" DRIVEN GROUND RODS, COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
7. CUSTOMER TO PROVIDE APPROPRIATELY RATED UL SERVICE DISCONNECT.



100A/200A METER PEDESTAL*

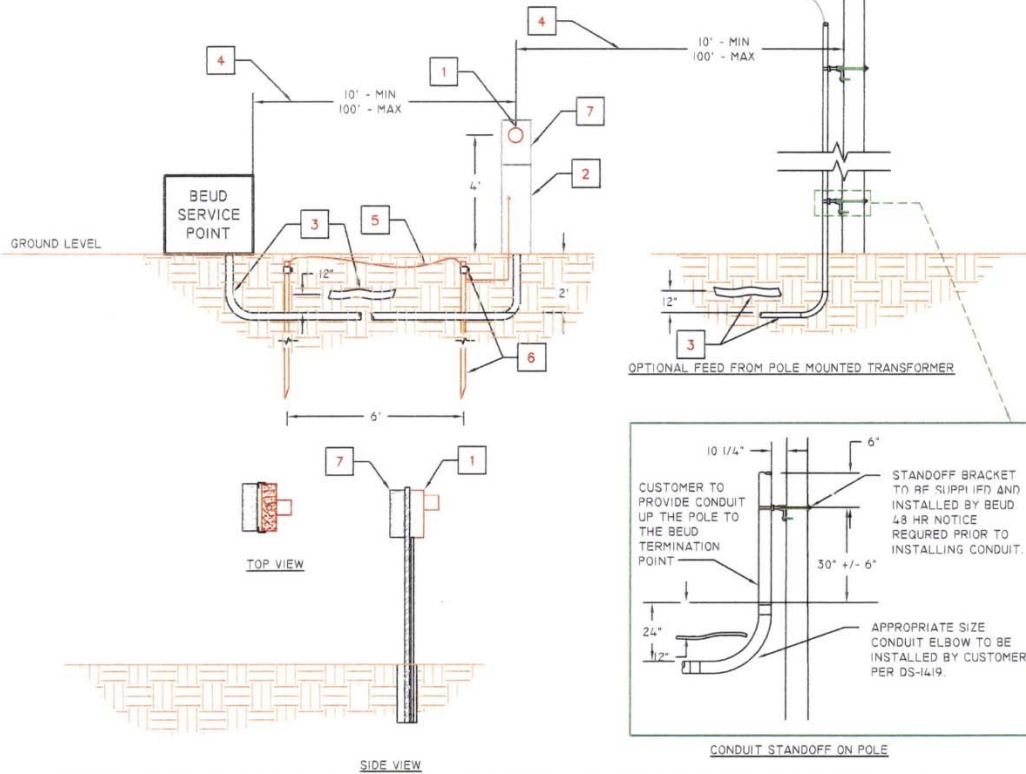
REV 4 - 2019

DS-1003*

METER BASES SUPPLIED BY CONTRACTOR
MUST BE RINGLESS IN TYPE.

RING TYPE BASES WILL NOT BE ACCEPTED.

CONTACT ONE-CALL PRIOR TO SETTING
POLE OR GROUND RODS TO AVOID
UNDERGROUND UTILITIES.



NOTES:

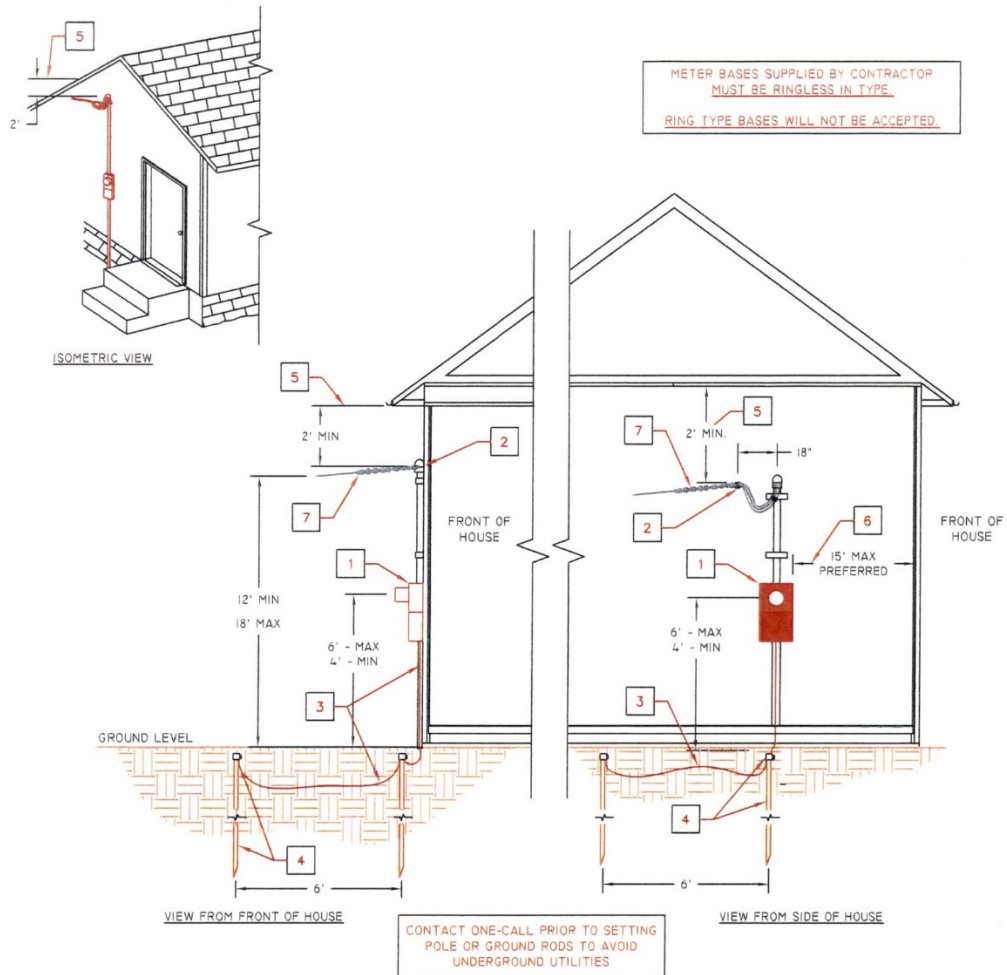
1. RINGLESS METER SOCKET AND PEDESTAL INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. PREFABRICATED PEDESTAL PROVIDED BY CUSTOMER.
3. CUSTOMER TO FURNISH AND INSTALL 2" OR 3" SCHEDULE 40 CONDUIT TO BEUD SECONDARY PEDESTAL, TRANSFORMER, OR POLE. CAUTION RIBBON MUST BE INSTALLED 12" ABOVE ALL SECONDARY CONDUITS.
4. CLEARANCE REQUIRED BETWEEN PEDESTAL AND BEUD SERVICE POINT: 10' MIN FROM UG DEVICE OR POLE. MAX. DISTANCE 100' UNLESS APPROVED BY BEUD.
5. GROUNDING CONDUCTOR SIZE #6 SOLID COPPER AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN CONDUIT FROM METER TO GROUND LEVEL.
6. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS. COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
7. CUSTOMER TO PROVIDE UL 100A SERVICE DISCONNECT.



100A PREFABRICATED METER PEDESTAL (CATV & TELCO)

REV 4 - 2019

DS-1004*



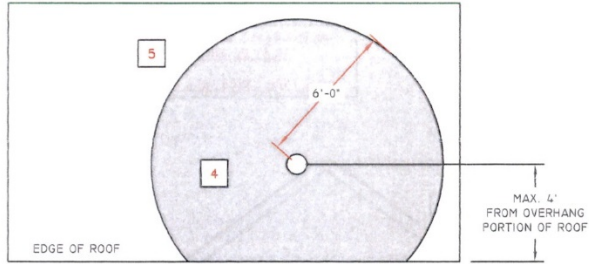
NOTES: #

- 1 RINGLESS METER/MAIN COMBO PROVIDED AND INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
- 2 SERVICES ATTACHED TO A BUILDING MUST BE STRUCTURALLY CONNECTED TO THE BUILDING USING A MINIMUM 3/8" EYE BOLT WITH 2 1/4" SQUARE WASHER. SERVICE ENTRANCE MUST BE MINIMUM 1 1/4" ELECTRICAL CONDUIT FOR 100A SERVICE AND 2" ELECTRICAL CONDUIT FOR 200A SERVICE. SERVICE SHALL NOT BE CONNECTED TO METER RISER. SCREW TYPE SERVICE WIREHOLDERS OR KNOBS WILL NOT BE ACCEPTED.
- 3 GROUNDING CONDUCTOR SIZE #6 SOLID COPPER AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN 1/2" CONDUIT FROM METER TO GROUND LEVEL.
- 4 CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS, COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
- 5 MAINTAIN 2' VERTICAL CLEARANCE FROM POINT OF ATTACHMENT TO SERVICE CONDUCTORS. IF 2' CLEARANCE CANNOT BE MAINTAINED, REFER TO DS-1006.
- 6 BEUD PREFERRED LOCATION OF METER/MAIN COMBO TO BE INSTALLED A MAXIMUM OF 15' FROM CORNER OF HOME NEAREST BEUD CONNECTION POINT.
- 7 CUSTOMER IS REQUIRED TO EXTEND CONDUCTORS FROM WEATHERHEAD A MINIMUM 3'.

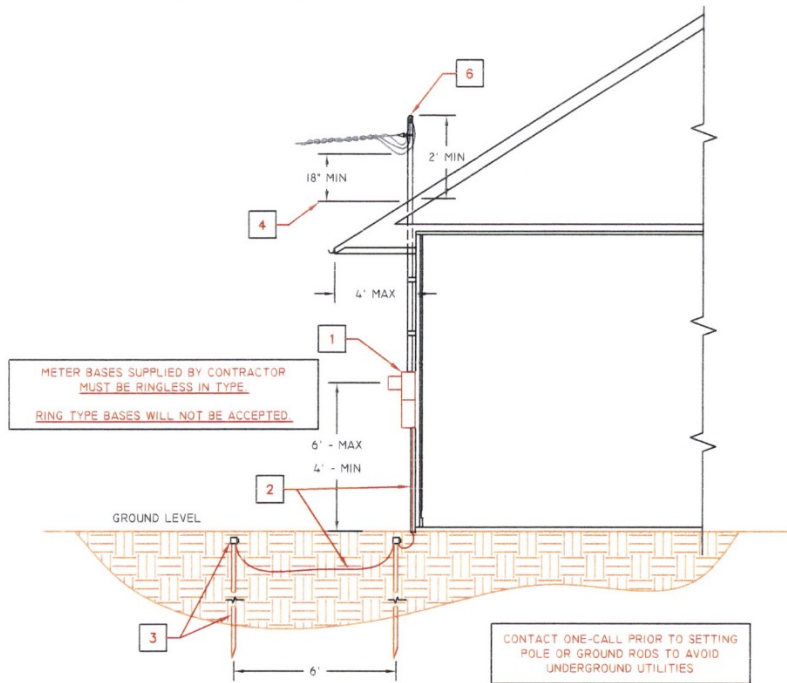


RESIDENTIAL OVERHEAD SERVICE

DS-1005



REQUIRED CLEARANCE OF SERVICE CONDUCTOR OVER ROOF



NOTES: #

- 1 RINGLESS METER/MAIN COMBO PROVIDED AND INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
- 2 GROUNDING CONDUCTOR SIZE #6 SOLID COPPER AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN 1/2" CONDUIT FROM METER TO GROUND LEVEL.
- 3 CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS. COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
- 4 MUST MAINTAIN 18' VERTICAL CONDUCTOR CLEARANCE WITHIN 6' RADIUS OF MAST.
- 5 MUST MAINTAIN 36" MINIMUM VERTICAL CONDUCTOR CLEARANCE OUTSIDE OF 6'-0" RADIUS OF SERVICE MAST.
- 6 SERVICE ENTRANCE MAST MUST BE MINIMUM 2" GALVANIZED RIGID ELECTRICAL CONDUIT. NO COUPLINGS ABOVE THE ROOF LINE. CUSTOMER TO PROVIDE AND INSTALL SERVICE MAST CLAMP. MASTS GREATER THAN 3', CONTACT BEUD FOR REQUIREMENTS.

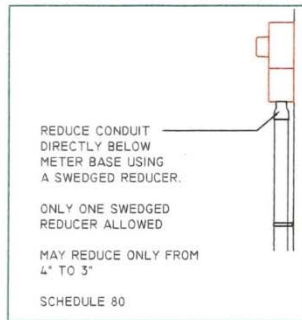


RESIDENTIAL OVERHEAD SERVICE
MAST THROUGH ROOF

DS-1006

NOTE: CALL 479-271-3135 24 HOURS
IN ADVANCE TO SCHEDULE OPENING
OF BEUD EQUIPMENT

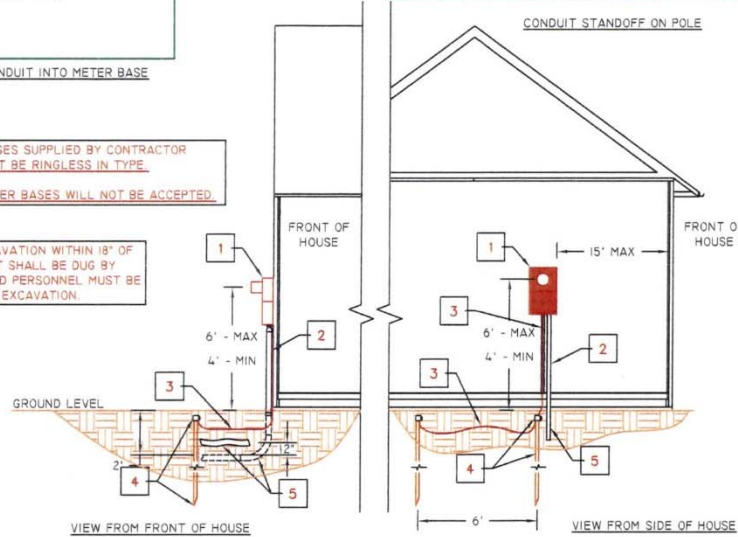
DETAIL "A"



REDUCING CONDUIT INTO METER BASE

METER BASES SUPPLIED BY CONTRACTOR
MUST BE RINGLESS IN TYPE.
RING TYPE METER BASES WILL NOT BE ACCEPTED.

NOTE: ANY EXCAVATION WITHIN 18\"/>



CONTACT ONE-CALL PRIOR TO
SETTING POLE OR GROUND RODS TO
AVOID UNDERGROUND UTILITIES

NOTES: #

1. RINGLESS METER/MAIN COMBO PROVIDED AND INSTALLED BY CUSTOMER. MUST BE MOUNTED WITHIN 15' OF EDGE OF STRUCTURE CLOSEST TO BEUD UTILITY SERVICES. METER PROVIDED BY BEUD.
2. GALVANIZED RIGID STEEL, IMC, OR PVC SCHEDULE 80 CONDUIT. REDUCE CONDUIT DIRECTLY BELOW METER BASE USING A SWEDGED REDUCER. ONLY ONE SWEDGED REDUCER ALLOWED UNLESS APPROVED BY BEUD IN WRITING. SEE DETAIL "A".
3. GROUNDING CONDUCTOR SIZE #6 SOLID COPPER AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN 1/2\"/>



RESIDENTIAL UNDERGROUND SERVICE

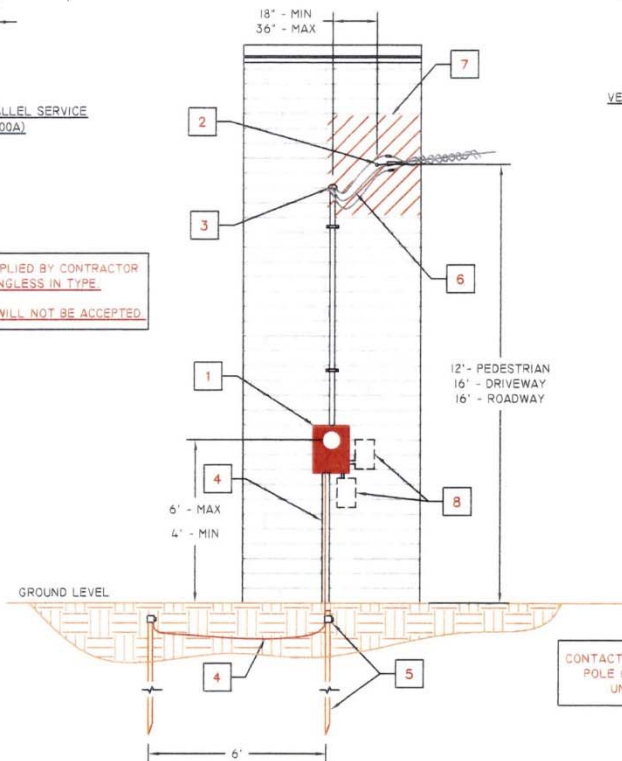
DS-1007

HORIZONTAL PARALLEL SERVICE
(400A/600A)

VERTICAL PARALLEL SERVICE
(400A/600A)

METER BASES SUPPLIED BY CONTRACTOR
MUST BE RINGLESS IN TYPE.

RING TYPE BASES WILL NOT BE ACCEPTED



CONTACT ONE-CALL PRIOR TO SETTING
POLE OR GROUND RODS TO AVOID
UNDERGROUND UTILITIES

NOTES:

1. RINGLESS METER SOCKET INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. SERVICES ATTACHED TO A BUILDING MUST BE STRUCTURALLY CONNECTED TO THE BUILDING USING A MINIMUM 3/8" EYE BOLT WITH 2 1/4" SQUARE WASHER. SERVICE ENTRANCE MUST BE MINIMUM 2" ELECTRICAL CONDUIT. SERVICE SHALL NOT BE CONNECTED TO METER RISER.
3. SERVICE WEATHERHEAD TO BE WITHIN 18" MIN AND 56" MAX OF POINT OF ATTACHMENT.
4. GROUNDING CONDUCTOR SHALL BE #6 SOLID COPPER FOR 200A OR #4 SOLID COPPER FOR 400A, AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN 1/2" CONDUIT FROM METER TO GROUND LEVEL.
5. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS, COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
6. CUSTOMER TO PROVIDE 4' OF CONDUCTOR FROM WEATHERHEAD.
7. NO CATV OR TELCO ATTACHMENTS ALLOWED WITHIN 40" OF BEUD ATTACHMENT POINT(S). SHOWN BY HATCHED AREA.
8. OPTIONAL POSITIONS FOR MAIN DISCONNECT OR SHUNT TRIP.



COMMERCIAL OVERHEAD SERVICE
FOR SELF CONTAINED METERING

REV 4 - 2019

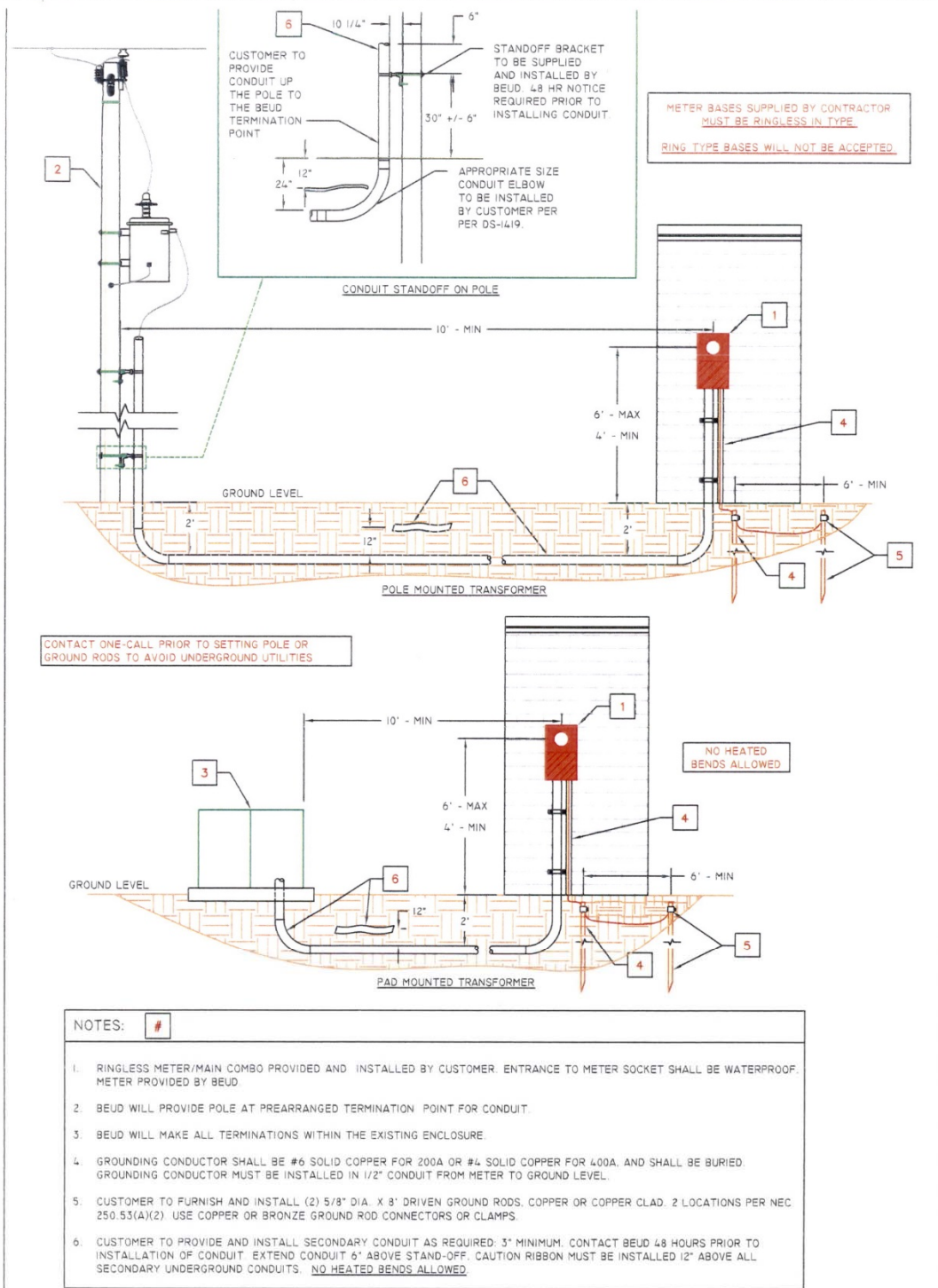
DS-1008*

DS-1009 IS NOT IN USE
FOR REVISION 4



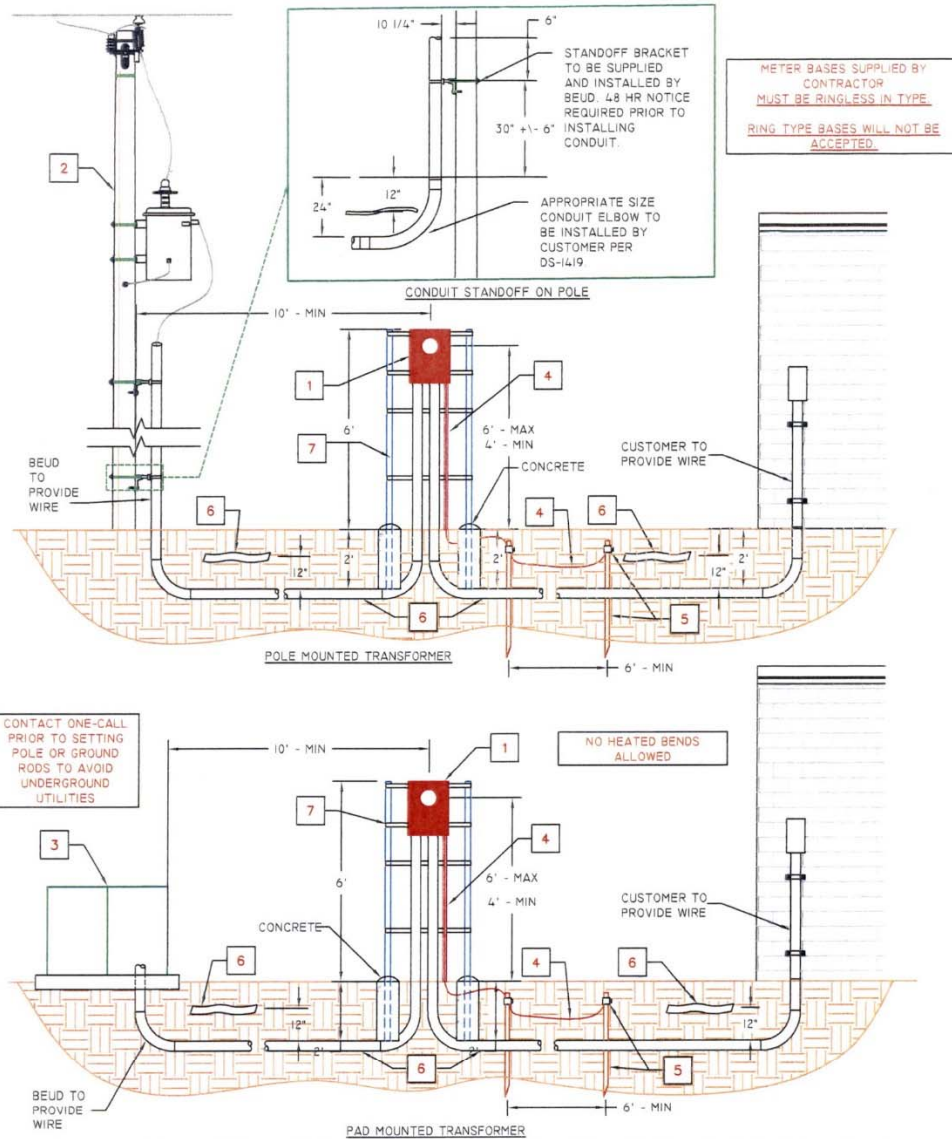
REV 4 - 2019

DS-1009*



UNDERGROUND SERVICE
FOR SELF CONTAINED METERING

REV 4 - 2019
DS-1010*



NOTES:

1. RINGLESS METER SOCKET INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER AND CONDUCTORS FROM SERVICE POINT TO METER PROVIDED BY BEUD. CUSTOMER TO PROVIDE UL LISTED SERVICE DISCONNECT.
2. BEUD WILL PROVIDE POLE AT PREARRANGED TERMINATION POINT FOR CONDUIT.
3. BEUD WILL MAKE ALL TERMINATIONS WITHIN THE ENCLOSURE.
4. GROUNDING CONDUCTOR SHALL BE #6 SOLID COPPER FOR 200A OR #4 SOLID COPPER FOR 400A, AND SHALL BE BURIED. GROUNDING CONDUCTOR MUST BE INSTALLED IN 1/2" CONDUIT FROM METER TO GROUND LEVEL.
5. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS, COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
6. CUSTOMER TO PROVIDE AND INSTALL SECONDARY CONDUIT AS REQUIRED. CONTACT BEUD 48 HOURS PRIOR TO INSTALLATION OF CONDUIT. CAUTION RIBBON MUST BE INSTALLED 12" ABOVE SECONDARY UNDERGROUND CONDUITS. NO HEATED BENDS ALLOWED.
7. CONTRACTOR TO PROVIDE RACK DESIGN STAMPED BY A PROFESSIONAL STRUCTURAL ENGINEER. ALL ANGLE IRON MUST BE GALVANIZED.



UNDERGROUND SERVICE
FOR SELF CONTAINED,
FREE STANDING METERING

REV 4 - 2019

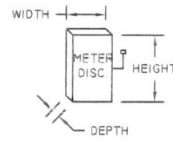
DS-1011*

METER BASES SUPPLIED BY CONTRACTOR
MUST BE RINGLESS IN TYPE
RING TYPE BASES WILL NOT BE ACCEPTED.

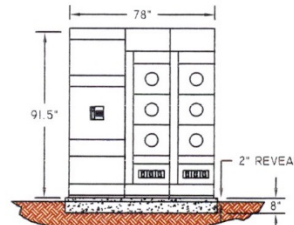
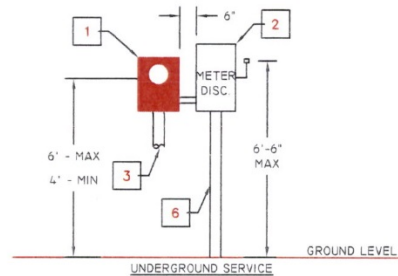
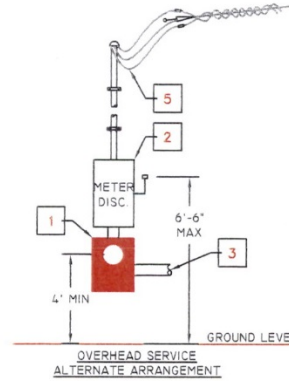
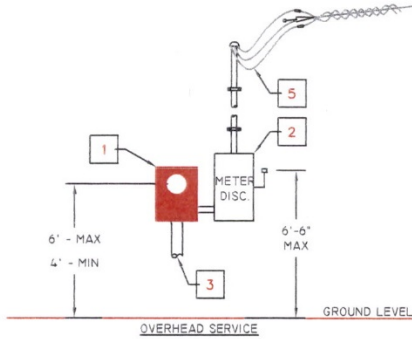
480V DISCONNECT PART NUMBERS

200A: BEUD INVENTORY #1442
MFR PART NUMBER HU364NRB

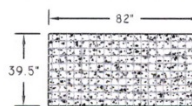
400A: BEUD INVENTORY #1443
MFR PART NUMBER HU365NR



METER DISC DIMENSIONS (INCHES)		
AMPS	200	400
HEIGHT	29-1/4	50-1/4
WIDTH	17-1/4	27-5/8
DEPTH	8-1/2	9-1/2



SQUARE D QED SWITCHBOARD OPTION
REQUIRES CONCRETE FOUNDATION 82" X 39.5" X 8"
WITH 2" REVEAL ABOVE FINAL GRADE.
EMBED 4" WIRE MESH IN CONCRETE.



GENERAL GROUNDING NOTE:

THE GROUNDING ELECTRODE CONDUCTOR CONNECTION SHALL BE MADE AT ANY ACCESSIBLE POINT FROM THE LOAD END OF THE SERVICE DROP OR SERVICE LATERAL TO AND INCLUDING THE TERMINAL OR BUS TO WHICH THE GROUNDED SERVICE CONDUCTOR IS CONNECTED AT THE SERVICE DISCONNECTING MEANS.

NOTES:

1. METER SOCKET INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. METER DISCONNECT (DISC) PROVIDED BY BEUD AND INSTALLED BY CUSTOMER.
3. TO SERVICE DISCONNECT.
4. METER DISCONNECT (DISC), METER SOCKET AND CUSTOMER PROVIDED SERVICE DISCONNECT ENCLOSURES MUST BE CONNECTED TO GROUND RODS WITH APPROPRIATELY SIZED CONDUCTOR PER LATEST EDITION OF NEC ADOPTED BY ARKANSAS.
5. CUSTOMER TO PROVIDE CONDUCTORS FROM DISCONNECT TO WEATHERHEAD. EXTEND CONDUCTORS FROM WEATHERHEAD A MINIMUM 4'.
6. BEUD SHALL PROVIDE CONDUCTORS TO LINE SIDE OF METER DISCONNECT.



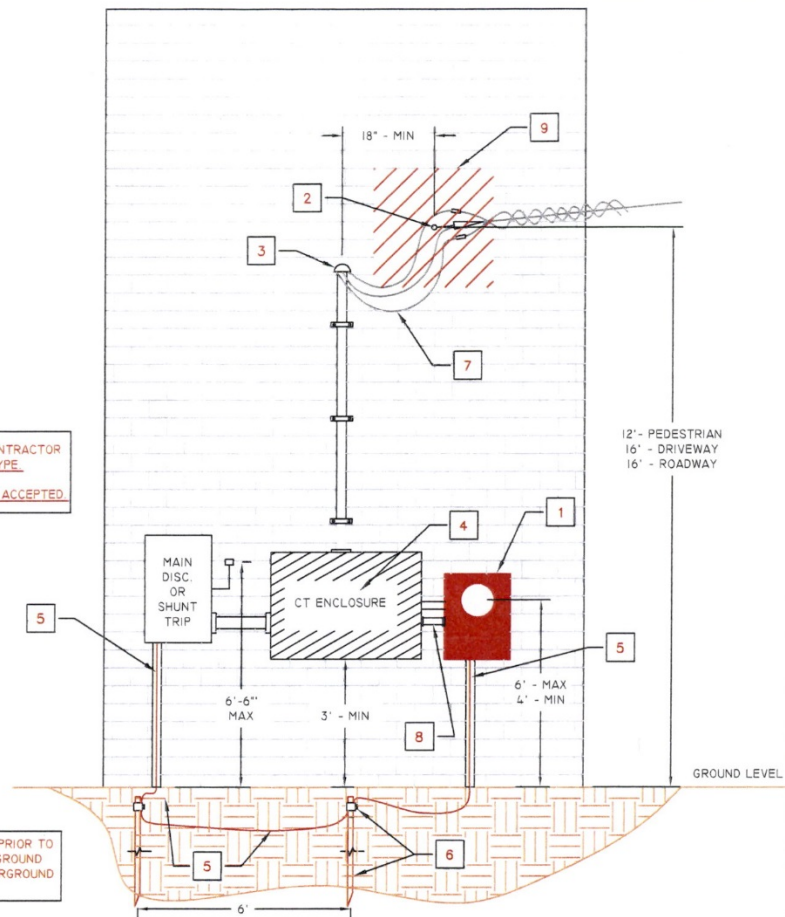
COMMERCIAL SERVICE
480V METER DISCONNECT
SELF CONTAINED METERING

REV 4 - 2019

DS-1012*

METER BASES SUPPLIED BY CONTRACTOR
MUST BE RINGLESS IN TYPE.
RING TYPE BASES WILL NOT BE ACCEPTED.

CONTACT ONE-CALL PRIOR TO
SETTING POLE OR GROUND
RODS TO AVOID UNDERGROUND
UTILITIES



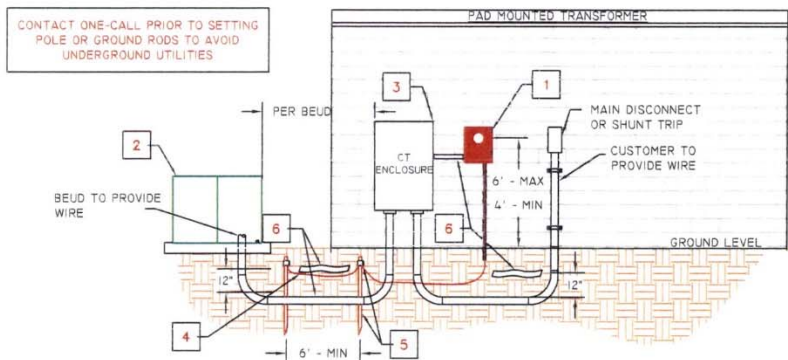
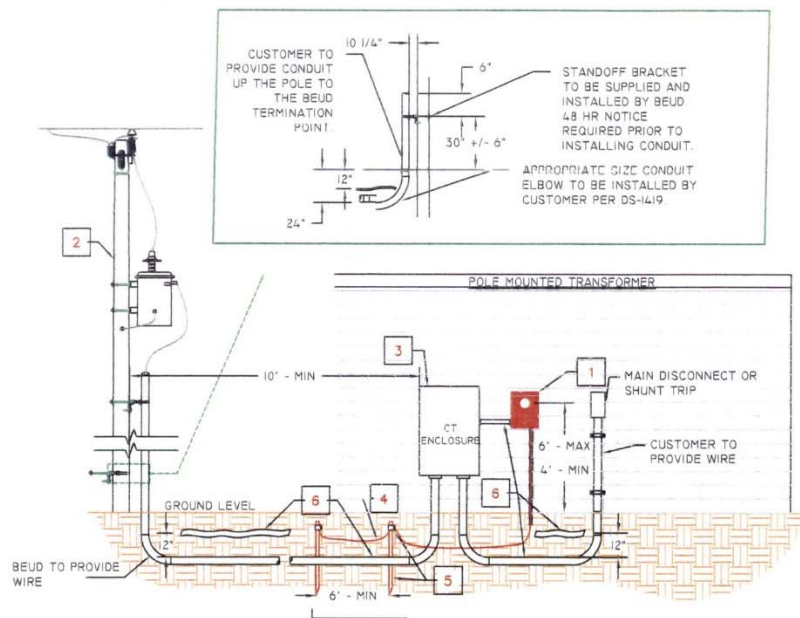
NOTES:

1. RINGLESS METER SOCKET INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. SERVICES ATTACHED TO A BUILDING MUST BE STRUCTURALLY CONNECTED TO THE BUILDING USING A MINIMUM 5/8\"/>



COMMERCIAL OVERHEAD SERVICE
WITH CT METERING

DS-1013



- NOTES: #
1. RINGLESS METER SOCKET PROVIDED BY BEUD AND INSTALLED BY CONTRACTOR. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER AND CONDUCTORS FROM SERVICE POINT TO METER PROVIDED BY BEUD. CUSTOMER TO PROVIDE UL LISTED SERVICE DISCONNECT.
 2. BEUD WILL PROVIDE POLE OR TRANSFORMER AT PREARRANGED TERMINATION POINT FOR CONDUIT.
 3. CUSTOMER TO PROVIDE AND INSTALL ENCLOSURE PER SPECS, ENCLOSURE GROUND LUG, SERVICE DISCONNECT AND GROUND RODS. CUSTOMER SHALL PROVIDE ALL LOAD CONDUCTORS FROM CT CABINET TO SERVICE EQUIPMENT. REFER TO BEUD SERVICE GUIDELINE SECTION 25.2 FOR CT ENCLOSURE SPECIFICATIONS.
 4. GROUND ROD CONDUCTOR (SOLID COPPER): #6 AND SHALL BE BURIED. SERVICE GROUNDING CONDUCTOR AS REQUIRED BY NEC.
 5. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS, COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
 6. CUSTOMER TO PROVIDE AND INSTALL SECONDARY CONDUIT. CONTACT BEUD 48 HOURS PRIOR TO INSTALLATION OF CONDUIT. CAUTION RIBBON MUST BE INSTALLED 12" ABOVE SECONDARY UNDERGROUND CONDUITS.
 7. IF CT CABINET IS REQUESTED TO BE MOUNTED ON A FREE STANDING RACK, A STRUCTURAL DRAWING STAMPED BY A P.E. SHALL BE SUPPLIED TO BEUD FOR REVIEW AND APPROVAL.
 8. CONTRACTOR TO SUPPLY ALL LINE AND LOAD LUGS WITH CT CABINET.

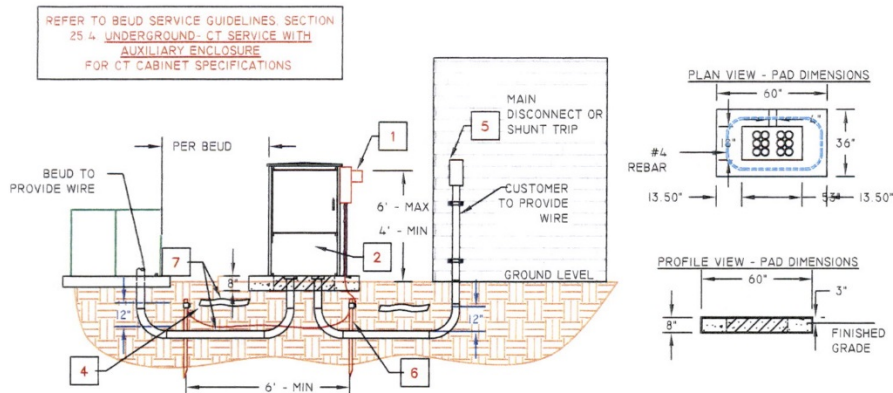


UNDERGROUND SERVICE
WALL MOUNTED CT METERING, 600-1200A

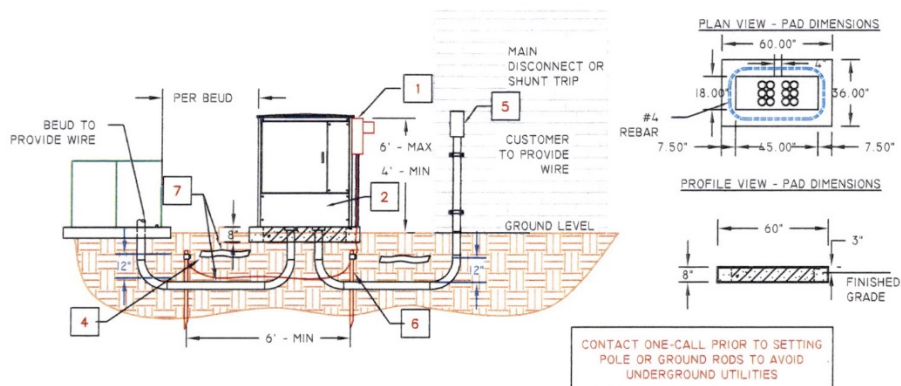
REV 4 - 2019

DS-1014*

1600A CT METERED SYSTEM- PAD MOUNTED



2000A-4000A CT METERED SYSTEM- PAD MOUNTED



NOTES:

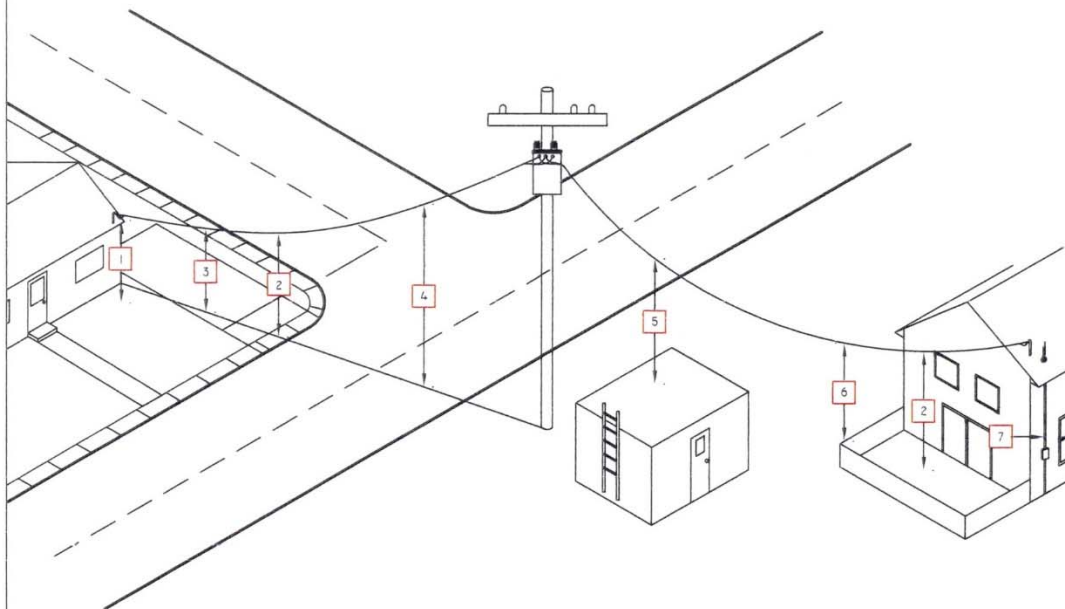
1. RINGLESS METER SOCKET PROVIDED BY BEUD, INSTALLED BY CUSTOMER. ENTRANCE TO METER SOCKET SHALL BE WATERPROOF. METER PROVIDED BY BEUD.
2. CUSTOMER TO PROVIDE AND INSTALL ENCLOSURE PER SPECS. ENCLOSURE GROUND LUG, SERVICE DISCONNECT, AND GROUND RODS. CUSTOMER SHALL PROVIDE ALL LOAD CONDUCTORS FROM CT CABINET TO SERVICE EQUIPMENT. REFER TO BEUD SERVICE GUIDELINE SECTION 25.2 FOR CT ENCLOSURE SPECIFICATIONS.
3. CUSTOMER TO GROUND AND BOND CT ENCLOSURE TO SYSTEM NEUTRAL.
4. GROUND ROD CONDUCTOR SIZE (SOLID COPPER): #6 AND SHALL BE BURIED. SERVICE GROUNDING CONDUCTOR AS REQUIRED BY NEC AT FIRST MEANS OF DISCONNECT.
5. MAIN DISCONNECT OR SHUNT TRIP LOCATION SHOULD BE COORDINATED WITH FIRE DEPARTMENT.
6. CUSTOMER TO FURNISH AND INSTALL (2) 5/8" DIA. X 8' DRIVEN GROUND RODS. COPPER OR COPPER CLAD. 2 LOCATIONS PER NEC 250.53(A)(2). USE COPPER OR BRONZE GROUND ROD CONNECTORS OR CLAMPS.
7. CUSTOMER TO PROVIDE AND INSTALL SECONDARY CONDUIT. CONTACT BEUD 48 HOURS PRIOR TO INSTALLATION OF CONDUIT. CAUTION RIBBON MUST BE INSTALLED 12" ABOVE SECONDARY UNDERGROUND CONDUITS.
8. CUSTOMER TO PROVIDE AND INSTALL UL APPROVED SERVICE DISCONNECT SIZED PER NEC FOR SERVICE AMPERAGE RATING AND SHORT-CIRCUIT CURRENT RATING.
9. BEUD TO PROVIDE CONDUCTOR TO CT CABINET. CT WIRING AND CONNECTIONS BETWEEN CT AND METER SOCKET.



1600A - 4000A PAD MOUNT CT ENCLOSURE

REV 4 - 2019

DS-1015*

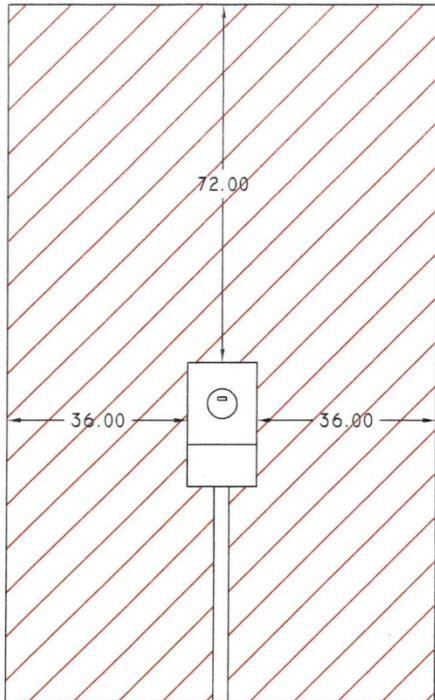


NOTES: #	
1	12' MINIMUM VERTICAL CLEARANCE (INCLUDING DRIP LOOP) OVER RESIDENTIAL PROPERTY ACCESSIBLE TO PEDESTRIANS ONLY. REFER TO NESC TABLE 232-I IF BUILDING HEIGHT DOES NOT ALLOW THIS CLEARANCE.
2	12' MINIMUM VERTICAL CLEARANCE OVER RESIDENTIAL PROPERTY ACCESSIBLE TO PEDESTRIANS. NESC TABLE 231-I
3	16' MINIMUM VERTICAL CLEARANCE OVER RESIDENTIAL PRIVATE DRIVEWAYS. NESC TABLE 231-I
4	16' MINIMUM VERTICAL CLEARANCE OVER ROADS, STREETS, AND OTHER AREAS SUBJECT TO TRUCK TRAFFIC. NEC 230.24(B)(4)
5	11' MINIMUM VERTICAL CLEARANCE OVER ADJACENT, ACCESSIBLE ROOFS. NESC TABLE 234-I.
6	11' MINIMUM VERTICAL CLEARANCE OVER ATTACHED BALCONIES, PORCHES, OR DECKS READILY ACCESSIBLE TO PEDESTRIANS. NESC 234(C)(3)(d)(i)
7	3' MINIMUM VERTICAL AND HORIZONTAL CLEARANCE FROM WINDOW OR DOOR OPENINGS. NESC 234(C)(3)(d)(i)



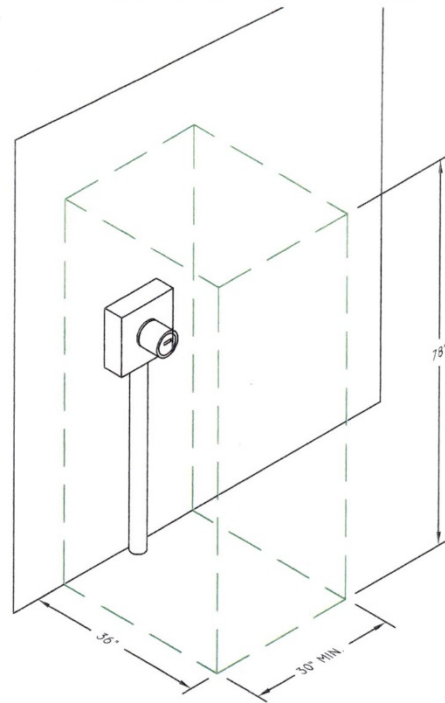
SECONDARY CONDUCTOR CLEARANCE REQUIREMENTS

DS-1016



NOT ALLOWED WITHIN RED HATCHED AREA:

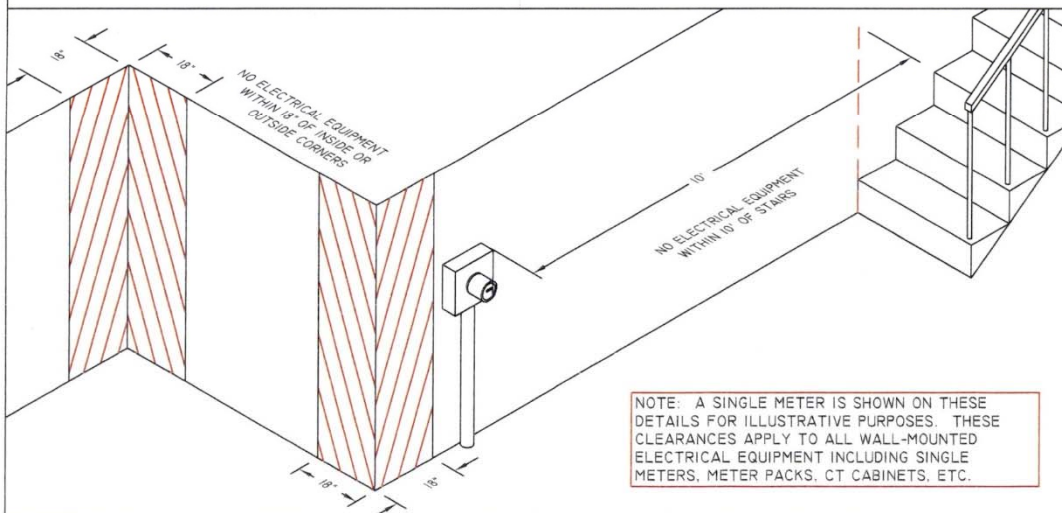
- DOORS
- WINDOWS THAT PROVIDE EGRESS
- GAS METERS
- CATV/TELCO EQUIPMENT
- HVAC EQUIPMENT
- VENTILATION LOUVERS



SAFE WORKING CLEARANCE ZONE

THESE AREAS MUST BE KEPT CLEAR AND UNOBSTRUCTED AS A SAFE WORKING CLEARANCE ZONE.

MINIMUM 30" HORIZONTAL CLEARANCE REFERS TO ANY EQUIPMENT LESS THAN 30" WIDE. FOR EQUIPMENT GREATER THAN 30" WIDE, THE CLEARANCE ZONE EXTENDS TO THE WIDTH OF THE EQUIPMENT.

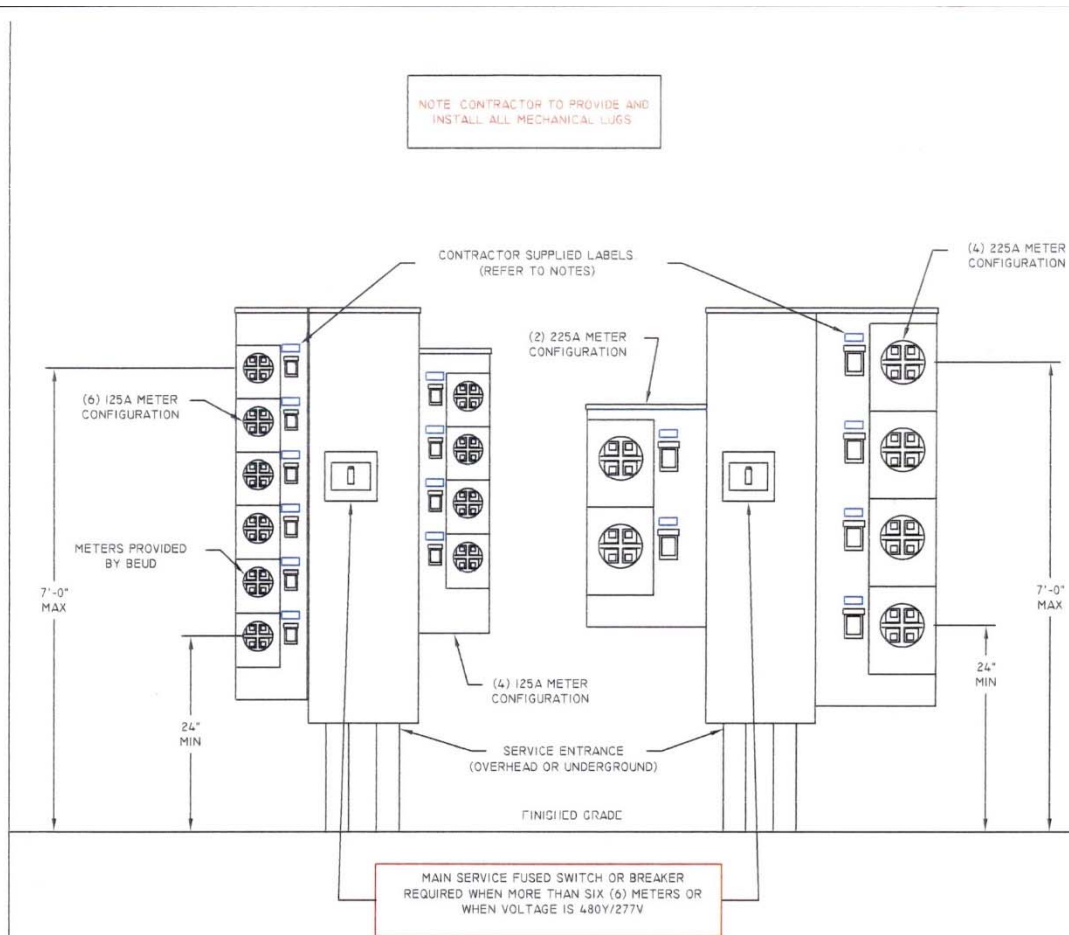


NOTE: A SINGLE METER IS SHOWN ON THESE DETAILS FOR ILLUSTRATIVE PURPOSES. THESE CLEARANCES APPLY TO ALL WALL-MOUNTED ELECTRICAL EQUIPMENT INCLUDING SINGLE METERS, METER PACKS, CT CABINETS, ETC.



METER CLEARANCE REQUIREMENTS

DS-1017



LABEL SPECIFICATIONS

- 1 ENGRAVED PHENOLIC LABELS SHALL BE USED.
- 2 LABELS SHALL HAVE PLAIN BLOCK LETTER OR NUMBER WITH A CONTRASTING BACKGROUND.
- 3 BLOCK LETTERS ARE TO BE A MINIMUM OF 1-1/2" IN HEIGHT.
- 4 LABELS SHALL CLEARLY INDICATE CORRESPONDING UNIT SERVED BY EACH METER.
- 5 LABELS WILL NOT BE PLACED SUCH THAT THEY OBSCURE ANY INFORMATION PRINTED OR LABELED ON THE EQUIPMENT.
- 6 POSITION THE LABEL SO THAT IT IS READILY VISIBLE AND THAT IT IS OBVIOUS WHAT EQUIPMENT THE LABEL DESCRIBES.
- 7 LABELS SHALL BE SMOOTHLY ATTACHED TO THE METERING EQUIPMENT WITH NO OVERLAPS, PROTRUSIONS OR SHARP EDGES AND CORNERS.
- 8 LABELS SHALL BE APPLIED NEATLY AND NEVER APPLIED OVER EXISTING PHENOLIC LABELS.
- 9 LABELS MAY HAVE SELF-ADHESIVE BACKS TO AID IN INSTALLATION, BUT EACH LABEL SHALL HAVE AT LEAST 2 HOLES (LARGER LABELS MUST HAVE 4 HOLES) AND BE SECURED TO THE PIECE OF EQUIPMENT WITH APPROPRIATE SIZED POP-RIVETS OR SCREWS TO KEEP THE LABEL FROM BEING UNINTENTIONALLY REMOVED. ALL LABELS SHALL BE INSTALLED AND SECURED WITH POP-RIVETS OR SCREWS BEFORE THEY WILL BE ACCEPTED BY THE CITY OF BENTONVILLE. USE CAUTION WHEN DRILLING AND INSTALLING POP-RIVETS OR SCREW TO AVOID ACCIDENTAL CONTACT WITH CONDUCTORS.



MULTIPLE METER INSTALLATION REQUIREMENTS

DS-1018

REFER TO BENTONVILLE SUBDIVISION
CODE 1400.12 (AS CURRENTLY
AMENDED). LANDSCAPING LOCATION
AND UTILITY CLEARANCES FOR
REQUIREMENTS FOR TREE PLANTINGS
AROUND BURIED UTILITY LINES AND
EQUIPMENT

REFER TO DS-1410
FOR CLEARANCES
AROUND STRUCTURES

5' NO PERMANENT OBSTRUCTIONS ZONE
NO TREES, WALLS, FENCES, OR ANY
OTHER PERMANENT STRUCTURE WITHIN
5' ON ALL SIDES OF DEVICE.

3' NO LANDSCAPING ZONE
NO PLANTS OR SHRUBS WITHIN
3' ON ALL SIDES OF DEVICE.

10' WORKING ZONE
10' CLEAR AREA MUST BE MAINTAINED
ACROSS WIDTH OF DEVICE ON OPENING SIDE.
(MAY BE REDUCED TO 6' FOR SECONDARY PEDESTALS.)



PADMOUNT SWITCHGEAR - MAINTAIN 5' CLEARANCE FROM
ACCESS DOOR SIDE OF DEVICE



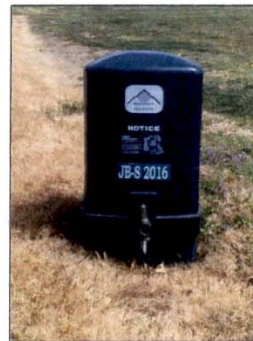
THREE-PHASE PRIMARY JUNCTION BOX



THREE-PHASE PADMOUNT TRANSFORMER



SINGLE-PHASE PADMOUNT TRANSFORMER



SECONDARY PEDESTAL



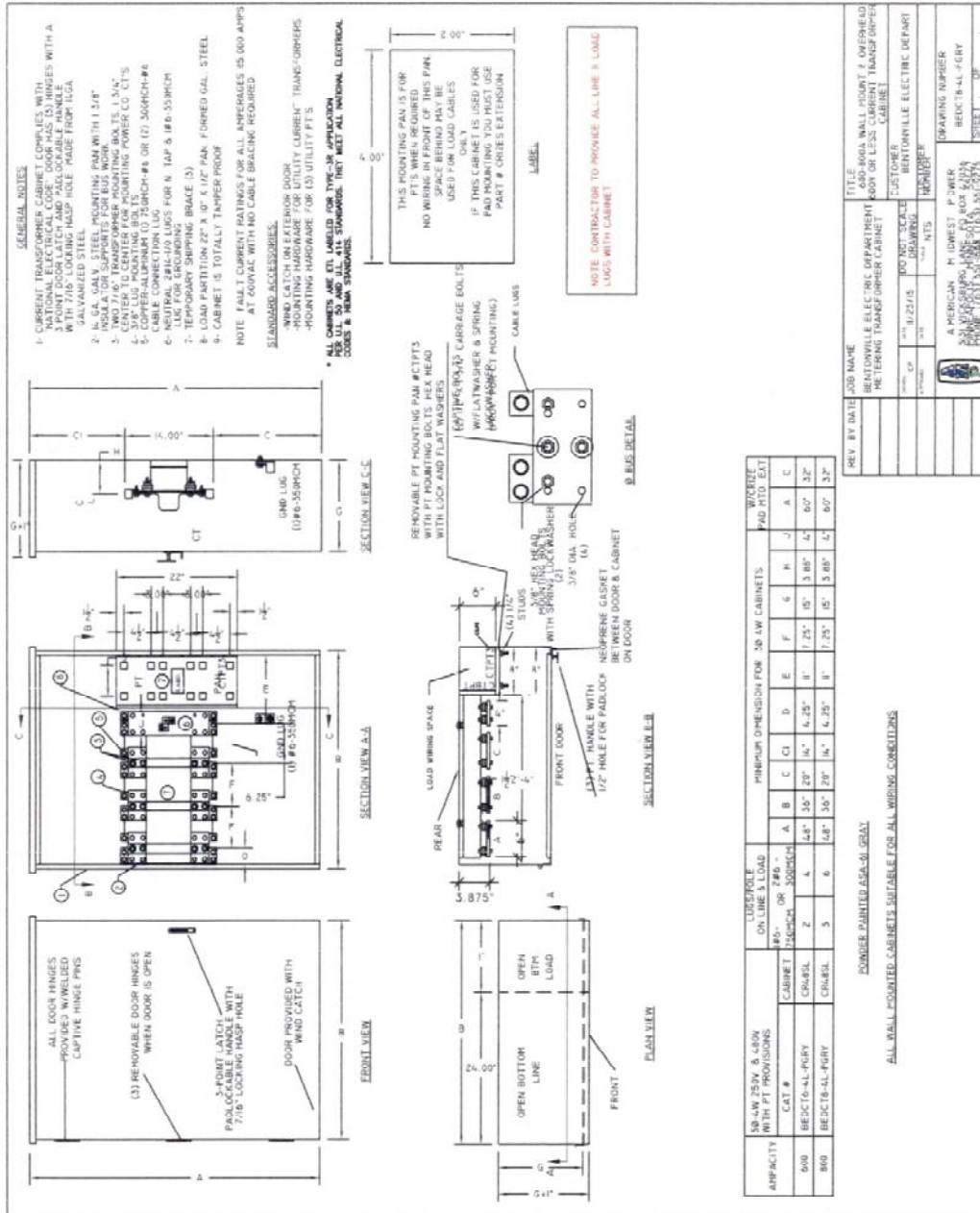
LANDSCAPING SEPARATION REQUIREMENTS

DS-1019



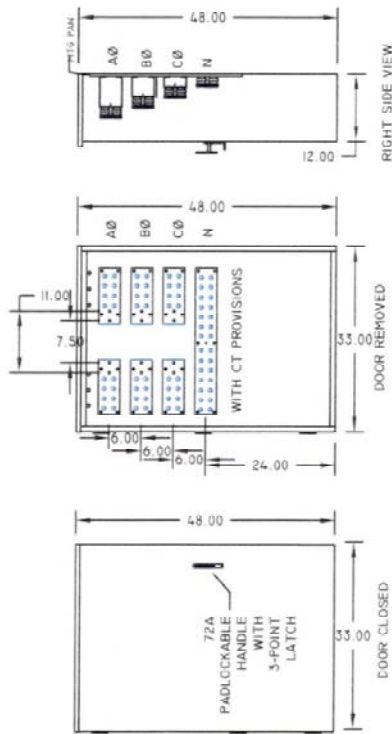
OVERHEAD WALL MOUNTED CT CABINET- 600/800A*

DS-1020



UNDERGROUND WALL MOUNTED
CT CABINET- 600/1200A*

DS-1021



CONSTRUCTION SPECIFICATIONS:

RATINGS ARE 600-1200 AMP, 600 VOLT, 3 PHASE-4 WIRE, NEMA 1/3R
DUAL RATED. 15C RATING OF 35KA RMS SYMMETRICAL WITH NO CABLE LASHING REQUIRED.
CONTACT FACTORY FOR HIGHER BRACING REQUIREMENTS.

CABINETS ARE TAMPERPROOF, SURFACE MOUNTED AND PROVIDED WITH FOUR MOUNTING HOLES AND INTERIOR INSTALLED.
CABINETS ARE MADE FROM 16GA GALVANEAL CODE GAUGE STEEL, SUITABLE FOR INDOOR OR OUTDOOR APPLICATIONS.

CABINET DOOR IS STANDARD HINGED ON LEFT SIDE, WITH THREE POINT HEAVY DUTY HANDLE ON RIGHT SIDE. HANDLE ACCOMMODATES SEALING RINGS, PADLOCKS AND OR BARREL LOCKS. DOOR COMES WITH STANDARD WIND LATCH TO HOLD IN THE OPEN POSITION.

POWDER PAINTED CABINETS ARE ASA 6I GRAY

ETL LISTED AND LABELED CONFORMS TO UL STANDARD 1773.
MEETS ALL NFMA/3R APPLICATIONS AND NATIONAL ELECTRICAL CODE STANDARD
AS SUITABLE FOR SERVICE ENTRANCE EQUIPMENT

CABINETS ARE SUPPLIED FOR BOTTOM IN BOTTOM OUT WIRING APPLICATIONS ONLY.

600-1200 AMP CURRENT TRANSFORMER CABINET
WALL & UNDERGROUND ONLY CABINETS

CURRENT TRANSFORMER CABINETS (SB)

600 VOLT/ 3 PHASE 4 WIRE	AMP	CAT. #	CABINET
	600	BEDS86-4-A-CT-PGRY	CL48
	800	BEDS88-4-A-CT-PGRY	CL48
	1200	BEDS812-4-A-CT-PGRY	CL48

(CT) FOR TWO HOLE BAR TYPE CTS FOR 600A TO 800A 3Ø 4WIRE
(A) FOR ALUMINUM BUS
PLEASE SPECIFY QUANTITY AND INSTALLATION LOCATION.
PLEASE NOTE THIS IS FOR BOTTOM IN BOTTOM OUT APPLICATIONS ONLY

(OPTIONAL) CONNECTORS - COPPER/ALUMINUM

CAT. No.	DESCRIPTION
AB125	SET SCREW CONNECTOR (1) #16 - 2/0
AB300	SET SCREW CONNECTOR (1) #6 - 500PCM
DL125	SET SCREW CONNECTOR (2) #16 - 2/0
DL250	SET SCREW CONNECTOR 2 #6 - #250PCM
LA750	SET SCREW CONNECTOR 1 #6 - #750PCM OR 2 #6 - 500PCM
DL2-300	SET SCREW CONNECTOR 2 #300PCM - #6
PV4750	SET SCREW CONNECTOR (2) #6-750 PCM OR (4) #6-500 PCM
YA3A3	COMPRESSION CONNECTOR 1 #600PCM
YA3A5	COMPRESSION CONNECTOR 1 #750PCM

ENCLOSURES

CAT. NO.	DESCRIPTION	DIMENSIONS
CL48	NEMA 3R GALVANNEAL CABINET	48"H x 53"W x 12"D

* POWDER PAINTED ASA-6 | GRAY CABINET

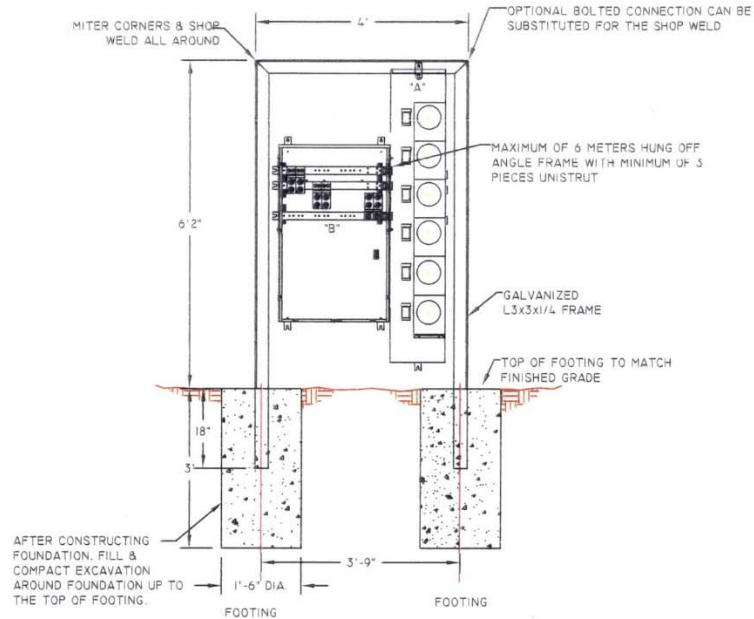
NOTE: CONTRACTOR TO PROVIDE ALL LINE & LOAD LUGS WITH CABINET.

THIS DRAWING AND THE INFORMATION THEREON ARE THE PROPERTY OF AMERICAN MIDWEST POWER, AND ARE NOT TO BE COPIED, REPRODUCED, OR DISCLOSED TO OTHERS WITHOUT THE EXPRESS WRITTEN CONSENT OF AMERICAN MIDWEST POWER.

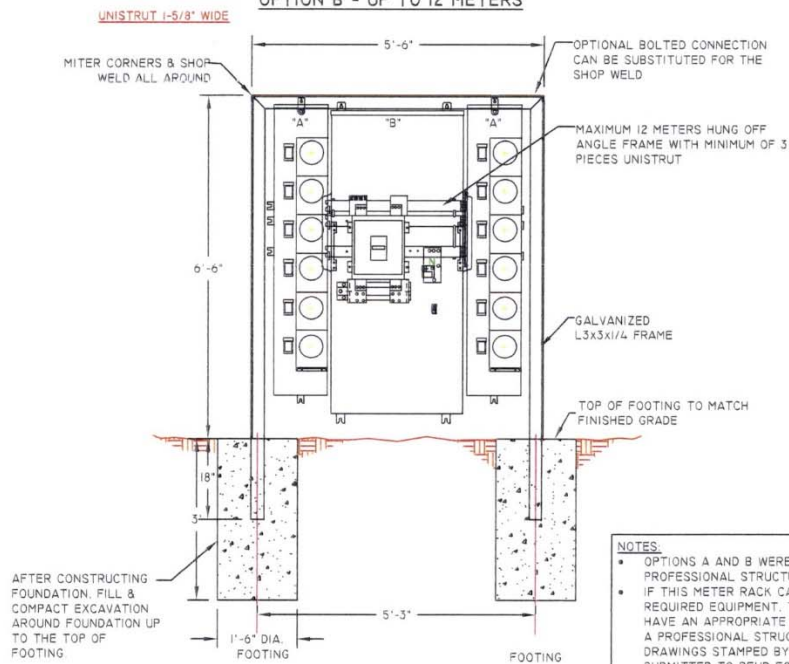
REV. BY DATE	JOB NAME: BENTONVILLE ELECTRIC DEPARTMENT CURRENT TRANSFORMER CABINET		TITLE: 0000 OR LESS CURRENT TRANSFORMER WALL OR UNDERCABINET SS W/CT UNDERCABINET AMP
	DRAWN BY: CP	DATE: 11/30/15	DO NOT SCALE DRAWING
	APPROVED BY:	DATE:	SCALE: NTS
	 AMERICAN MIDWEST POWER 3131 VICKSBURG LANE MINNEAPOLIS, MINNESOTA 55418		CUSTOMER NUMBER: DRAWING NUMBER: P.O. BOX 47034 BEDSBURG, IL 61709 3547.7 SHEET 1 OF 1

 AMERICAN MIDWEST POWER 3151 VICKSBURG LANE MINNEAPOLIS, MINNESOTA PHONE (763) 551-1555 FAX (763) 551-9275	P O BOX 47038 55447	BEDS812-4-A-CT-PROG 55447	DRAWING NUMBER SHEET 1 OF 1

OPTION A - UP TO 6 METERS



OPTION B - UP TO 12 METERS



NOTES

- OPTIONS A AND B WERE DESIGNED BY A PROFESSIONAL STRUCTURAL ENGINEER.
- IF THIS METER RACK CANNOT ACCOMMODATE THE REQUIRED EQUIPMENT, THE DEVELOPER MUST HAVE AN APPROPRIATE METER RACK DESIGNED BY A PROFESSIONAL STRUCTURAL ENGINEER. DESIGN DRAWINGS STAMPED BY THE ENGINEER MUST BE SUBMITTED TO BEUD FOR REVIEW PRIOR TO INSTALLATION.
- FOR BOTH OPTIONS, GROUNDING SHALL BE PER NEC TABLE 250.122



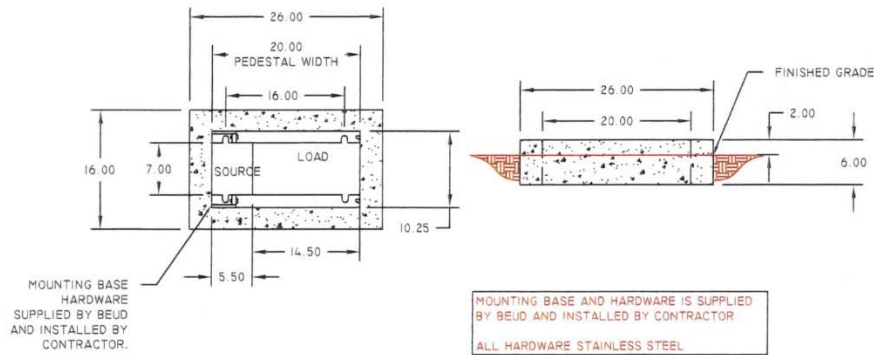
SINGLE PHASE FREE STANDING
METER RACK

REV 4 - 2019

DS-1024*

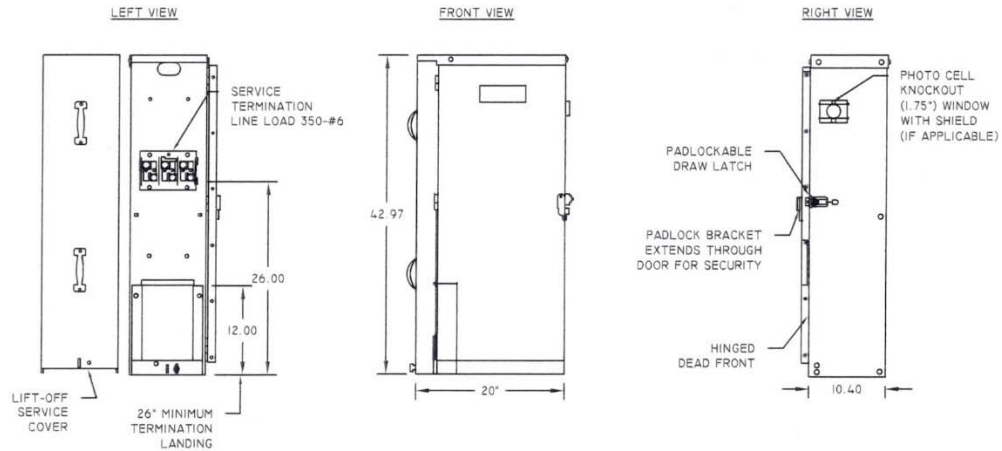
MOUNTING BASE DETAIL

BEUD INVENTORY #1886
MFR PART NUMBER CP-20-PAD



CONTACTOR PANEL

BEUD INVENTORY #1887
MFR PART NUMBER CPA301115PSP1



STREETLIGHT CONTACTOR PANEL

REV 4 - 2019

DS-1025*



Electric Service Information

Preliminary Plat/Large Scale Development (any questions, contact BEUD)

Name of Development: _____

Service Size and Demand: (Required)

Preliminary Plat:

1. Number of lots in overall subdivision: _____ Approximate House SF: _____
2. If phased, provide a list to BEUD delineating number of lots per phase

Yes	No
-----	----
3. Any existing BEUD facilities to be moved?

Yes	No
-----	----
4. Will the development be all electric?

Yes	No
-----	----
5. Will a lift station be installed with this development?

Yes	No
-----	----
6. Will single or three-phase power be required for a park, sign or pool complex? If so, please indicate on utility plan.

Yes	No
-----	----

Large Scale Development:

1. Electric service needed for this project.

Yes	No	If "No", no need to fill out form
-----	----	-----------------------------------
2. Any existing BEUD facilities to be moved?

Yes	No
-----	----
3. Will the development have a fire pump?

Yes	No
-----	----
4. Anticipated start date: _____ Anticipated Duration: _____

Single Meter:

- | | | | | |
|---------------------|-------|-------|--------------|------|
| 5. Service Voltage: | Volts | Phase | Service Size | Amps |
|---------------------|-------|-------|--------------|------|

Multiple Meters:

6. Will the development be all electric?

Yes	No
-----	----
- 6a. If yes, submit table identifying units and KW heat strip load to BEUD. Any specific questions, please call BEUD.
7. Total number of electric meters: _____
8. Meter Center Service Voltage:

Volts	Phase	Service Size	Amps
-------	-------	--------------	------

If multiple meters desired, ensure that the following information is submitted :
9. If multiple meters, meter riser diagram submitted.
10. If multiple meters, catalog sheet for meter center(s) submitted.
11. If multiple meter center(s) are desired, location shown on utility plan.
12. Meter Center Location:

On Building	On Meter Rack*
-------------	----------------

*If on meter rack, provide stamped structural drawing detailing the support system.

Standard Electric Requirements

1. All developments shall meet the BEUD Electric Specifications. A copy may be obtained from the City web site (www.tinyurl.com/BEUDspecs) under the Electric Department Page.
2. Meter location and preferred transformer location shall be shown on utility plan to be reviewed by BEUD. For multiple meter installations, indicate preference for meter center location.
3. Conduit placement and streetlight foundations locations shall be installed per BEUD's electrical design layout.
4. Any landscaping must maintain proper distances away from buried power lines, electrical devices, or overhead power lines. Refer to DS-1019
5. For Preliminary Plats, show phase lines.

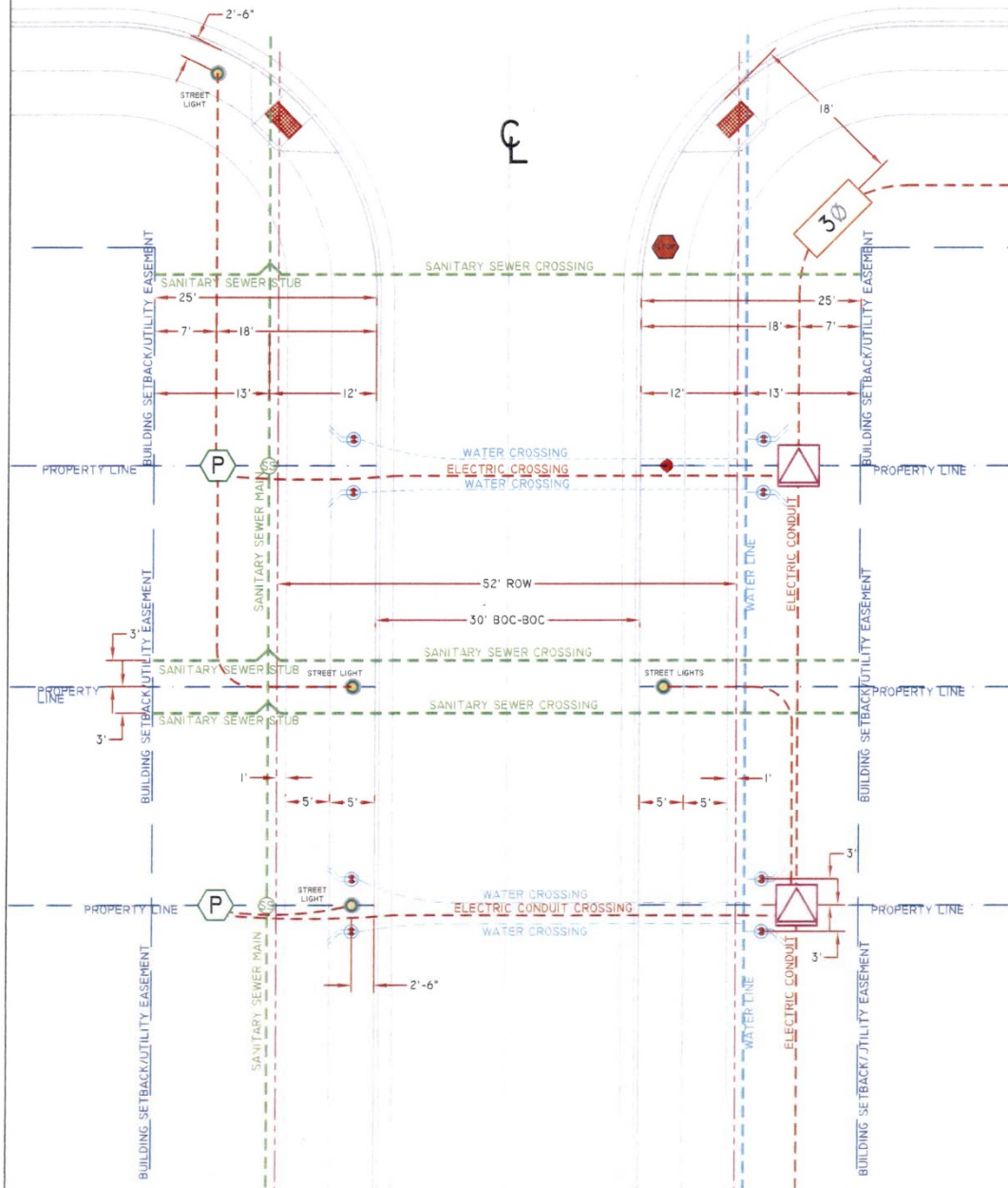


ELECTRIC SERVICE
INFORMATION SHEET

DS-1401

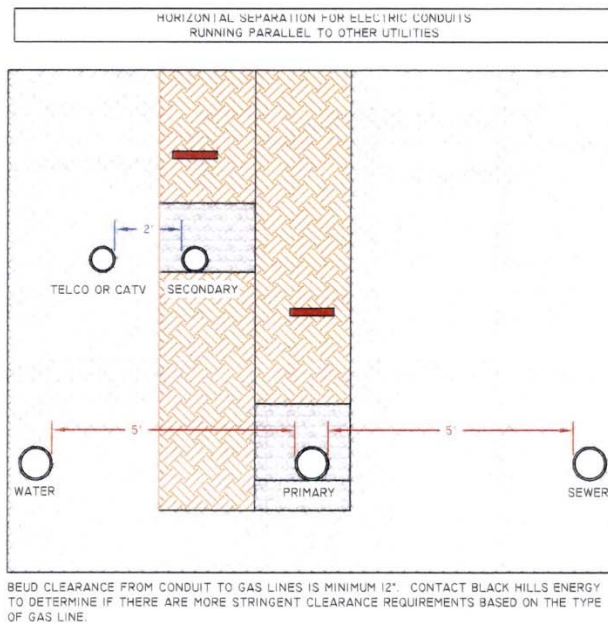
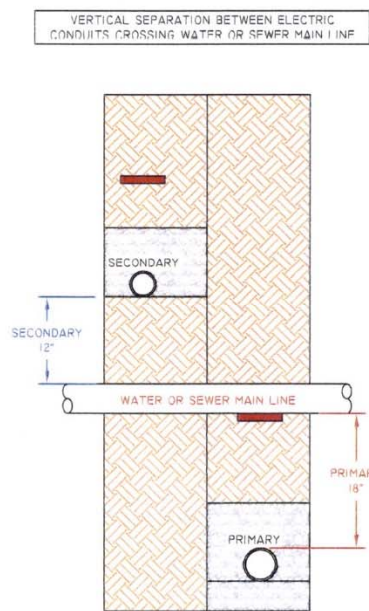
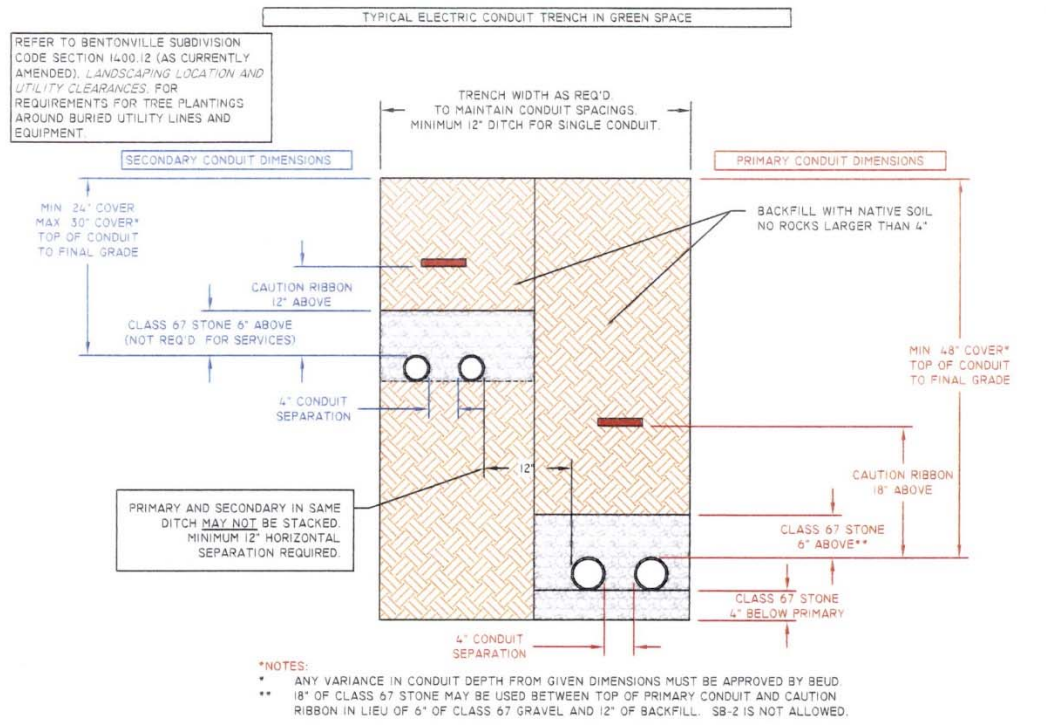
UTILITY SEPARATIONS:

- 10' HORZ. BETWEEN WATER & SANITARY SEWER
- 18" VERT. BETWEEN WATER & SANITARY SEWER
- 5' HORZ. BETWEEN ELECTRIC & WATER OR SANITARY SEWER (MAIN LINES, NOT SERVICES)
- 6" MIN VERT. BETWEEN ELECTRIC & WATER OR SANITARY SEWER
- 12" MIN. HORZ. BETWEEN ELECTRIC AND FRANCHISE UTILITIES
- 12" MIN. VERT. BETWEEN SECONDARY CONDUIT AND WATER OR SANITARY SEWER



SUBDIVISION UTILITY
PLACEMENT SPECIFICATIONS

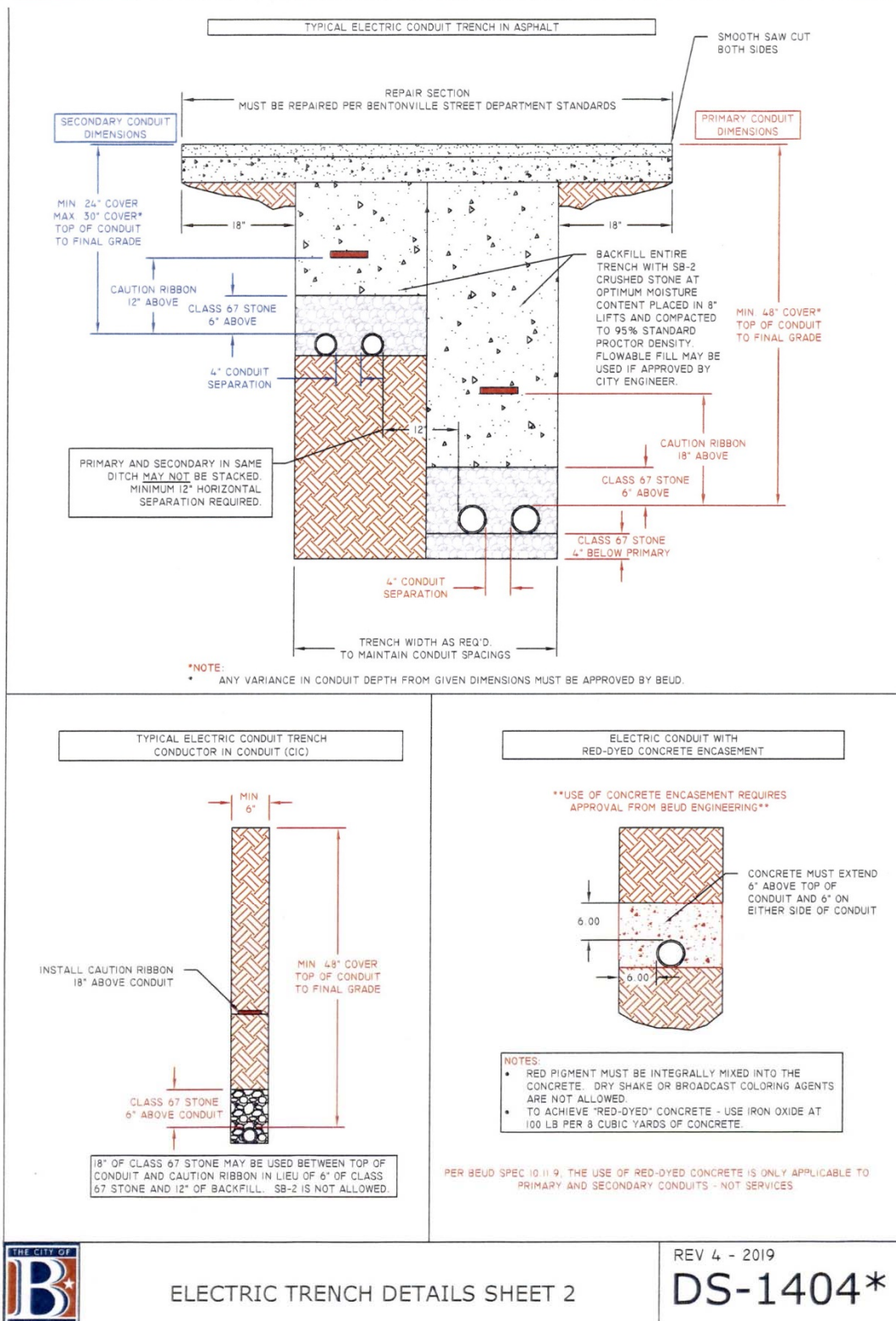
DS-1402

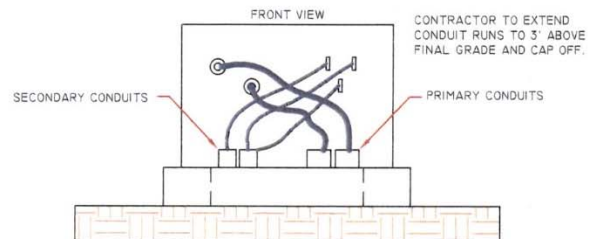
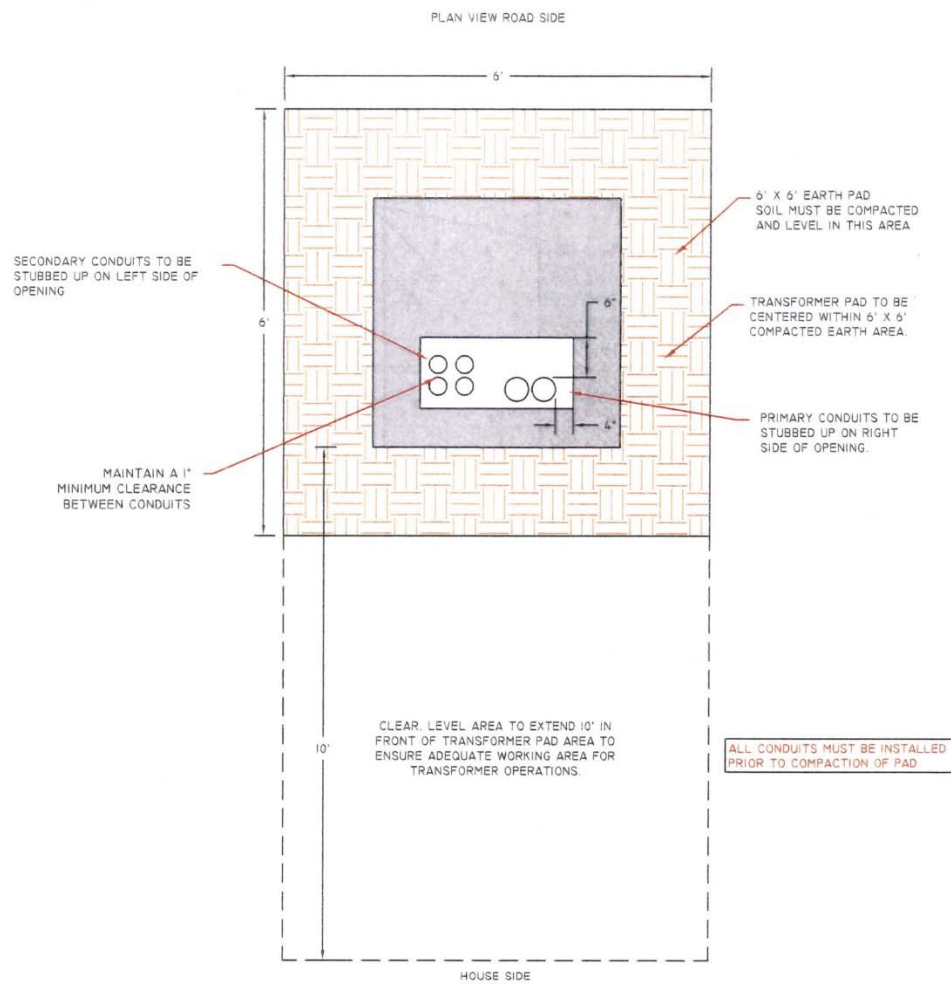


ELECTRIC TRENCH DETAILS SHEET 1

REV 4 - 2019

DS-1403*



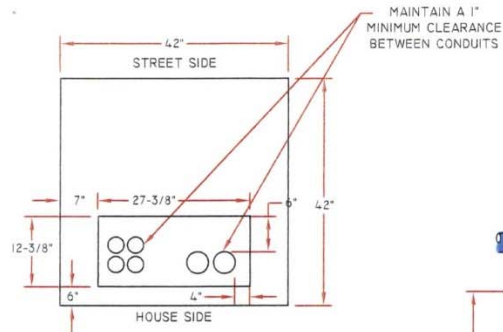


SINGLE PHASE TRANSFORMER SITE REQUIREMENTS

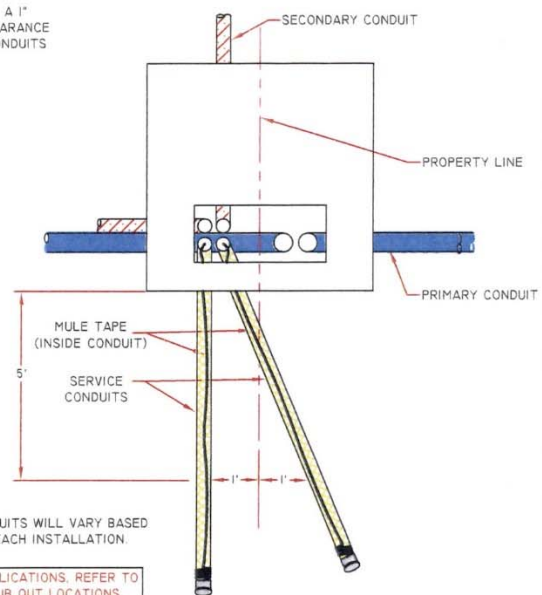
DS-1405

FOR CT APPLICATIONS, A MAXIMUM OF FOUR (4) CONDUITS ALLOWED UNLESS APPROVED BY BEUD

PLAN VIEW - PAD DIMENSIONS

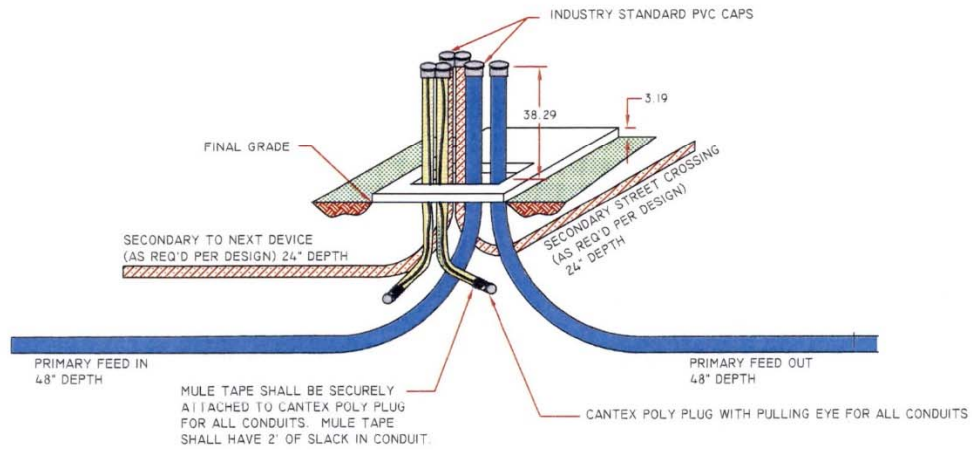


PLAN VIEW - CONDUIT LAYOUT



ACTUAL NUMBER OF CONDUITS WILL VARY BASED ON BEUD DESIGN FOR EACH INSTALLATION.

FOR ZERO LOT LINE APPLICATIONS, REFER TO BEUD LAYOUT FOR STUB OUT LOCATIONS.

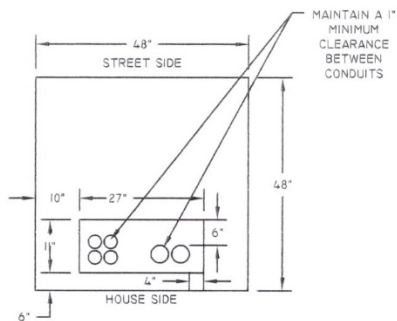


SINGLE PHASE TRANSFORMER PAD
SMALLER THAN 100 KVA

DS-1406

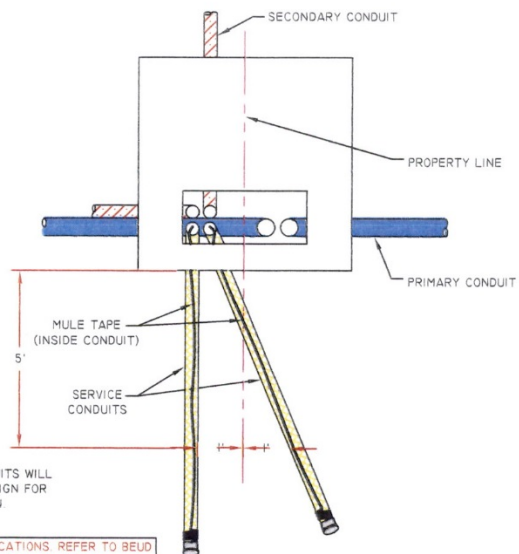
FOR CT APPLICATIONS, A MAXIMUM OF FOUR (4)
CONDUITS ALLOWED UNLESS APPROVED BY BEUD

PLAN VIEW - PAD DIMENSIONS

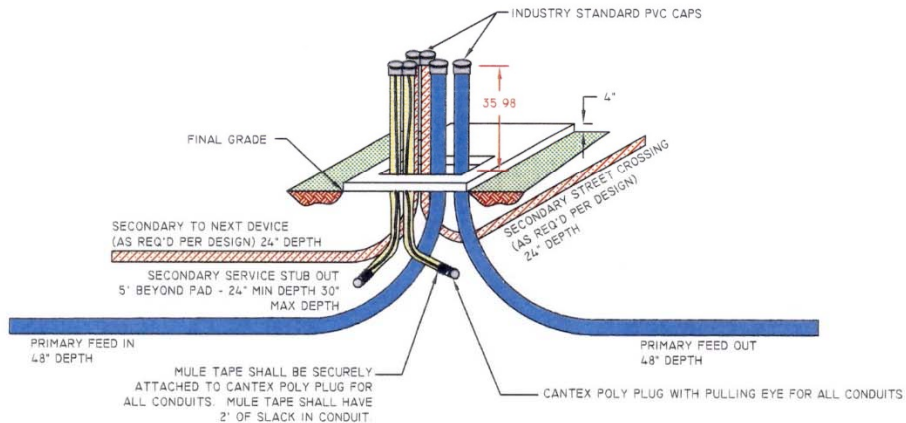


AT 5' OFF TRANSFORMER PAD,
CONDUITS SHALL BE 1' PROPERTY
LINE

PLAN VIEW - CONDUIT LAYOUT



FOR ZERO LOT LINE APPLICATIONS, REFER TO BEUD
LAYOUT FOR STUB OUT LOCATIONS



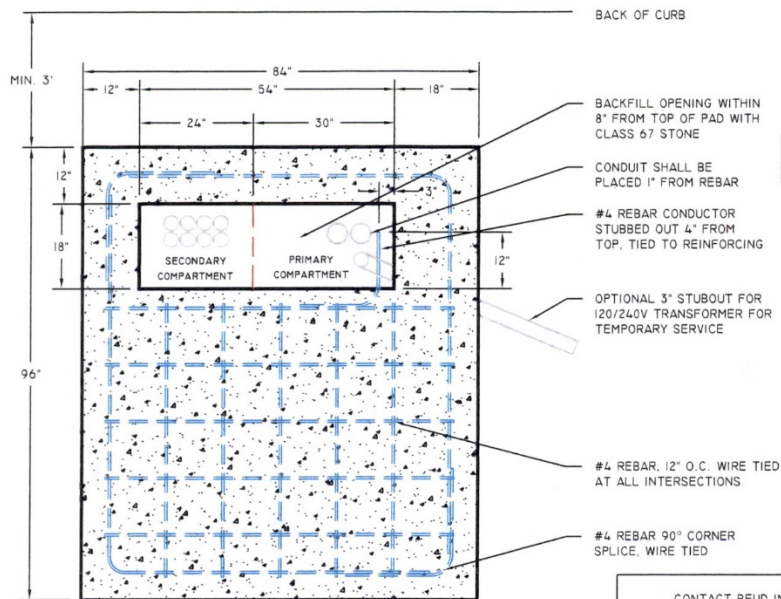
SINGLE PHASE TRANSFORMER PAD
100 KVA AND LARGER

DS-1407

TRANSFORMER



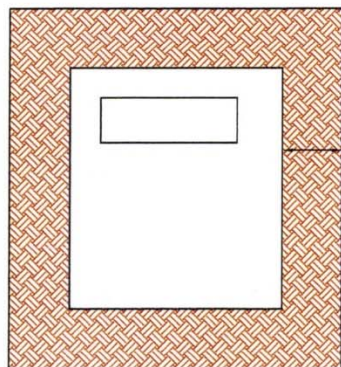
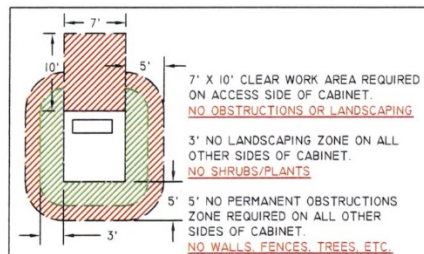
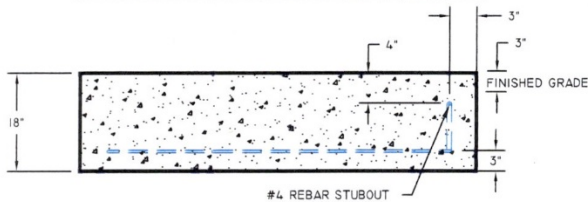
IF EQUIPMENT IS LOCATED WITHIN 3' OF BACK OF CURB BOLLARDS ARE REQUIRED
SEE PLANS FOR LOCATIONS SEE DS-1418 FOR BOLLARD DETAIL.



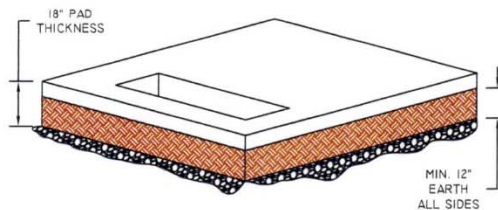
NOTE.
ALL CONDUITS SHALL BE INSTALLED
PRIOR TO COMPACTION OF PAD.

CONTRACTOR NOTE.
TRANSFORMER COMPARTMENTS ARE NOT EQUAL SIZE.
KEEP CONDUITS ON CORRECT SIDE OF OPENING.

NOTE.
CONTACT BEUD IN ADVANCE IF THERE WILL BE
CONCRETE POURED ADJACENT TO ANY
SIDE OF THE TRANSFORMER PAD.



2'-0"
COMPACTED
EARTH ON
ALL SIDES
OF PAD



TRANSFORMER PAD SHALL BE 18" THICK TO MEET NESC 94.8.6.
NO COPPER GROUND RING IS REQUIRED IF THE CONCRETE DEPTH BELOW
GRADE IS AT LEAST 12". CLASS 67 STONE IS ACCEPTABLE UNDER THE PAD
AS LONG AS THERE IS AT LEAST 12" OF EARTH EXTENDING 2' ON ALL FOUR
SIDES OF THE TRANSFORMER PAD. IF THERE IS NOT 2' OF COMPACTED
EARTH ON ALL FOUR SIDES OF TRANSFORMER PAD, A THICKER PAD MAY BE
REQUIRED IN ORDER TO MEET GROUNDING REQUIREMENTS.



THREE PHASE TRANSFORMER PAD 45-1000 KVA

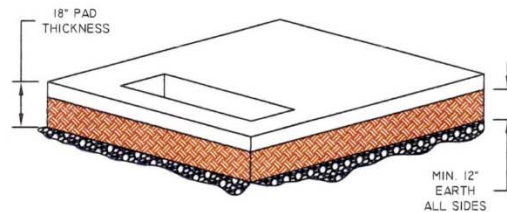
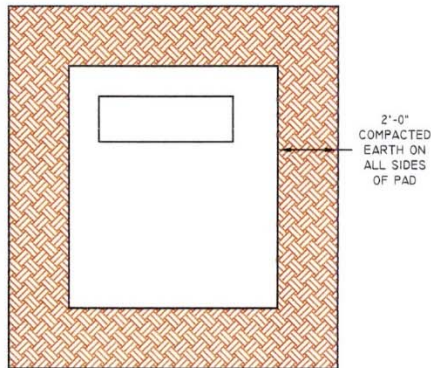
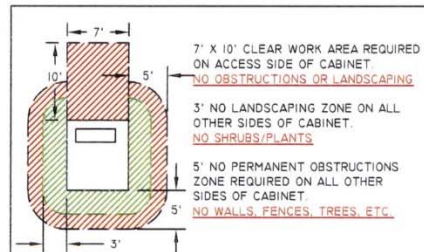
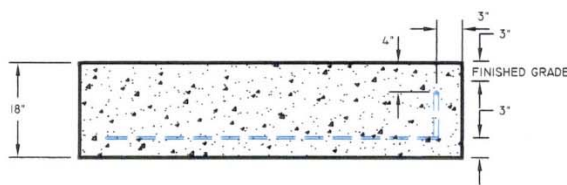
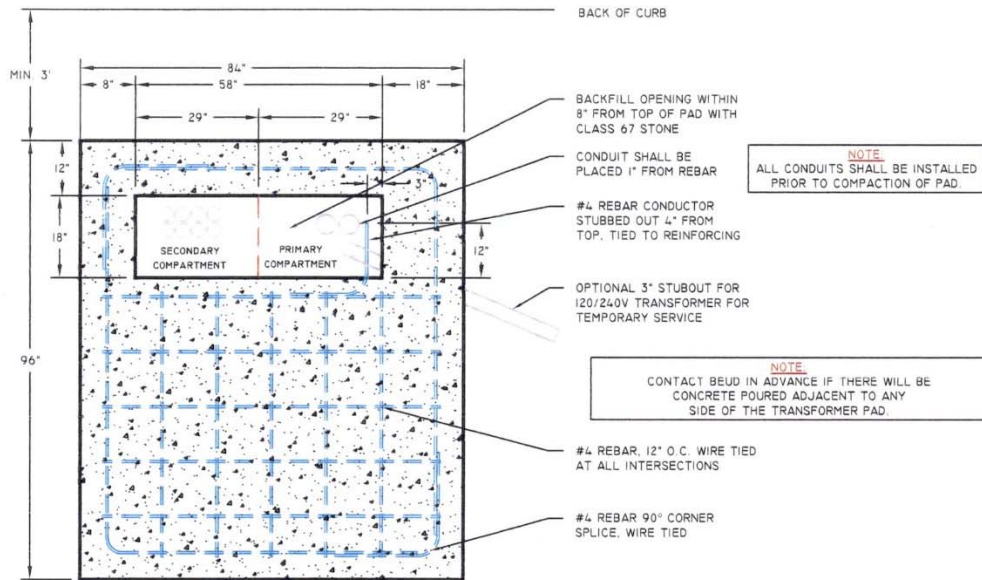
REV 4 - 2019

DS-1408*

MAP SYMBOL



IF EQUIPMENT IS LOCATED WITHIN 5' OF BACK OF CURB BOLLARDS ARE REQUIRED
SEE PLANS FOR LOCATIONS SEE DS-1418 FOR BOLLARD DETAIL



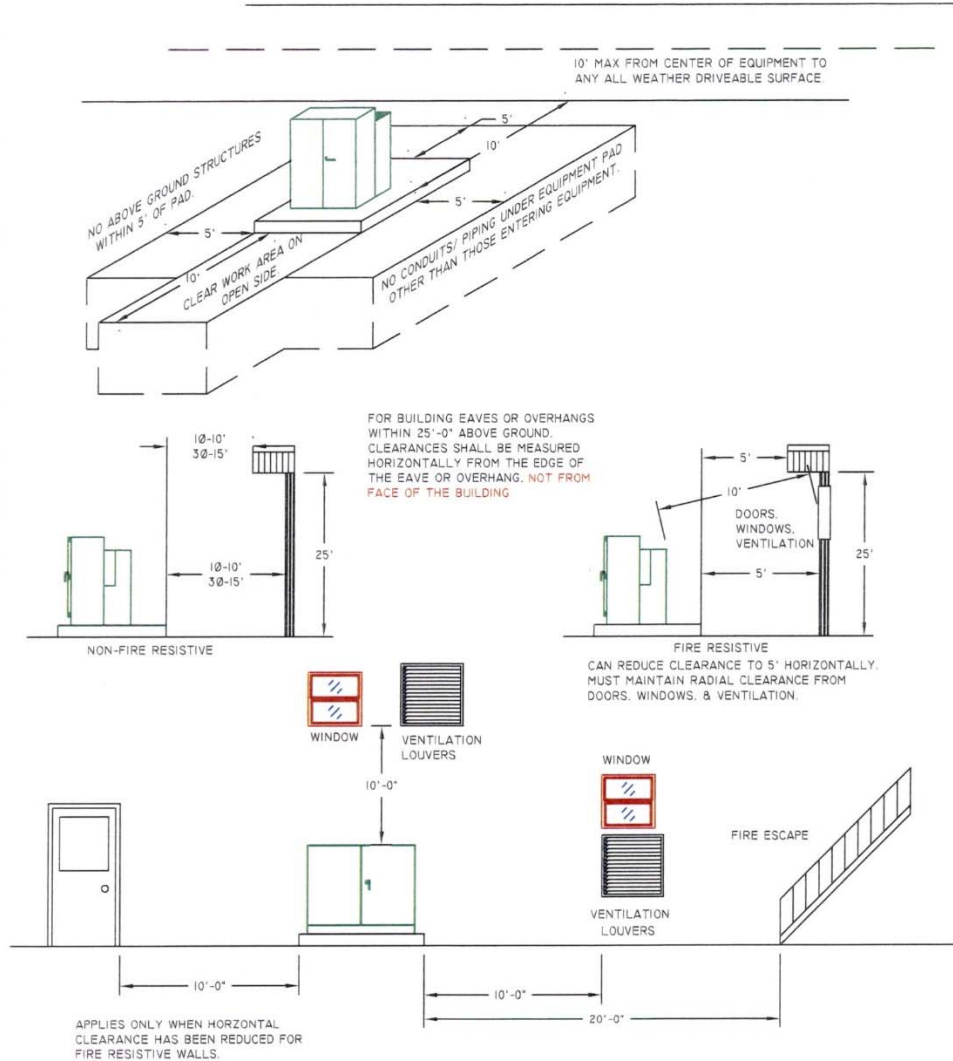
TRANSFORMER PAD SHALL BE 18" THICK TO MEET NESC 94.8.6. NO COPPER GROUND RING IS REQUIRED IF THE CONCRETE DEPTH BELOW GRADE IS AT LEAST 12". CLASS 67 STONE IS ACCEPTABLE UNDER THE PAD AS LONG AS THERE IS AT LEAST 12" OF EARTH EXTENDING 2' ON ALL FOUR SIDES OF THE TRANSFORMER PAD. IF THERE IS NOT 2' OF COMPACTED EARTH ON ALL FOUR SIDES OF TRANSFORMER PAD, A THICKER PAD MAY BE REQUIRED IN ORDER TO MEET GROUNDING REQUIREMENTS.



THREE PHASE TRANSFORMER PAD
1500-2500 kVA

REV 4 - 2019

DS-1409*



NOTES:

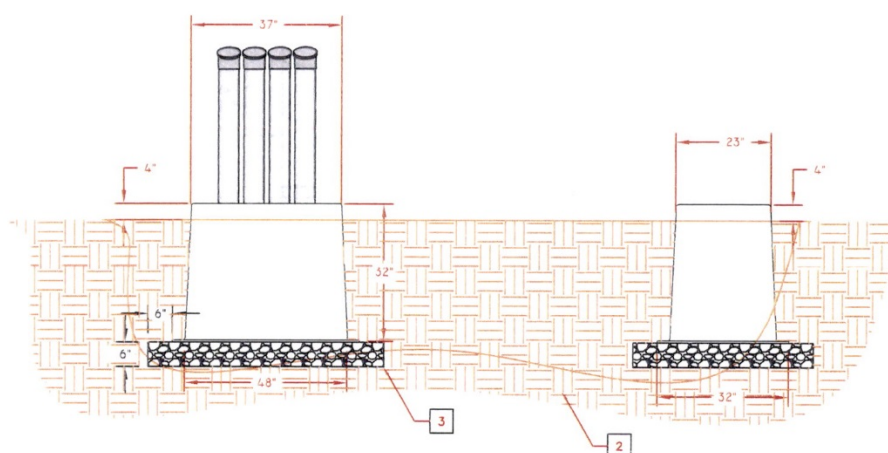
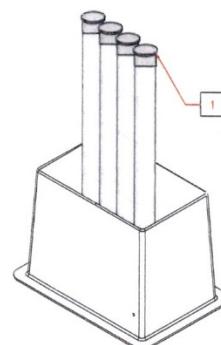
1. FIRE RESISTIVE WALLS ARE CONSIDERED TO BE BRICK AND MASONRY STRUCTURES AS DEFINED BY LATEST REVISION OF FIRE CODE.
2. LIQUID FLOW OF AREA SURROUNDING TRANSFORMER SHOULD BE AWAY FROM BUILDING.
3. CLEARANCES ARE MEASURED FROM PAD EDGE TO BUILDING WALL, OPENING, OVERHANG, OR FIRE ESCAPE.
4. TRANSFORMERS SHALL NOT OBSTRUCT THE FIRE LANE.
5. IT IS THE OWNER'S RESPONSIBILITY TO COMPLY WITH ANY INSURANCE REGULATIONS AFFECTING THE PREMISES.
6. SEE DS-1019 FOR LANDSCAPE SEPARATION REQUIREMENTS.



CLEARANCE SPECIFICATIONS FOR PADMOUNTED EQUIPMENT

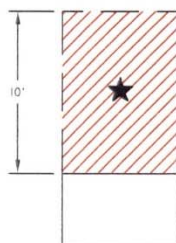
DS-1410

11



CONDUITS SHALL BE STUBBED UP AND CAPPED 3' ABOVE TOP OF SLEEVE

- 1 CONDUITS SHALL BE STUBBED UP AND CAPPED 3' ABOVE TOP OF SLEEVE.
- SOIL BELOW SLEEVE SHALL BE COMPACTED AND LEVEL.
- 2 6" OF CLASS 67 GRAVEL SHALL BE PLACED IN THE BOTTOM OF THE EARTH BOX, EXTENDING 6' BEYOND EDGE OF SLEEVE.
- 3 MARK GROUND ROD PLACEMENT IN BOTTOM OF SLEEVE WITH WOODEN STAKE TO MARK BURIED CONDUIT RUNS.
- 4 10' CLEAR WORK AREA REQUIRED ON ACCESS SIDE OF CABINET. NO OBSTRUCTIONS.



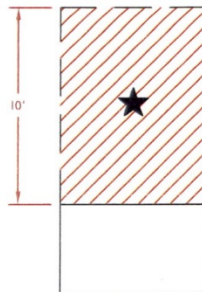
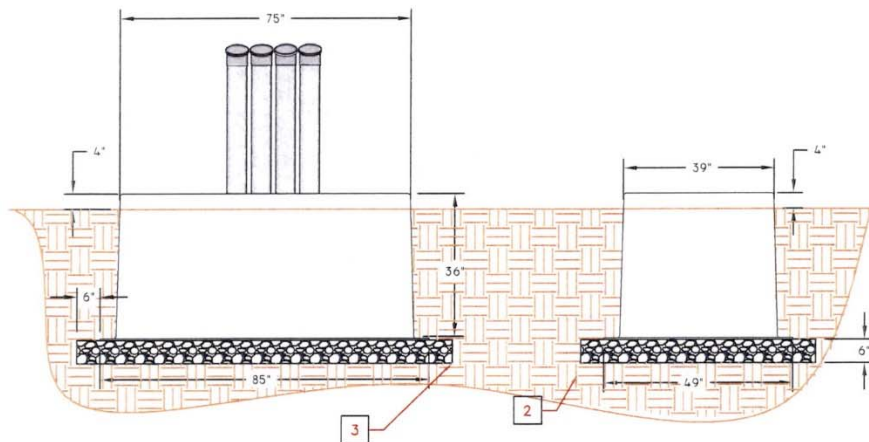
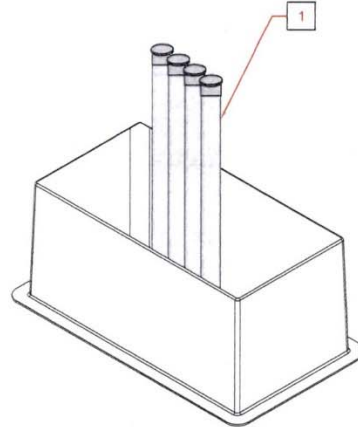
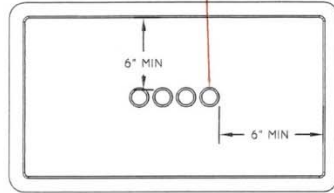
SINGLE PHASE PRIMARY JUNCTION BOX SLEEVE

DS-1411

MAP SYMBOL

30

CONDUIT SHALL BE CENTERED IN JUNCTION BOX WITH A 6" MINIMUM DISTANCE FROM ALL SIDES.



NOTES:

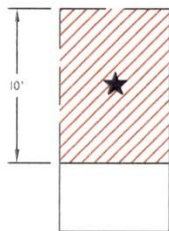
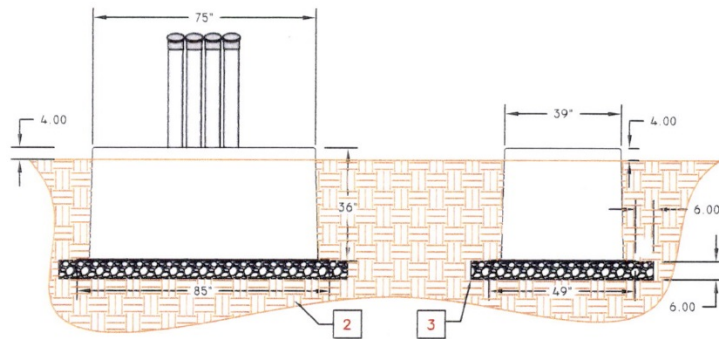
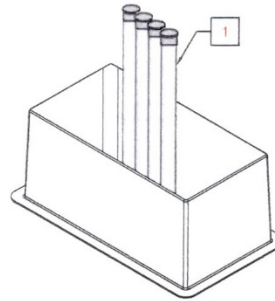
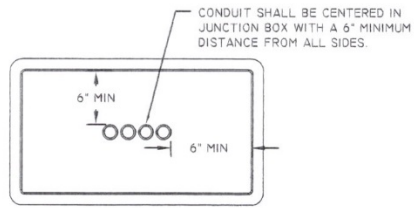
1. CONDUITS SHALL BE STUBBED UP AND CAPPED 3' ABOVE TOP OF SLEEVE.
2. SOIL BELOW SLEEVE SHALL BE COMPACTED AND LEVEL.
3. 6" OF CLASS 67 GRAVEL SHALL BE PLACED IN THE BOTTOM OF THE EARTH BOX, EXTENDING 6" BEYOND EDGE OF SLEEVE.
4. MARK GROUND ROD PLACEMENT IN BOTTOM OF SLEEVE WITH WOODEN STAKE TO MISS BURIED CONDUIT RUNS.
5. 10' CLEAR WORK AREA REQUIRED ON ACCESS SIDE OF CABINET. NO OBSTRUCTIONS.



THREE PHASE 200A PRIMARY
JUNCTION BOX SLEEVE

DS-1412

MAP SYMBOL 30



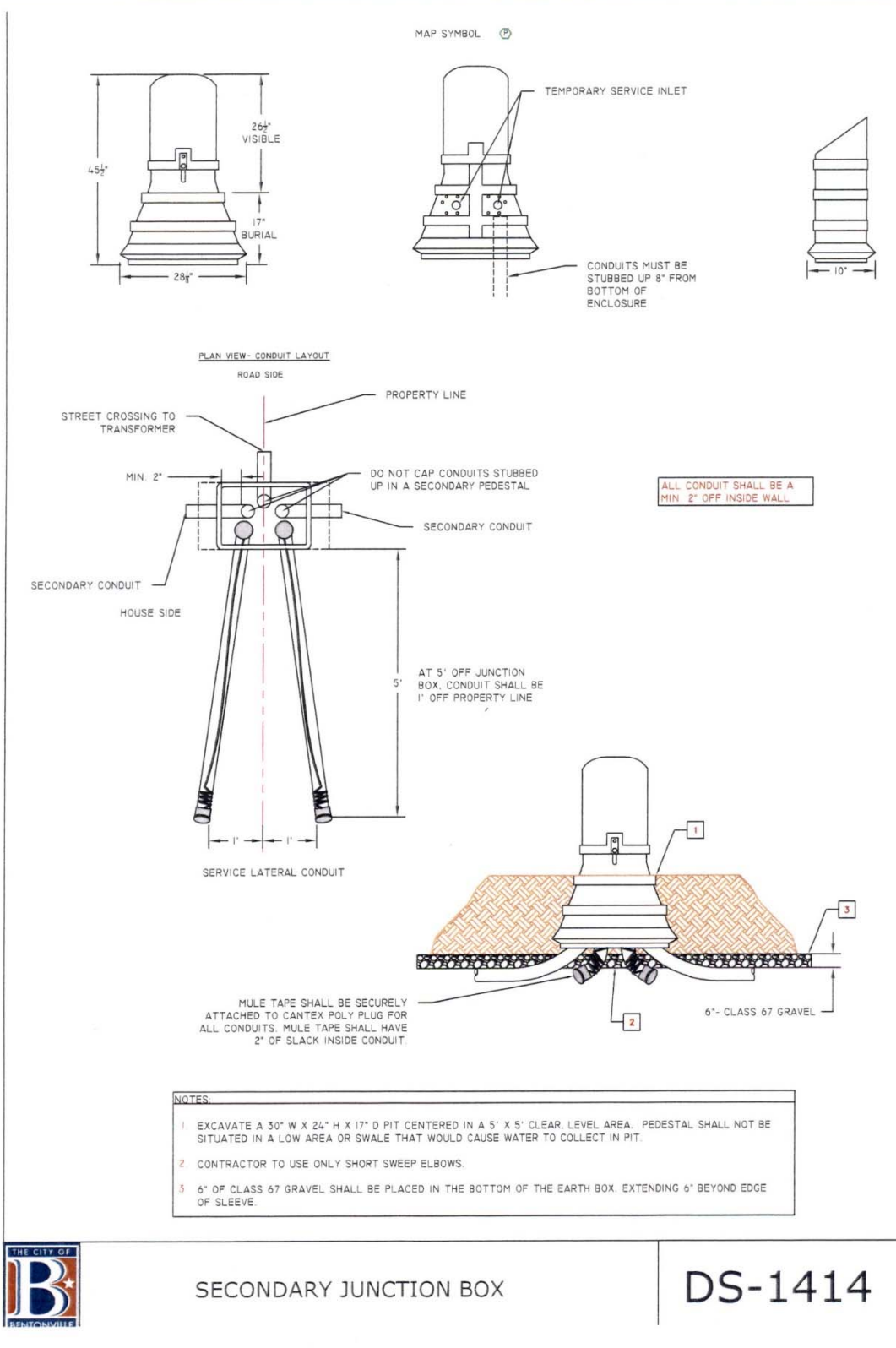
NOTES:

- 1 CONDUITS SHALL BE STUBBED UP AND CAPPED 3' TOP OF SLEEVE.
- 2 SOIL BELOW SLEEVE SHALL BE COMPACTED AND LEVEL.
- 3 6" OF CLASS 67 GRAVEL SHALL BE PLACED IN THE BOTTOM OF THE EARTH BOX. EXTENDING 6" BEYOND EDGE OF SLEEVE.
- 4 MARK GROUND ROD PLACEMENT IN BOTTOM OF SLEEVE WITH WOODEN STAKE TO MISS BURIED CONDUIT RUNS.
- 5 10' CLEAR WORK AREA REQUIRED ON ACCESS SIDE OF CABINET. NO OBSTRUCTIONS.

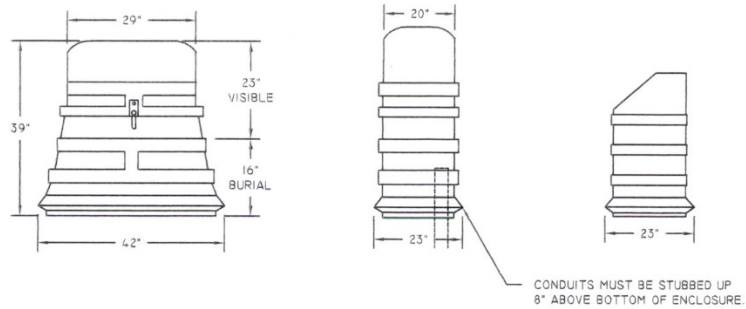


THREE PHASE 600A PRIMARY
JUNCTION BOX SLEEVE

DS-1413

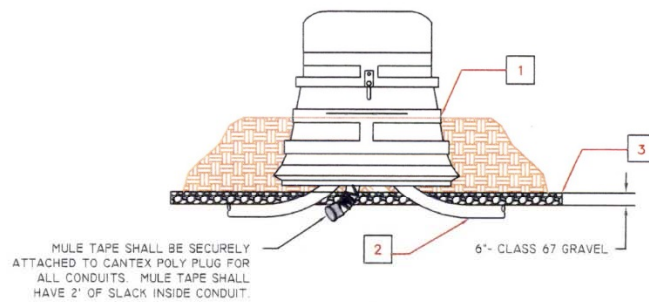
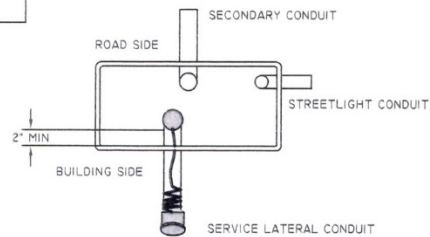


MAP SYMBOL 38



ALL CONDUIT SHALL BE A MIN. 2" OFF INSIDE WALL.

PLAN VIEW - CONDUIT LAYOUT



NOTES:

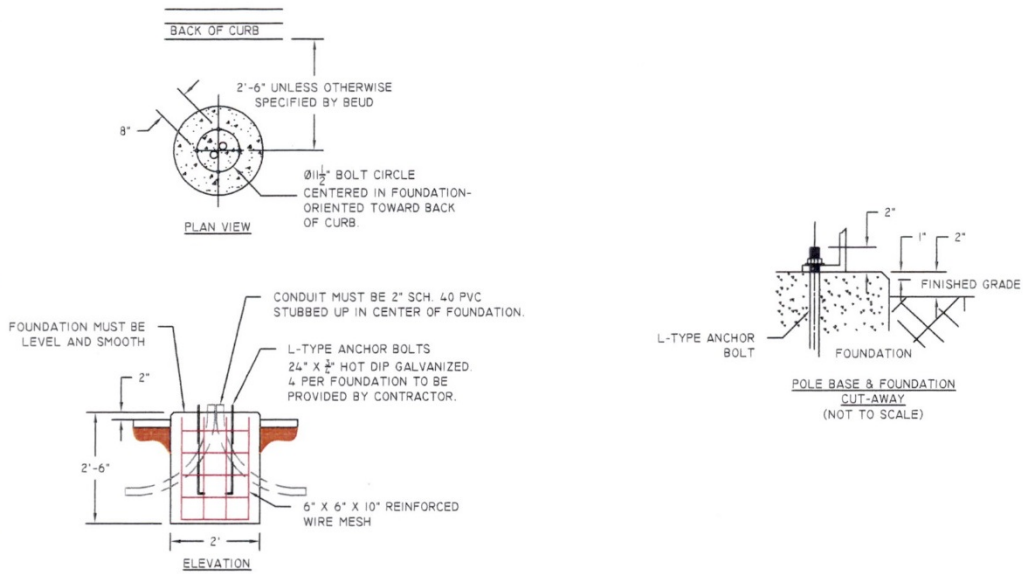
- 1 EXCAVATE A 44" W X 48" H X 17" D PIT CENTERED IN A 7' X 7' CLEAR, LEVEL AREA. PEDESTAL SHALL NOT BE SITUATED IN A LOW AREA OR SWALE THAT WOULD CAUSE WATER TO COLLECT IN PIT.
- 2 CONTRACTOR TO USE ONLY SHORT SWEEP ELBOWS.
- 3 6" OF CLASS 67 GRAVEL SHALL BE PLACED IN THE BOTTOM OF THE EARTH BOX, EXTENDING 6" BEYOND EDGE OF SLEEVE.



THREE PHASE SECONDARY JUNCTION BOX

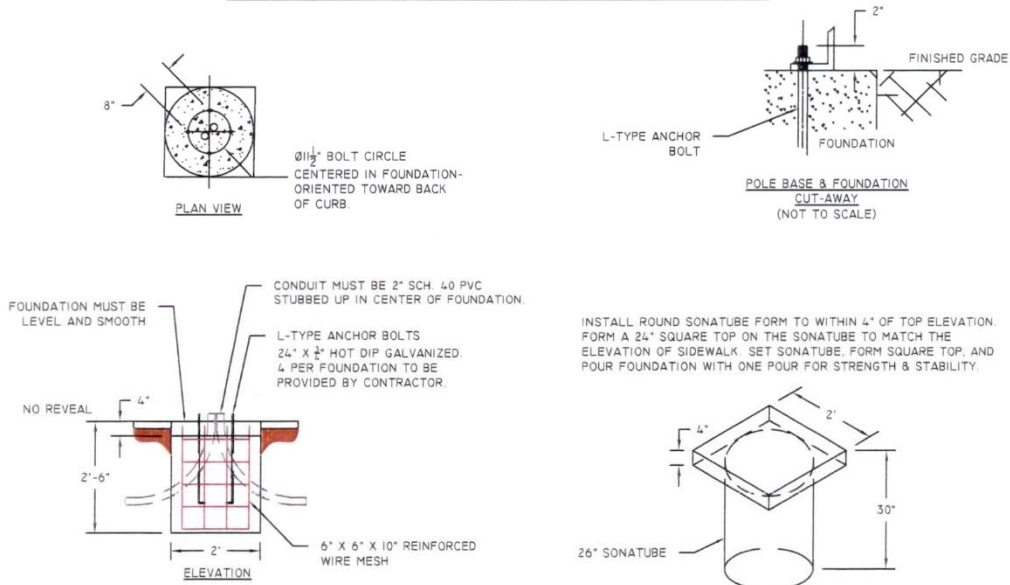
DS-1414-1

DS-1415A - STANDARD FOUNDATION



DS-1415B DOWNTOWN CORE

CONTRACTOR NOTE
ONLY USE THIS DETAIL WHEN BEUD DESIGN CALLS FOR "DS-1415 DOWNTOWN CORE"

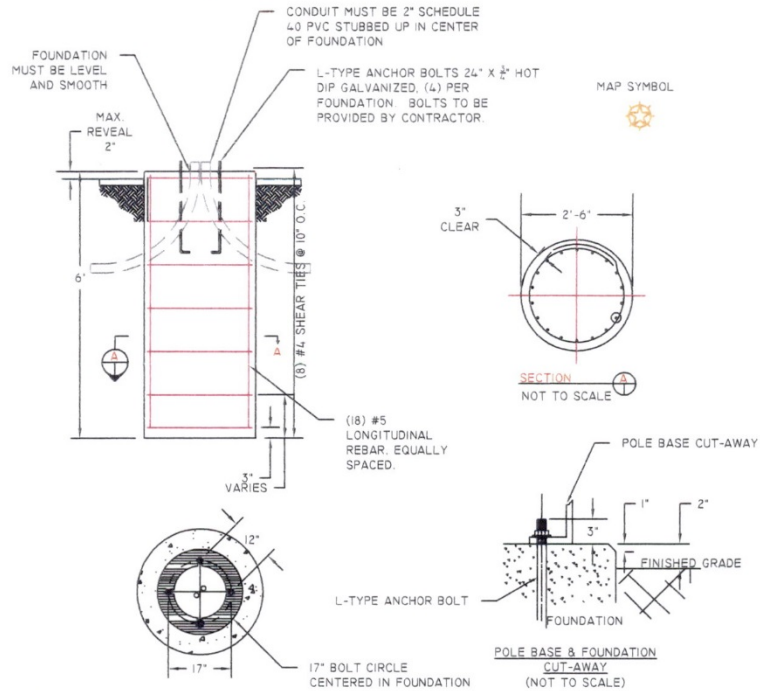


STREET LIGHT FOUNDATION
FOR 12' RESIDENTIAL LIGHTS

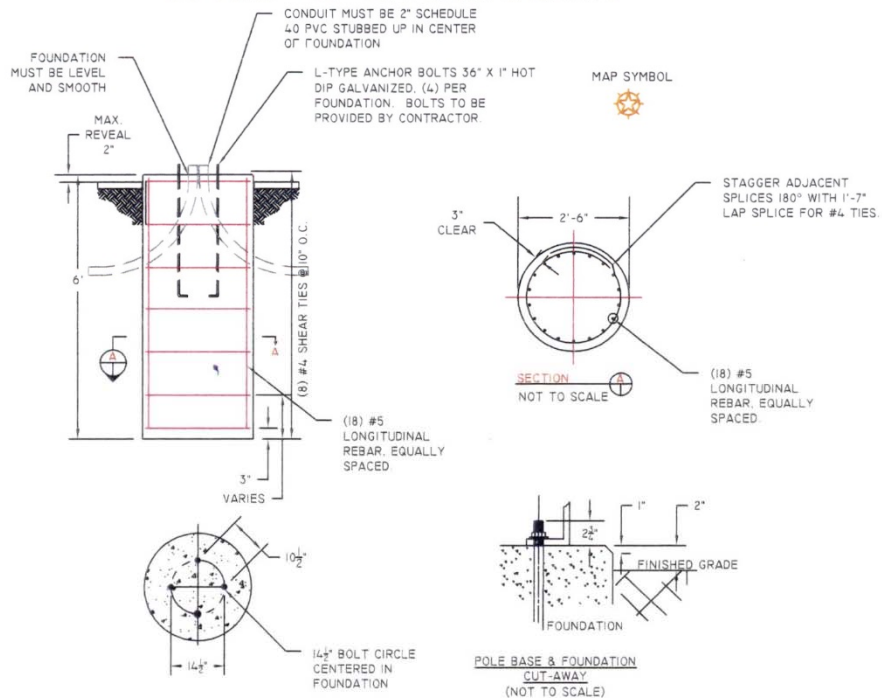
REV 4 - 2019

DS-1415*

DS-1416A - 22' COMMERCIAL LIGHTS



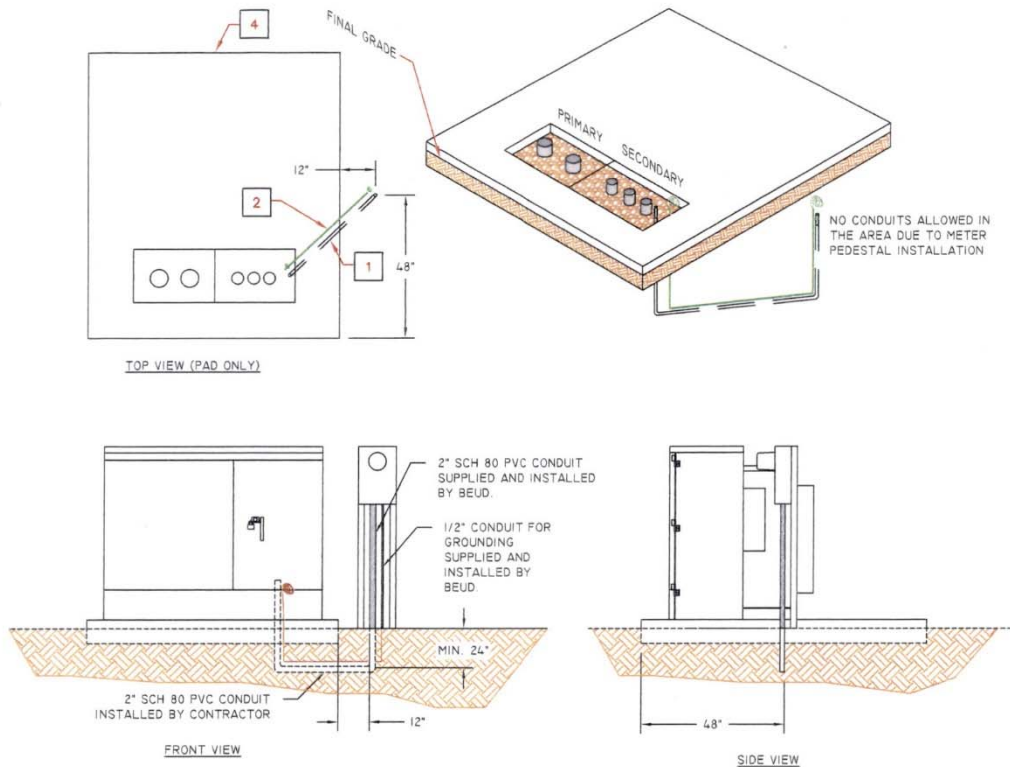
DS-1416B - 30' COMMERCIAL LIGHTS



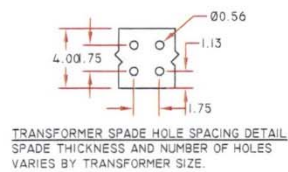
STREET LIGHT FOUNDATION FOR
22' AND 30' COMMERCIAL LIGHTS

REV 4 - 2019

DS-1416*



- 1 2" SCHEDULE 80 PVC CONDUIT FOR METERING TO BE INSTALLED BY CONTRACTOR. MUST BE STUBBED UP 12" FROM SIDE OF CONCRETE PAD AND 48" FROM FRONT EDGE OF CONCRETE PAD.
- 2 #6 BARE SOLID COPPER FOR GROUNDING TO BE INSTALLED BY CONTRACTOR. MUST BE DIRECT BURIED OUTSIDE 2" SCH 80 PVC CONDUIT IN THE SAME DITCH WITH MIN. 6 FT LENGTH COILED AT EACH END.
- 3 ELECTRICAL CONTRACTOR REQUIRED TO LAND SECONDARY CONDUCTORS IN TRANSFORMER WITH TWO HOLE TERMINAL LUGS USING (2) 1/2" SILICON BRONZE HEX BOLTS AND NUTS, (4) SILICON BRONZE FLAT WASHERS, (2) SILICON BRONZE LOCK WASHERS PER LUG. (BOLT LENGTH AS REQUIRED)
- 4 CONTRACTOR TO OBTAIN CORRECT MEASUREMENTS FOR CONCRETE PAD FROM CITY OF BENTONVILLE ELECTRIC UTILITIES DEPARTMENT.
- 5 COORDINATE WITH BEUD IF CONCRETE WILL BE POURED ANYWHERE ADJACENT TO THE TRANSFORMER PAD.



TRANSFORMER SIZE (KVA)	USEABLE POSITIONS	SPADE THICKNESS
45	5	0.38"
75	7	0.5"
150-1000	11	0.5"
1500-2000	13	0.5"
2500	15	0.75"



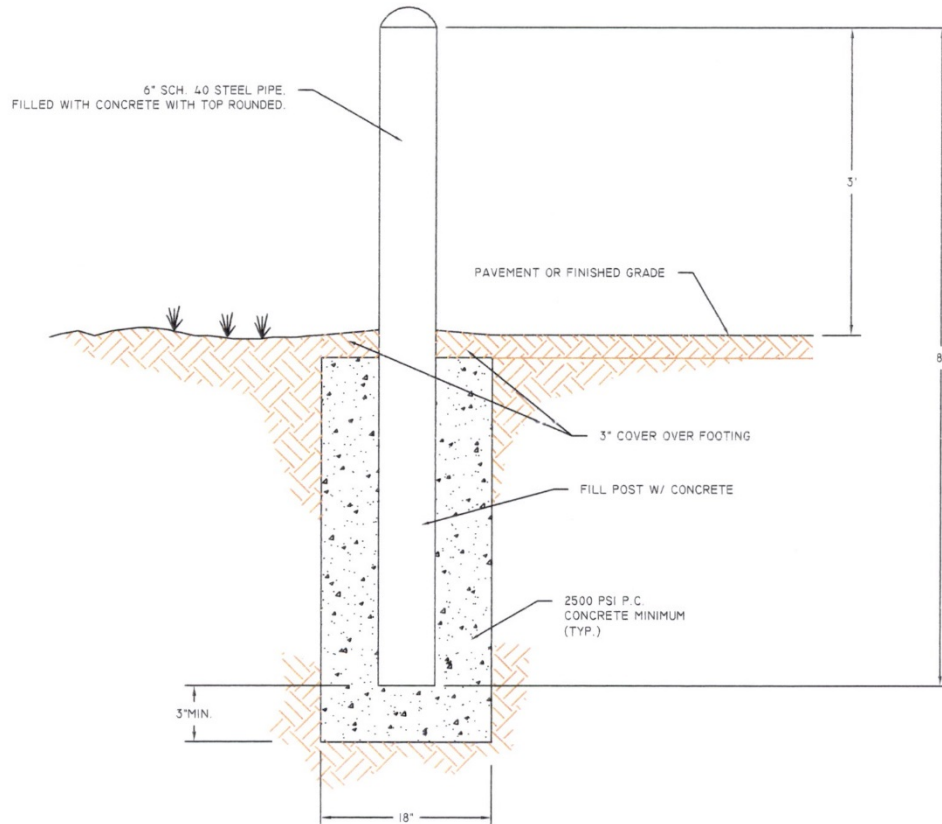
TRANSFORMER PAD AND METER CONFIGURATION FOR CT'S ON SPADES

REV 4 - 2019

DS-1417*

NOTE: IF EQUIPMENT IS 3' OR LESS FROM BACK OF CURB,
BOLLARDS ARE REQUIRED. (SEE PLANS FOR LOCATIONS)

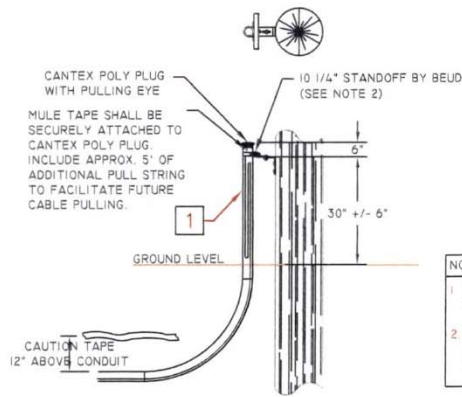
ALL PIPES SHALL BE PAINTED
TRAFFIC YELLOW



PIPE BOLLARD DETAIL

DS-1418

DS-1419A - CONDUIT STANDOFF



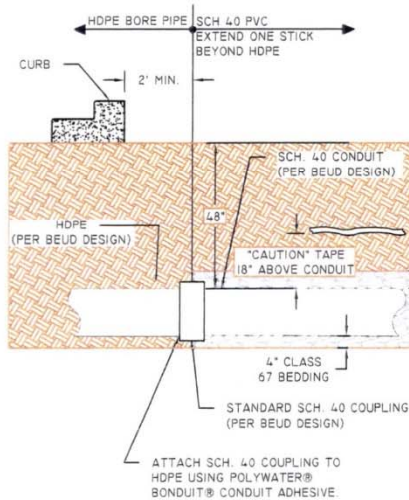
CONDUIT SIZE	ELBOW SIZE		
	PRIMARY	SECONDARY	SERVICE
2"	N/A	9.5"	9.5"
3"	48"	13"	13"
4"	48"	16"	16"
5"	60"	N/A	N/A
6"	60"	N/A	N/A

- NOTES:
1. FOR 200A SERVICE, MIN. 3" CONDUIT REQUIRED. FOR 400A SERVICE MIN. 4" CONDUIT REQUIRED.
 2. STAND-OFF WILL BE SUPPLIED AND INSTALLED BY CITY OF BENTONVILLE ELECTRIC DEPARTMENT. CALL 479-271-3135 PRIOR TO DIGGING TO CONFIRM CORRECT POLE AND STAND-OFF LOCATION.

DS-1419B - HDPE BORE PIPE TO PVC SCHEDULE 40 CONDUIT

CONTRACTOR TO INSTALL ONE STICK SCH 40 PVC WHEN INSTALLING HDPE BORE PIPE

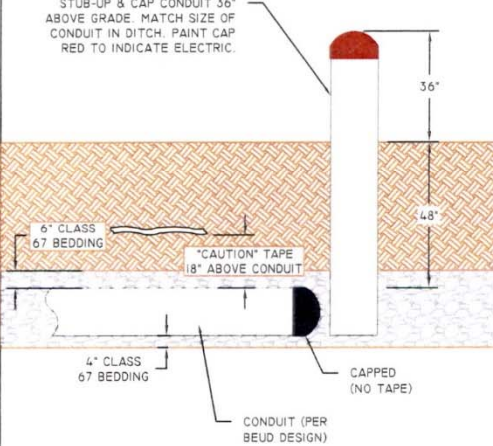
18" OF CLASS 67 GRAVEL MAY BE USED BETWEEN TOP OF CONDUIT AND CAUTION RIBBON IN LIEU OF 6" OF CLASS 67 GRAVEL AND 12" OF BACKFILL.



DS-1419C - CONDUIT STUB-UP

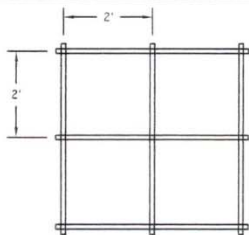
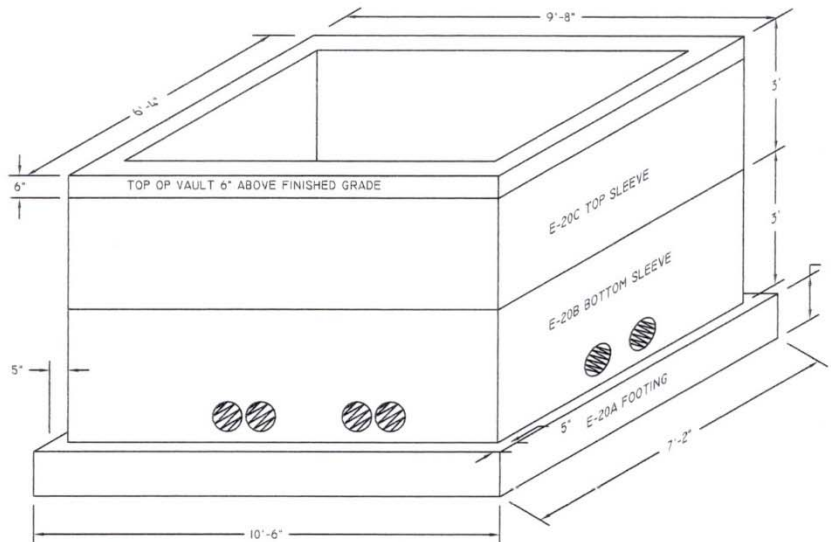
18" OF CLASS 67 GRAVEL MAY BE USED BETWEEN TOP OF CONDUIT AND CAUTION RIBBON IN LIEU OF 6" OF CLASS 67 GRAVEL AND 12" OF BACKFILL.

STUB-UP & CAP CONDUIT 36" ABOVE GRADE. MATCH SIZE OF CONDUIT IN DITCH. PAINT CAP RED TO INDICATE ELECTRIC.



CONDUIT INSTALLATION DETAILS

DS-1419



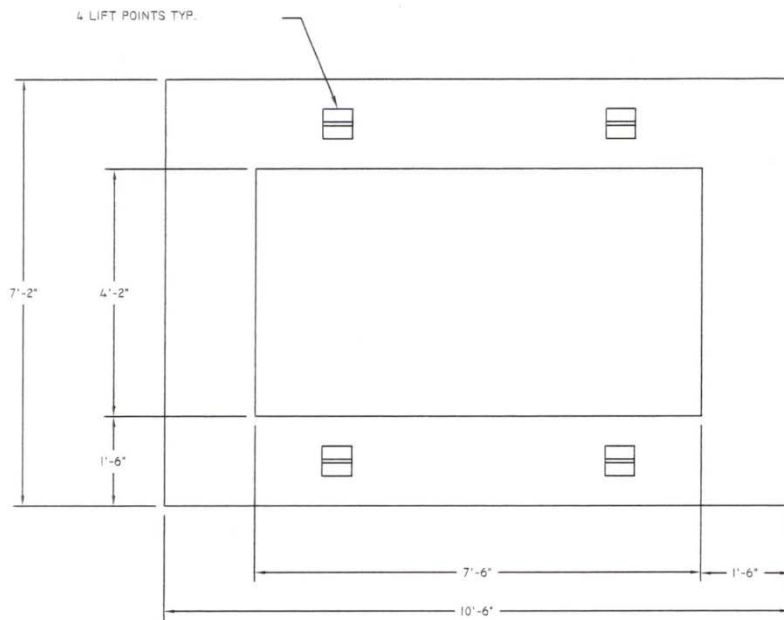
STEEL REINFORCING GRID REQUIRED USING
#4 REBAR AT 12" O.C. THROUGHOUT

CONTRACTOR SHALL COVER EACH UNUSED
HOLES INDIVIDUALLY. NO GLUE SHALL BE USED.



PADMOUNT SWITCHGEAR
VAULT ASSEMBLY

DS-1420



TOP VIEW



FRONT VIEW

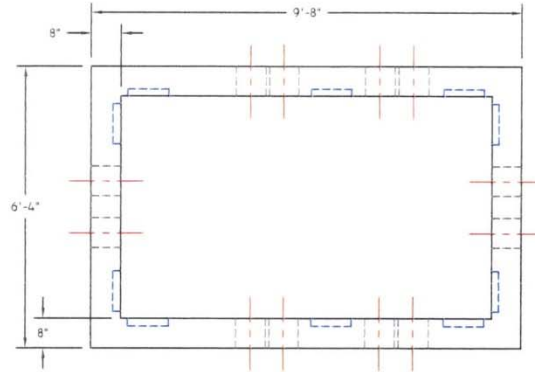
NOTE: CLASS 67 STONE MUST NOT BE INSTALLED ANY HIGHER THAN 2" FROM TOP OF FOOTING.

FOOTER WEIGHT: 3,200 LBS

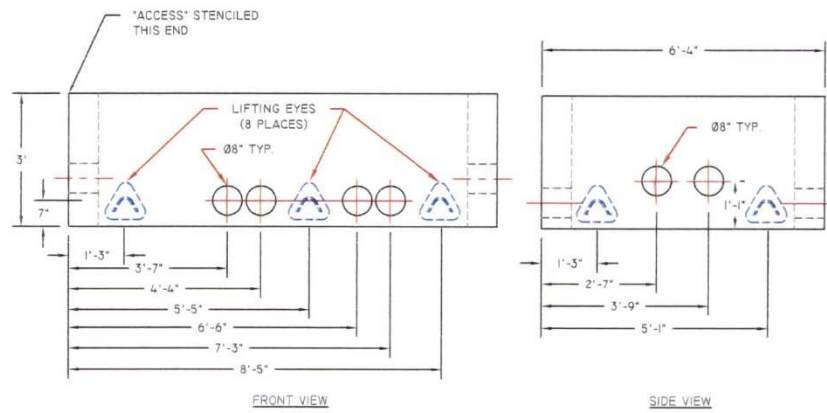


PADMOUNT SWITCHGEAR VAULT FOOTER

DS-1420A



TOP VIEW



FRONT VIEW

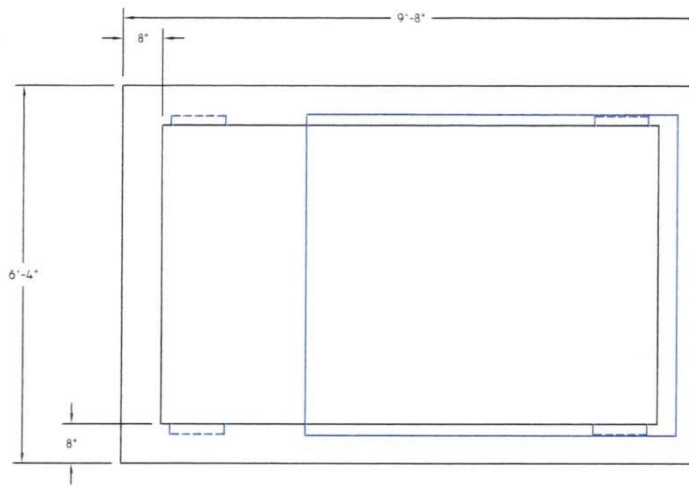
SIDE VIEW

WT: 8,900 LBS

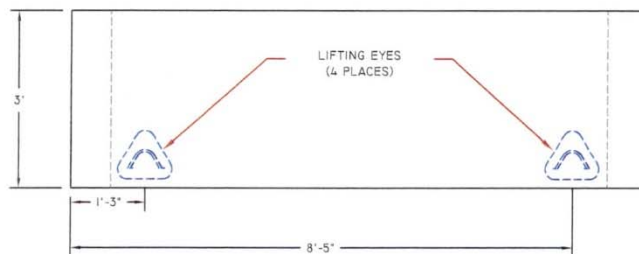


PADMOUNT SWITCHGEAR BOTTOM SLEEVE

DS-1420B



TOP VIEW



FRONT VIEW

TOP SLEEVE WEIGHT: 9,200 LBS



PADMOUNT SWITCHGEAR TOP SLEEVE

DS-1420C

ORDINANCE NO. _____

**AN ORDINANCE TO ADOPT CERTAIN AMENDMENTS TO THE
BENTONVILLE ELECTRIC UTILITY DEPARTMENT
CONSTRUCTION SPECIFICATIONS.**

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

Section 1. That the attached amendments to the Bentonville Electric Utility Department Construction Specifications – Revision 3, 3 copies of which are on file with the City Clerk and which have been advertised and made available for public review and inspection prior to passage, are hereby adopted by reference as though they were copied herein fully.

Section 2. That any matters in said codes which are contrary to existing ordinances of the City of Bentonville, Arkansas shall prevail, and that any ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Travis Matlock

Department

Electric

Phone

271-5941

ACTION REQUIRED:

Ordinance to purchase (1) Altec Aerial Devices, (1) Altec Digger Derrick and (2) MHC Kenworth Cab/Chassis for \$539,455 plus tax and waive the requirements of competitive bidding.

COST TO CITY:

Cost of this Request: \$539,455

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

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

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>5/28/2019</u>		
Requested by:	<u>Travis Matlock</u>		
Department:	<u>Electric</u>		
DESCRIPTION OF REQUEST:			
Type of Equipment:	<u>(1) Altec Aerial Devices, (1) Altec Digger Derric, (2) MHC Kenworth Cab/Cha:</u>		
Year & Model:	<u></u>		
Serial #	<u></u>		
To Be Purchased From:	<u>Altec & MHC Kenworth</u> <u></u> <u></u>		
Amount:	Base Amount:	\$	<u>539,455.00</u>
	Tax:		<u></u>
	*Other:		<u></u>
	TOTAL	\$	<u>539,455.00</u>
* List all other costs:			
JUSTIFICATION FOR REQUEST FOR WAIVER OF BID:			
Currently all of BEUD's aerial devices (buckets) and digger derricks are Altec, and all the cab/chassis are MHC Kenworth. This waiver will maintain consistency throughout our fleet which allows for safer operations due to a consistent control set-up while the lineman is in the air. This consistency also allows BEUD to utilize 1 certified mechanic from Altec, and 1 certified mechanic from MHC for the entire fleet.			
<u> </u> Department Head		<u> </u> Director of Finance & Administration	
Revised 6-18-99			

Department: Electric

TOTAL	\$ 539,455.00
-------	---------------

Director of Finance & Administration

~ 203 ~

M E M O R A N D U M

DATE: May 28, 2019

TO: **City Council, Mayor Orman**

FROM: Travis Matlock, Electric Utility Director

RE: Purchase of Trucks from Altec – MHC Kenworth

BEUD recommends purchasing (1) Altec aerial devices, (1) Altec digger derrick, and (2) MHC Kenworth cab/chassis for \$539,455 plus tax (based on the attached quotes) and waiving the requirements of competitive bidding.

Altec makes all of BEUD's aerial devices (buckets) and digger derricks. All of BEUD's cab/chassis for the large trucks are MHC Kenworth. This waiver of bid will allow our fleet to maintain consistency, which allows for the safest operations. Keeping all the aerial devices the same means that all the controls/operations are in the same place and function the same way. This consistency also allows BEUD to utilize one (1) certified Altec mechanic and one (1) certified MHC mechanic. If a different supplier were used for either, BEUD would have to use a specific certified mechanic for just one vehicle within the fleet.

It will take approximately 1-year for the vehicles to be delivered to BEUD. Getting the order in as soon as possible is critical.



Opportunity Number: 1023378
Quotation Number: 471603
Sourcewell Contract #: 012418-ALT
Date: 3/18/2019

Quoted for: City of Bentonville

Customer Contact:

Phone: / Email:

Quoted by: David Paige

Phone: 816-236-1259 / Email: david.paige@altec.com

Altec Account Manager: Trey Gowan

REFERENCE ALTEC MODEL

DH50	50' Fully Hydraulic derrick, rear mount	\$221,281
------	---	-----------

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

1		
2		

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

1	MHW35	Braden PD35 Bumper Package, 35,000 LB Planetary Gear Single-Speed Hydraulic V	\$16,618
2	UHB	CR REEL BAYONET CAPSTAN, 20" Diameter Collapsible Reel for Wire Take Up an	\$1,294
3	HRS	HOSE REEL, Spring Loaded for Mounting 25' Conductive Hoses with HTMA Quick C	\$1,392
4	HRS	HOSE REEL, Spring Loaded for Mounting 25' Conductive Hoses with HTMA Quick C	\$1,392
5	CH	Cone Holder, Fold Over Post Style	\$277
6	CH	Cone Holder, Fold Over Post Style	\$277
7	SPOT3	FOUR (4) POINT STROBE SYSTEM (LED)	\$561
8	SPOT1	TWO (2) POST-MOUNTED SPOTLIGHTS, Mounted One (1) on Each Side of the Ch	\$648
9	SPOT2	TWO (2) DECK-MOUNTED SPOTLIGHTS, Mounted on Boom Support to Illuminate	\$528
10	SPOT6	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls A	\$709
11	VCAM	Backup Camera System	\$835
12	VRC	12 Volt Receptacle (Cigarette Lighter Style), Weatherproof	\$278
13	SL	COMPARTMENT LIGHTS in Body Compartments - Strip LED (5 Compartments)	\$740
SOURCEWELL OPTIONS TOTAL:			\$246,830

(B.) OPEN MARKET ITEMS (Customer Requested)

1	UNIT	DH48 in lieu of DH50, 14K Digger in lieu of 12k, RotaFloat System, Riding Seat Light	\$2,569
2	UNIT & HYDRAULIC ACC	18" Bullet Tooth Auger, 8.5 Ton Hook, subbase storage with drop down door, 50' hose in lieu of 25' on hyd reels, Stanley Pole Tamper, Stanley Ground Rod Driver	\$7,462
3	BODY	Custom Body in lieu of Standard	\$5,037
4	BODY & CHASSIS ACC	Top Opening Box, Custom Outrigger Pads, Pole Rack, Barricade Holder, Oil Cooler Guard	\$2,624
5	ELECTRICAL	Two Amber Strobes, Grounding reel with 50' of 2/0 Cable, Outrigger Override	\$2,868
6	FINISHING		
7	CHASSIS	Custom Kenworth in lieu of Standard Freightliner	\$12,025
8	OTHER		
OPEN MARKET OPTIONS TOTAL:			\$32,585

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$279,415

Delivery to Customer: \$544

TOTAL FOR UNIT/BODY/CHASSIS: \$279,959

(C.) ADDITIONAL ITEMS (items are not included in total above)

1		
2		

Pricing valid for 45 days

NOTES

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer.

TO ORDER: To order, please contact the Altec Account Manager listed above.

CHASSIS: Per Altec Commercial Standard

DELIVERY: No later than 360 days ARO, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

BUILD LOCATION: St. Joseph, MO

Sourcewell (formerly NJPA) Quote Template 11-28-2018.xlsx



Opportunity Number: 1023378
Quotation Number: 471631
Sourcewell Contract #: 012418-ALT
Date: 3/19/2019

Quoted for: City of Bentonville

Customer Contact:

Phone: / Email:

Quoted by: David Paige

Phone: 816-236-1259 / Email: david.paige@altec.com

Altec Account Manager: Trey Gowan

REFERENCE ALTEC MODEL

AM55	Overcenter Aerial Device with Material Handling (Insulated)	\$184,977
------	---	-----------

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

1	AM55-US60	60' Boom Height (AM60)	\$4,843
2	AM55-WESR	Extended Side Reach (With X-Frame Primary Outriggers)	\$4,411

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

1	MHC	MOUNTED HYDRAULIC CAPSTAN. Mounted Curbside on Front Frame Extension C	\$4,846
2	UHB	CR REEL BAYONET CAPSTAN. 20" Diameter Collapsible Reel for Wire Take Up an	\$1,294
3	HRS	HOSE REEL. Spring Loaded for Mounting 25' Conductive Hoses with HTMA Quick C	\$1,392
4	BK	WATER CASK (Includes Bracket)	\$206
5	CH	Cone Holder, Fold Over Post Style	\$277
6	CH	Cone Holder, Fold Over Post Style	\$277
7	SPOT3	FOUR (4) POINT STROBE SYSTEM (LED)	\$561
8	TBE	ELECTRIC TRAILER BRAKE CONTROLLER. Controls Trailers with Electric Brakes	\$233
9	SPOT2	TWO (2) DECK-MOUNTED SPOTLIGHTS. Mounted on Boom Support to illuminate	\$528
10	SPOT6	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls A	\$709
11	SPOT6	Remote Spot Light, LED, Permanent Mount, With Wireless Dash Mounted Controls A	\$709
12	T1	SPOTLIGHT;PORTABLE MOUNT, SUCTION CUP;MODEL 7901 - WHITE;15' CO	\$306
11	VCAM	Backup Camera System	\$835
13	SL	COMPARTMENT LIGHTS in Body Compartments - Strip LED (9 Compartments)	\$1,332

SOURCEWELL OPTIONS TOTAL: \$207,736

(B.) OPEN MARKET ITEMS (Customer Requested)

1	UNIT	Platform Elevator, Custom Platform, Extra Manuals	\$4,799
2	UNIT & HYDRAULIC ACC	Jib Extension, Scuff Pad, 50' hose on Reel, Wire Holder/Sheave	\$2,137
3	BODY	Custom Body, Custom Tailshelf, Extra Hooks for Compartments, Four (4) Top Opening Boxes	\$23,312
4	BODY & CHASSIS ACC	Custom Outrigger Pads, AS-50 Reel, Wire Rack, PVC Tubes, Barricade Holder, 10lb Fire Ext, Rear step/grab handles	\$4,676
5	ELECTRICAL	Two Amber Strobes, Grounding reel with 60' of 2/0 Cable, Battery Protector	\$3,138
6	FINISHING		
7	CHASSIS	Custom Kenworth in lieu of Standard Freightliner	\$13,154
8	OTHER		

OPEN MARKET OPTIONS TOTAL: \$51,216

SUB-TOTAL FOR UNIT/BODY/CHASSIS: \$258,952

Delivery to Customer: \$544

TOTAL FOR UNIT/BODY/CHASSIS: \$259,496

(C.) ADDITIONAL ITEMS (items are not included in total above)

1			
2			

****Pricing valid for 45 days****

NOTES

PAINT COLOR: White to match chassis, unless otherwise specified

WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90) days warranty for travel charges (Mobile Service) Limited Lifetime Structural Warranty. Chassis to include standard warranty, per the manufacturer.

TO ORDER: To order, please contact the Altec Account Manager listed above.

CHASSIS: Per Altec Commercial Standard

DELIVERY: No later than **360** days ARO, FOB Customer Location

TERMS: Net 30 days

BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.

TRADE-IN: Equipment trades must be received in operational condition (as initial inspection) and DOT compliant at the time of pick-up. Failure to comply with these requirements, may result in customer bill-back repairs.

BUILD LOCATION: St. Joseph, MO

Sourcewell (formerly NJPA) Quote Template 11-28-2018.xlsx

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE MAYOR AND THE CITY CLERK TO ENTER INTO AN AGREEMENT WITH ALTEC FOR THE PURCHASE OF ONE ALTEC AERIAL DEVICE, ONE ALTEC DIGGER DERRICK AND TWO MHC KENWORTH CAB/CHASSIS FOR THE CITY OF BENTONVILLE ELECTRIC DEPARTMENT AND WAIVING THE REQUIREMENT OF COMPETITIVE BIDDING.

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

Section 1: That the Mayor and City Clerk be and are hereby authorized to enter into an agreement with Altec for the purchase of one Altec aerial device, one Altec digger derrick and two MHC Kenworth cab/chassis certain vehicles for the Bentonville Electric Department in the amount of \$539,455.00 plus applicable tax as per the Proposal attached hereto as Exhibit "A".

Section 2: Because of the need to standardize this equipment for personnel safety, critical maintenance and operational efficiency, it would be neither practical nor feasible to advertise for competitive bidding, and that requirement is herein waived.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK



CHECK ALL THAT APPLY			
X	Bid Award	Bid #	19-29
	Budget Adjustment		
	Change Order		
	Informational		
	Ordinance		
	Resolution		
	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Travis Matlock

Department

Electric

Phone

271-5941

ACTION REQUIRED:

Bid award for backhoe lease to Stribling Equipment per the bid tab attached. This is a 2-year lease for the Water, Sewer, and Electric Departments at a total cost of \$246,935.52.

COST TO CITY:

Cost of this Request: \$246,936

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

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

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



M E M O R A N D U M

DATE: May 28, 2019

TO: **City Council, Mayor Orman**

FROM: Travis Matlock, Electric Utility Director

RE: Bid Award – Backhoe Leases

Staff recommends awarding the backhoe-leasing bid to Stribling Equipment, Inc. per the attached bid tab. The backhoes will be leased to the Water, Sewer, and Electric Departments for a period of 2-years and the total cost of the lease will be \$246,935.52.

CASE declined to submit a bid and Riggs/CAT did not bid the specified equipment.

 BID TABULATION WITH COMPARISON OF SPECIFICATIONS: IFB-19-29 2019			
Bid Opening Date: April 22, 2019 at 2:00 P.M.			
	Stribling Equipment - 1	Stribling Equipment -2	Riggs CAT
Delivery Date	07/01/2019	7/1/2019	
Backhoe make and model specified by the City	Caterpillar 430F2 John Case 590N Deere 310SL HL	Caterpillar 430F2 John Case 590N Deere 310SL HL	Caterpillar 430F2 John Case Deere 310SL HL 590N
Mini Excavator make and model specified by the City	Caterpillar 303E CR/301.7D CR John Deere 35s/17G Case CX37C/CX17C	Caterpillar 303E CR/301.7D CR John Deere 35s/17G Case CX37C/CX17C	Caterpillar 303E CR/301.7D CR John Deere 35s/17G Case CX37C/CX17C
Backhoe Manufacturer and Model Proposed	John Deere 310SL HL	John Deere 310SL HL	<i>The Riggs CAT Bid Submission was rejected due to non-conforming models of backhoes proposed.</i>
Mini Excavator Manufacturer and Model Proposed	John Deere 17G	John Deere 35G	
Compliance Specifications			
6 - 2019 Backhoes with 24" Buckets	Conforms	Conforms	
2 - 2019 Backhoes with 12" Buckets	Conforms	Conforms	
1 -2019 Backhoe with 18" Bucket with Thumb	Conforms	Conforms	
1 - 2019 Mini-Excavator	Cab Not Available for 17G	Conforms	
Notes for Backhoes			
Notes for Mini-Excavator	17G is not available with CAB		
Pricing per month/ per unit lease price			
6 - 2019 Backhoes with 24" Buckets	\$ 1,006.55	\$ 1,006.55	
2 - 2019 Backhoes with 12" Buckets	\$ 1,005.70	\$ 1,005.70	
1 -2019 Backhoe with 18" Bucket with Thumb	\$ 1,048.77	\$ 1,048.77	
1 - 2019 Mini-Excavator	\$ 397.29	\$ 792.22	
Pricing: 24-Month Lease Price Per Unit			
6 - 2019 Backhoes with 24" Buckets	\$ 24,157.72	\$ 24,157.72	
2 - 2019 Backhoes with 12" Buckets	\$ 24,136.80	\$ 24,136.80	
1 -2019 Backhoe with 18" Bucket with Thumb	\$ 25,170.48	\$ 25,170.48	
1 - 2019 Mini-Excavator	\$ 9,534.96	\$ 19,013.28	
TOTAL BID PRICING			
Subtotal	\$ 82,999.96	\$ 92,478.28	
Total Bid Price	\$ 227,925.36	\$ 237,403.68	

**Bentonville Electric Utilities Department: Leased Equipment for Award IFB-19-29**

Bid Opening Date: April 22, 2019 at 2:00 P.M.

Bidder: Stribling Equipment

Quantity for BEUD	Make & Model	Description	Per Month/Per Unit Price	24-Month Total Lease Price
2	2019 John Deere 310SL HL w/ 12" Buckets	Backhoes	\$ 1,005.70	\$ 24,136.80
1	2019 John Deere 310SL HL w/18" Buckets (w/thumb)	Backhoe	\$ 1,048.77	\$ 25,170.48
1	John Deere 17G	Mini-Excavator	\$ 397.29	\$ 9,534.96
1	John Deere 35G	Mini-Excavator	\$ 792.22	\$ 19,013.28

*Notes per Stribling Bid Submission: Sales tax is included in monthly payment, however any applicable property tax assessed by Benton County is not included.

**Bentonville Water Utilities Department: Leased Equipment for Award IFB-19-29**

Bid Opening Date: April 22, 2019 at 2:00 P.M.

Bidder: Stribling Equipment

Quantity for Water Dept.	Make & Model	Description	Per Month/Per Unit Price	24-Month Total Lease Price
6	2019 John Deere 310SL HL w/ 24" Buckets	Backhoes	\$ 1,006.55	\$ 24,157.72

*Notes per Stribling Bid Submission: Sales tax is included in monthly payment, however any applicable property tax assessed by Benton County is not included.



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Bryan Wick

Department

Engineering

Phone

696-0227

ACTION REQUIRED:

Resolution adopting the updated Quality Management Plan (QMP) to be used for EPA funded projects. The EPA requires an annual review/audit of the QMP. Revisions in this update reflect corrected names, addresses, job titles and email addresses for current staff and new Mayor.

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	\$ -

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



Memorandum



To: Mayor and City Council
From: Bryan Wick, Project Manager
Date: Monday, May 13th, 2019
Re: Update to Quality Management Plan (QMP)

Resolution adopting the updated Quality Management Plan (QMP) to be used for EPA funded projects. The EPA requires an annual review/audit of the QMP. Revisions in this update reflect corrected names, addresses, job titles and email addresses for current staff and new Mayor.

A Quality Management Plan (QMP) documents how an organization structures its quality system and describes its quality policies and procedures, criteria for and areas of application, and roles, responsibilities, and authorities. It also describes an organization's policies and procedures for implementing and assessing the effectiveness of the quality system.

The QMP may be viewed as the 'umbrella' document under which individual projects are conducted. If another EPA grant is applied for and awarded, the project specific Quality Assurance Project Plan (QAPP) will fall under this QMP. Once the QMP is approved, it will be valid for a period of up to five years from its original release. After this period has expired, the plan will either be reissued without change, revised, or withdrawn from the EPA Quality System.

Within the QMP, the Quality Assurance Team defined, will perform a yearly audit of the document and make changes as necessary following the required guidelines (ANSI/ASQC E4-1994, EPA QA/R-2, and current QMP). The QMP will be approved on a yearly basis, either with revisions or without, and submitted to EPA as an update. If major revisions occur (Section 10.2 ¶2, QMP), said revisions will require an immediate update and submission to EPA.

Please see the "Updates and Revisions" page contained within the QMP for a more detailed explanation of the revisions that will be presented to EPA.

Please contact me with any questions or concerns regarding the Quality Management Plan. My telephone number is (479) 696-0227 or I can be reached via email at bwick@bentonvillear.com

THE CITY OF BENTONVILLE, ARKANSAS QUALITY MANAGEMENT PLAN

MAY 2016

REVISION 1 – MAY 2017

REVISION 2 – MAY 2018

REVISION 3 – MAY 2019

Submitted to:
U.S. EPA, Region 6
1445 Ross Avenue
Dallas, TX 75202-2733
(214) 665-2259 Phone
(214) 665- 6490 Fax



CITY OF BENTONVILLE, ARKANSAS
117 WEST CENTRAL AVENUE
BENTONVILLE, ARKANSAS 72712

CITY OF BENTONVILLE
QUALITY MANAGEMENT PLAN

CONCURRENCES AND APPROVALS

In accordance with EPA Order 5360.1, the following is a Quality Management Plan for all work involving the collection, inventory, monitoring, assessment, and management of information, and the development of information products, data management tools, and environmental services by or under the control of the City of Bentonville, Arkansas, whenever such work is funded wholly or in part by the U.S. Environmental Protection Agency. This Quality Management Plan shall ensure that data collected for the characterization of environmental processes and conditions are of the appropriate type and quality for their intended use and that environmental technologies are designed, constructed, and operated according to defined expectations.

City of Bentonville, Arkansas Concurrence

Public Works Director / Q.A. Manager

Date

City of Bentonville Approval

City of Bentonville Mayor

Date

United States E.P.A. Approval

Region 6 Q.A. Manager

Date

CITY OF BENTONVILLE
QUALITY MANAGEMENT PLAN

UPDATES AND REVISIONS

2016

Creation and Acceptance of the Quality Management Plan for the City of Bentonville, Arkansas.

2017

May 2017

Annual Revision of the Quality Management Plan. Noted changes below:

UPDATES AND REVISIONS

Added page after “Concurrences and Approvals” to note changes/revisions

1.2 ABOUT THE CITY OF BENTONVILLE

Updated the population from 42,000 to 45,000 residents.

3.3 ASSURING MINIMUM TRAINING, SKILL-LEVEL AND
DEMONSTRATING COMPETENCY

Made adjustment to the hanging indention in subsection text.

10.2 ADVERSE CONDITION IDENTIFICATION, PREVENTION, &
CORRECTION

Deleted second paragraph and replaced with Major Revision definitions.

APPENDIX B – CONTACT LIST

Modified City Engineer contact information. Noted that Transportation Engineer will fill vacancy until position is hired.

2018

April 2018

Annual Revision of the Quality Management Plan. Noted changes below:

1.2 ABOUT THE CITY OF BENTONVILLE

Updated the population from 45,000 to 47,645 residents.

CITY OF BENTONVILLE
QUALITY MANAGEMENT PLAN

1.4 QUALITY POLICY

Added comma after “Additionally”; first paragraph, third sentence.

1.5 AUTHORITY OF QUALITY ASSURANCE MANAGERS

Pluralized “department” to “departments”; Second paragraph, second sentence.

APPENDIX A

Updated the attached organizational chart to reflect the changes taken place in the City of Bentonville.

APPENDIX B

Updated the contact list to reflect correct Names, Addresses and Job Titles.

2019

May 2019

Annual Revision of the Quality Management Plan. Noted changes below:

APPENDIX B

Updated the contact list to reflect correct Names, Addresses and Job Titles.

CITY OF BENTONVILLE
QUALITY MANAGEMENT PLAN
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SECTION 1 - MANAGEMENT AND ORGANIZATION

1.1 PURPOSE

The purpose of this section is to document the overall policy, scope, applicability, and management responsibilities of the City of Bentonville Quality Management System.

1.2 ABOUT THE CITY OF BENTONVILLE

The City of Bentonville is a municipality located in the State of Arkansas. The City currently has a population of approximately 47,645 residents. The City of Bentonville operates under a Mayor-Council form of government in which the Mayor acts as the Chief Executive of the City and the City Council is the legislative and policy-making body of city government. City Council sets city policy by passing ordinances and resolutions. The City Council also determines the city budget and appoints and removes certain board and commission members. See the attached Organizational Chart – Appendix A.

1.3 CITY OF BENTONVILLE MISSION

The City of Bentonville follows a strategic plan called *City of Bentonville General Plan* that was adopted in 2007. This plan follows many goals as listed below:

Land Use: Foster a safe, convenient, attractive, compatible, and fiscally responsible land use pattern that includes a variety of housing, recreational, and commercial opportunities while respecting unique community assets.

Community Design: Maintain the small town environment that is Bentonville's hallmark while recognizing the unique characteristics of existing neighborhoods, continuing to develop the cultural amenities that draw residents / visitors to the City.

Physical Environment: Ensure that development decisions minimize degradation of natural resources, preserve existing tree canopies, and promote a clean, safe, and aesthetically pleasing environment for current and future citizens.

Public Facilities: Ensure that public services, facilities, and utilities support community life in a safe, effective, and efficient manner, while justly allocating the costs of providing these public goods.

Transportation: Provide and maintain a transportation system that includes multiple modes and emphasizes connectivity, safety, and cost effectiveness while supporting the preferred land use pattern.

Intergovernmental Coordination: Work cooperatively to protect the region's natural assets, support regional planning efforts, and improve the quality of life throughout the region.

Economy: Sustain the strong local economy that provides varied employment and trade opportunities built upon efficient and equitable use of Bentonville's cultural, natural, built, and human resources.

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1.4 QUALITY POLICY

The City of Bentonville regards quality assurance and quality control activities as essential to the integrity of work processes and services. Services and products provided by the City of Bentonville or its affiliated consultants and contractors, are expected to meet established standards, methods, and ordinances. Additionally, data collected through projects managed by the City of Bentonville or its affiliated consultants and contractors are expected to meet the same standards in order for the data to be deemed acceptable for use by others and included in projects and data products.

The goal of this Quality Management Plan (QMP) is to assure that all work involving the collection, inventory, monitoring, assessment, and management of information, and the development of information products, data management tools, and environmental services are based on sound science. Quality control procedures, both at the City of Bentonville administration level and within individual departments and divisions, are described in the QMP to ensure that this goal is achieved, specifically through addressing the following:

- Objectives must be clearly defined for each project.
- City of Bentonville methodologies for data collection, management and analyses must be clearly defined to assure they conform to generally accepted standards and approaches within the relevant scientific discipline for each project prior to the beginning of each project.
- Peer review is an important element of the City of Bentonville's Quality Assurance (QA) process, and must be carried out prior to publication or public release of the results from EPA-funded projects.
- Methodologies, standards, and requirements defined for a project must ensure that the types of data collected and the procedures for collecting, managing, evaluating, and analyzing these data will provide scientifically accurate results for interpretation.
- City of Bentonville policies and procedures must ensure that grant funds are handled appropriately and according to all federal laws and regulations.

To achieve the objectives enumerated above, the City of Bentonville is committed to providing sufficient resources, including budget, staff, expertise, and time, for quality control procedures, thus ensuring a consistent approach to all EPA-funded projects involving the collection and assessment of environmental data.

1.5 AUTHORITY OF QUALITY ASSURANCE MANAGERS

The implementation of quality control procedures within the City of Bentonville requires that a number of individuals implement QA procedures to ensure that data at all levels – from data collection through the development of data products and analyses – meet the QMP. Appendix A provides specific details on the City of Bentonville departments and staff responsible for these processes.

This Quality Management Plan designates the City of Bentonville Public Works Director as the Quality Assurance Manager (QA Manager) to ensure that these procedures are utilized for all City of Bentonville projects. The Public Works Director supervises subordinate departments and

CITY OF BENTONVILLE QUALITY MANAGEMENT PLAN

coordinates activities with all other departments and divisions. The Public Works Director reports directly to the Mayor, City Council and Citizens.

Each City of Bentonville EPA-funded project requires a Quality Assurance Team (QA Team) consisting of the QA Manager listed above, the Finance Director, the City Engineer, and the Project Manager. For example, the QA Team for the "Demonstration of Stream and Wetland Restoration at Little Sugar Creek in Bentonville, Arkansas" project would consist of the Public Works Director (QA Manager); the Finance Director, the City Engineer, and the Project Manager.

Implementation of quality assurance processes for work processes and assessments developed for a specific City of Bentonville project is the responsibility of the Project Manager of that project. Quality control processes utilized during the exchange of data between the City of Bentonville and its affiliated consultants and contractors are implemented by the Project Manager of each project. Additionally, ensuring that quality control procedures are implemented in the collection and management of data for a specific City of Bentonville project is the responsibility of the Project Manager of that project.

QA responsibilities at different levels are described below:

City of Bentonville Public Works Director (QA Manager)

- Oversees the preparation of the QMP.
- Assures the QMP is updated annually.
- Supervises and coordinates activities with the Quality Assurance Team.
- Updates the Directors, Mayor, City Council, and Citizens of project progress and changes.
- Conduct internal audits of all items pertaining to the project.

City of Bentonville Finance Director

- Coordinates the development, management, and planning of the annual budget and work program for each EPA-funded project within the relevant department or division.
- Monitors the purchasing, internal accounting and work order system for each EPA-funded project within the relevant department or division.
- Audits and approves procurement card purchase requests and reconciliations for accuracy and compliance with policy.
- Oversees budget for EPA-funded projects.
- Reviews and monitors financing documents to ensure each project expenditure is funded with the appropriate resource.
- Reviews payroll time sheets to minimize errors and ensure compliance with city policy and FLSA regulations.
- Provides financial guidance to the staff to ensure that each employee operates smoothly and efficiently, within budgetary limitations, and in compliance with city policy.
- Prepares contracts and lease schedules relating to grants for the city's external auditors.
- Works with the city's external auditors to ensure compliance with the federal Single Audit requirements.

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City of Bentonville City Engineer

- Provides guidance to Project Managers on complying with the QMP and, where necessary, preparing Quality Assurance Project Plans (QAPPs).
- Provides QA review of project design and/or project data as required.
- Provides guidance to Project Managers on procurement and budget compliance and management.
- Assists Project Managers with contract information, project billing review and project reimbursement review.
- Makes recommendations for process improvement, cost savings and internal controls. Provides assistance as needed in developing processes and enhancing controls, facilitating training and developing policies and procedures.
- Provides guidance to Project Managers on compliance with city, state and federal laws, ordinances and regulations.

City of Bentonville Project Manager

- Prepares or oversees the preparation of the QAPP for EPA-funded projects which includes a description of the methodologies to be used and indicates project milestones that will require a QA review.
- Disseminates all documents pertaining to the specific project.
- Oversees data collection, assessments, analyses and interpretation of the project results.
- Prepares procurement documents and City Council agenda requests for contract approvals.
- Prepares or oversees the preparation of construction documents and specifications for EPA-funded projects.
- Manages project construction and conducts field checks for compliance with codes and regulations.
- Manages budget for EPA-funded projects.
- Submits products to peer review as appropriate and coordinates responses to reviewers' comments.
- Oversees the quality assurance processes utilized in data collection, entry, and management by the City of Bentonville.
- Oversees the quality assurance processes utilized in data collection, entry, and management by engineers and other program staff.
- Implements quality control procedures in the exchange of data between the City of Bentonville and its affiliated consultants and contractors.
- Monitors construction values, project contingency values, consultant contract values and land acquisition costs to develop a comprehensive project budget and cash flow for EPA-funded projects.
- Maintains all contract files, reviews and approves all contract payments and change orders for compliance with contract documents.

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1.6 TECHNICAL ACTIVITIES AND PROGRAMS SUPPORTED

The QMP described in this document is utilized for EPA-funded projects involving the collection, inventory, monitoring, assessment, and management of information, and the development of information products, data management tools, and environmental services. The QA Manager and/or City Engineer shall periodically review any project schedule changes that may affect Quality Assurance (QA) review with Project Managers. When a project milestone is reached that requires a QA review, the Project Manager for that project has the responsibility of discussing the review with the QA Manager and/or City Engineer. Any substantive findings of the QA review shall be resolved by consultation between the Project Manager, City Engineer and the QA Manager before work on the project proceeds.

1.7 MANAGEMENT COMMITMENT

The Quality Assurance program for EPA-funded projects shall be supported by the City of Bentonville QA Manager and the Mayor. Sufficient resources shall be budgeted within the project to ensure that the QA Manager, City Engineer and individual Project Managers are able to fulfill their responsibilities under this plan. Project Managers will assure that the quality system is understood and implemented by developing QAPPs, providing them to staff working on the projects, and overseeing implementation of the plans.

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SECTION 2 - QUALITY SYSTEM

2.1 PURPOSE

The purpose of this section is to document how the City of Bentonville manages its quality system. This section defines the primary responsibilities for managing and implementing each component of the system.

2.2 CITY OF BENTONVILLE QUALITY SYSTEM DESCRIPTION

The City of Bentonville QA System consists of:

- Advice and guidance by the QA Manager and/or City Engineer to staff preparing an application for EPA funding.
- Designation of the Project Manager by the QA Manager and/or City Engineer prior to submission of a grant proposal to the EPA.
- Preparation of a QAPP for an EPA-funded project by the designated Project Manager, and independent review of the plan by the QA Manager and/or QA Team.
- Evaluation of the data needed, sources for that data, software, expertise, staff, and any training needs for the project by the Project Manager.
- Periodic review by the Project Manager of project tasks including the collection, inventory, monitoring, assessment, evaluation, analyses and management of information.
- Periodic review by the Project Manager of the development of information products, data management tools, and environmental services, as well as the release of information generated by the EPA-funded project.
- Periodic review of the overall quality management system by the QA Manager and QA Team.
- Assurance by the QA Manager that the City of Bentonville QMP is updated and submitted to the EPA QA Manager annually.

2.3 QUALITY SYSTEM COMPONENTS

Components of the City of Bentonville quality system include:

Quality System Documentation: The Quality System documentation includes the QMP and the project QAPPs. A QAPP is to be prepared for each applicable project by the designated Project Manager, and reviewed by the QA Manager and/or QA Team. QAPPs shall include a detailed description of the methodologies to be used in the project as well as schedules that provide specific project milestones requiring QA review.

Annual Reviews and Planning: The QA Manager ensures that the City of Bentonville QMP is updated and submitted to the EPA QA Manager annually. Every fifth year, the QA Manager is to submit the QMP, consisting of a signature page, letter to the EPA QA Manager and a printed copy of the current QMP per the EPA Region 6 QA policy.

For annual reviews, if the review yields no changes to the QMP, the QA Manager will submit a signature sheet accompanied by a letter to the EPA QA Manager.

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Management Assessments: Assessments include a periodic review, typically by the Project Manager and City Engineer, to ensure that standard methodologies and QA processes are utilized by City of Bentonville staff and its affiliated consultants and contractors.

Training: All staff undergoes general compliance training to familiarize them with the City of Bentonville's procedures. The City Administration reviews all funding proposals to ensure, among other things, that the individuals proposing projects have the necessary academic and professional background for the nature of the work. Support staff must have the appropriate training and background to enable them to participate in funded projects. Project Managers and the City Engineer periodically identify the training needs of staff to ensure familiarity with pertinent methodologies and ensure that quality control procedures are utilized. Additional training specific to the project is provided or arranged as required. The Human Resource Department maintains records of job-related and generalized training. The Project Manager shall maintain records of training pertaining to the specific project.

Systematic Planning of Projects: The Quality Assurance Project Plan (QAPP) required for EPA-funded projects includes a work plan which outlines the planning, milestones, and expected outcomes of the project that is consistent with the Guidance on Systematic Planning using the Data Quality Objectives Process (QA/G-4), February 2006 document provided by EPA.

Project-Specific Quality Documentation: The QAPPs are prepared by Project Managers for their designated projects, and each provides a description of the methods and QA procedures that will be used for each project.

Project and Data Assessments: Project Managers and the City Engineer periodically evaluate projects and data derived from the projects to ensure reliability and quality before inclusion in the City of Bentonville records. Additionally, quality control procedures are utilized prior to publication or public release of data.

2.4 QUALITY SYSTEM TOOLS

The City of Bentonville quality system tools consist of:

Quality Management Plan: The QMP provides an overall system for implementing quality assurance policies. QMP shall meet conformance with EPA QA/R-2, March 2001.

Quality System Audits: The QA Manager will monitor and review all EPA-funded projects. Additionally, the Project Manager and the City Engineer perform periodic reviews to ensure that standard methodologies and QA processes are utilized by City of Bentonville staff and its affiliated consultants and contractors.

Training Plans: The City of Bentonville maintains and utilizes established policies, procedures, specifications, ordinances, and adopted codes that regulate how city employees operate within the City of Bentonville's overall organization. The QAPP should clearly identify the Policies and Procedures and Standard Operating Procedures to be used in the EPA-funded project. All staff training provides a means of assuring familiarity with the EPA approach to Quality Assurance management and assures compliance with City of Bentonville policies.

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Quality Assurance Project Plans (QAPPs): QAPPs are prepared by Project Managers for their designated projects, and each provides a description of the methods and QA procedures that will be used in project work. QAPP shall meet conformance with EPA QA/R-5, March 2001.

Data Verification and Validation: These are specific for each project and provide the means of ensuring that data assessment, evaluation and analyses will enable scientifically valid interpretations of data. All data methodologies are subject to review by the QA Manager and/or the QA Team.

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SECTION 3 - PERSONNEL QUALIFICATIONS AND TRAINING

3.1 PURPOSE

The purpose of this section is to document the procedures for assuring that all personnel performing work for the City of Bentonville have the necessary skills to effectively accomplish their work.

3.2 STATEMENT OF POLICY

The City of Bentonville endeavors to ensure that its staff and affiliated consultants and contractors have the knowledge and skills required to fulfill their job responsibilities, including the collection, inventory, monitoring, assessment, evaluation, analyses and management of information and the development of information products, data management tools, and environmental services. In addition, some staff will be required to have specialized knowledge on the use of custom software applications, distribution modeling, and various other analyses. Further, familiarity with the City of Bentonville policies, methodologies, and any special requirements associated with EPA-funded projects is also required of staff and associated consultants and contractor.

3.3 ASSURING MINIMUM TRAINING, SKILL-LEVEL AND DEMONSTRATING COMPETENCY

The Project Manager shall prepare and submit to the appropriate City of Bentonville Administration Staff a QAPP for the project that, among other things, identifies all critical staff needs. Critical staff are those individuals directly involved in the collection, inventory, monitoring, assessment, evaluation, analyses and management of information and the development of information products, data management tools, and environmental services. All awarded grants will include a statement of competency in grant work plans and in QAPPs per EPA issued FEM Competency Policy, 2012. This directive requires organizations funded by EPA and generating environmental measurement data to submit documentation of their competency before performing environmental work, and is relevant for grants of more than \$200,000. The Project Manager will work with the EPA Project Officer to include language in work plan that addresses competency.

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SECTION 4 - PROCUREMENT OF ITEMS AND SERVICES

4.1 PURPOSE

The purpose of this section is to document the procedures for purchased items and services that directly affect the quality of environmental programs.

4.2 PROCUREMENT PROCEDURE

The City of Bentonville Finance Director oversees all purchases incurred through EPA-funded grants. This department is responsible for monitoring all financial activity to ensure compliance with applicable federal, state and awarding agency guidelines. Because project regulations are varied and complex, the City of Bentonville Finance Director, City Engineer and Project Manager will communicate on a regular basis regarding policies, procedures and related guidelines. The City of Bentonville requires that the Project Manager (or his/her designee) obtain a Purchase Order (P.O.) prior to purchasing any item through the City of Bentonville account.

4.3 REVIEW OF RESPONSES TO SOLICITATION

Specifications for all relevant purchases shall be prepared by the Project Manager as part of the QAPP. As such, all purchase of items and all procurement of services are subject to the review of the QA Manager and/or City Engineer to ensure that said items and services satisfy all technical and quality requirements for the project. Should purchases, other than those explicitly identified in the QAPP be proposed, review of purchase specifications should be made by the Project Manager prior to initiating the purchase.

4.4 QUALITY ASSURANCE FOR PROCURED ITEMS AND SERVICES

Once an item or service is procured, it shall be the responsibility of the Project Manager to examine the deliverables to verify that the item or service is of acceptable quality.

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SECTION 5 - QUALITY DOCUMENTATION AND RECORDS

5.1 PURPOSE

The purpose of this section is to document appropriate controls for quality-related documents and records that are determined to be important to the mission of the City of Bentonville.

5.2 IDENTIFICATION OF DOCUMENTS REQUIRING CONTROL

The Project Manager, as part of the preparation of the QAPP, shall identify quality-related documents and records that require control. The QA Manager and/or City Engineer, as part of the QAPP review, may further expand the list of documents requiring control. All documents requiring control shall be listed in the QAPP and be subject to EPA review.

5.3 CONFORMANCE REVIEW AND APPROVAL

Documents and records prepared as part of quality system requirements and listed in an approved QAPP as requiring control shall be subject to a systematic procedure to ensure their conformance with all technical requirements. The QAPP shall indicate the names of individuals authorized to issue, authenticate, revise and approve such documents. Any changes in the list of individuals so authorized shall be communicated to EPA.

5.4 DOCUMENT MAINTENANCE

Duplicate copies shall be made of all quality-related documents that are required as part of a project. The Project Manager shall maintain such documents in a project file for a period of not less than three years following the completion of the project. The Project Manager will also maintain the official grant records for the project. Completion of the project shall mean the end of the grant contract. If required by EPA, copies of the quality-related documents shall be submitted to EPA as part of the final project report and other project closeout documentation.

5.5 ENSURING LEGAL COMPLIANCE

The Project Manager, in consultation with the QA Manager, the City Engineer and the Staff Attorney, shall be responsible for ensuring that the non-financial, substantive aspects of EPA-funded work are, and remain in, compliance with applicable statutory, regulatory and EPA requirements for documents and records.

5.6 DATA SHARING AND CONFIDENTIALITY PROCEDURES

The QAPP shall reference the relevant data sharing agreement(s) between City of Bentonville and any affiliated consultants or contractors that provide environmental data for use in the project. In addition, the QAPP shall describe any confidentiality procedures to be used when the project involves the assessment, aggregation, management, and analysis of sensitive data, and should specify the types of documentation to be maintained in association with data sensitivity, if appropriate.

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SECTION 6 - COMPUTER HARDWARE AND SOFTWARE

6.1 PURPOSE

The purpose of this section is to document how the City of Bentonville ensures that computer hardware and software satisfy the City of Bentonville's requirements.

6.2 COMPUTER HARDWARE, SOFTWARE, AND DATA ACQUISITION

The City of Bentonville Information Technology (IT) Department provides oversight for the acquisition of computer hardware and software applications. Project Managers proposing the acquisition of computer hardware or software as specified and budgeted for the project will process their request through the IT Systems Manager. The Project Manager will be responsible for:

- Assessing and documenting any impacts of hardware and software changes.
- Evaluating and approving updated, expanded, or revised computer hardware and software to support data review and reporting activities.
- Ensuring that data and information managed and/or produced with computers will meet applicable project requirements.

6.3 TECHNICAL AND QUALITY REQUIREMENTS

The technical and quality requirements for computer hardware and software to be purchased for the project are prepared by the Project Manager and reviewed by the IT Systems Manager. The use of computer hardware and software for the project is not subject to further involvement by the IT Systems Manager unless requested by the Project Manager.

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SECTION 7 - QUALITY PLANNING

7.1 PURPOSE

The purpose of this section is to document how individual data operations are planned within the City of Bentonville to ensure that data or information collected are of the needed and expected quality for the desired use.

7.2 PROJECT MANAGER INVOLVEMENT

The role of the QA Manager and/or City Engineer is limited to informing individuals preparing applications for EPA funding of the quality assurance requirements and advising Project Managers during the preparation of QAPPs of the need to incorporate systematic quality planning processes. Whenever the results of a project have the potential of directly impacting other decision-making processes, the QA Manager and/or City Engineer shall advise the Project Manager to seek the input of the affected parties during the preparation of the QAPP to ensure that the results are presented in a meaningful manner and meet the needs of the subsequent decision-makers. The QA Manager and/or City Engineer shall review the plan of work and periodic progress toward the completion of the funded project.

7.3 DETERMINING PROJECT GOALS AND OBJECTIVES

The proposal prepared for a project must identify the goals and objectives of that project. Due to the diversity of potential topics that may be proposed, no specific guidance is given to staff preparing proposals. However, all proposals are expected to include a clear statement of their purpose and, where applicable, the expected use of the information that is to be developed.

7.4 PROJECT SCHEDULING

General project schedules are to be provided as part of the proposal for project funding. More specific project schedules are to be developed as part of the QAPP for EPA-funded projects. Specific project schedules are to identify all applicable regulatory thresholds, contractual deliverables, the timing of resource needs (including staff, materials, equipment, and supplies), and any quality assurance intervals for QA Manager and/or City Engineer review.

7.5 DATA QUALITY NEEDS

The type and quantity of data needed, sources of data, means of obtaining data, methods for analyzing data, determination of how the data will be used to support project objectives, and the performance criteria to be used for measuring quality are to be identified by the Project Manager in the QAPP, and are subject to the review by the QA Manager and/or City Engineer.

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SECTION 8 - IMPLEMENTATION OF WORK PROCESSES

8.1 PURPOSE

The purpose of this section is to document how work processes are implemented within the City of Bentonville to ensure that data or information collected are of the needed and expected quality for their desired use.

8.2 ENSURING WORK PERFORMANCE

The Project Manager will ensure that project work is performed according to the approved QAPP, and any other related planning and technical documents. The role of the QA Manager and/or City Engineer is that of oversight. As such, the QA Manager and/or City Engineer provides a substantive review of the QAPP and periodic technical review of the assessment, aggregations, and analytical procedures utilized for the project.

8.3 STANDARD OPERATING PROCEDURES

The City of Bentonville maintains and utilizes established policies, procedures, specifications, ordinances, and adopted codes that regulate how city employees operate within the City of Bentonville's overall organization. The QAPP should clearly identify the Policies and Procedures and Standard Operating Procedures to be used in the EPA-funded project.

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SECTION 9 - QUALITY ASSESSMENT AND RESPONSE

9.1 PURPOSE

The purpose of this section is to document how the City of Bentonville determines the suitability and effectiveness of the implemented quality system and the quality performance of the environmental programs to which the quality system applies.

9.2 ANNUAL ASSESSMENT

No less than annually, an informal review of this QMP shall be performed, and the QMP revised if necessary and resubmitted to the EPA for review and reauthorization. The responsibility for ensuring the timely annual review of the QMP shall be that of the QA Manager. Comments shall be solicited from the Project Managers and/or City Engineer. The QA Manager will compile comments and make recommendations for changes to the QMP to the City Engineer or Project Manager. Please see Section 2.3, "Quality System Components", specifically "Annual Reviews and Planning" for information pertaining to submissions.

This document shall be valid for a period of up to five years from the official date of publication. After five years, it shall either be reissued without change, revised, or withdrawn from the EPA Quality System.

9.3 CORRECTIVE ACTION

Should problems arise regarding the implementation of the QMP, or should there be changes to City of Bentonville staffing relative to the administration of the QMP, a review of the QMP will be undertaken, even if such review will occur at times other than that designated for the annual review. In such cases, comments will be solicited from persons that have direct experience with the QMP process and can provide the City of Bentonville Mayor and/or QA Manager with knowledgeable input regarding necessary changes. In the event of differences of opinion regarding aspects of the QMP, the Mayor shall ultimately determine what, if any, changes are necessary and appropriate to the QMP. Until such time as EPA has approved a modified QMP, the prior, approved QMP shall remain in effect.

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SECTION 10 - QUALITY IMPROVEMENT

10.1 PURPOSE

The purpose of this section is to document how the City of Bentonville modifies and improves its quality system.

10.2 ADVERSE CONDITION IDENTIFICATION, PREVENTION, & CORRECTION

Quality system improvement is intended to be an on-going process. Project Managers as well as City of Bentonville staff working on projects may note changes, as needed, that can either prevent situations that would result in poor quality data, or improve the standard operating procedures, administrative processes, and quality assurance system. Recommendations for changes in quality systems that impact the QMP or related quality assurance/quality control systems shall be made to the QA Manager or City Engineer. All recommendations will be taken under advisement and will be discussed during the annual assessment of the QMP.

Noted below are major updates that will require the QMP to undergo an immediate revision. Items not mentioned below will be considered minor and will be addressed at the annual review:

- Expiration of the five-year Quality Management Plan,
- Major changes in mission and responsibilities, such as changes in the delegation status of a program.
- Re-organization of existing functions that affect programs covered by the Quality Management Plan.
- Assessment findings requiring corrective actions and response

10.3 PROCESS IMPROVEMENT COMMUNICATION

All users of data that are assessed, aggregated, and analyzed for EPA-funded projects shall be identified as part of a QAPP. Project Managers shall have the obligation of treating such users as "customers," and ascertaining the types of data, form of presentation and the likely use of information by such customers. Customer feedback shall be encouraged and, where appropriate, mechanisms for soliciting such input shall be identified in the QAPP.

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APPENDIX B - CONTACT LIST

CITY OF BENTONVILLE CONTACTS:

Stephanie Orman
City of Bentonville Mayor
117 West Central Ave.
Bentonville, AR 72712
(479) 271-3122
sorman@bentonvillear.com

Camille Thompson
Staff Attorney
117 West Central Ave.
Bentonville, AR 72712
(479) 271-5966
CThompson@bentonvillear.com

Mike Bender
Public Works Director
117 West Central Ave.
Bentonville, AR 72712
(479) 271-6720
mbender@bentonvillear.com

Ellen Norvell
City Engineer
117 West Central Ave.
Bentonville, AR 72712
(479) 271-3168
enorvell@bentonvillear.com

Jake Harper
Finance Director
117 West Central Ave.
Bentonville, AR 72712
(479) 271-3118
jharper@bentonvillear.com

Bryan Wick
Project Manager
117 West Central Ave.
Bentonville, AR 72712
(479) 271-3168
bwick@bentonvillear.com

EPA CONTACTS:

EPA Region 6
Main Office
1445 Ross Avenue, Suite 1200
Dallas, Texas 75202
(800)-887-6063

Sala N. Senkayi, Ph.D.
Quality Assurance Officer (Acting)
1445 Ross Avenue
Suite 1200
Dallas, TX 75202-2733
(214) 665-6477
senkayi.sala@epa.gov

Sondra McDonald
Project Officer
1445 Ross Avenue
Suite 1200
Dallas, TX 75202-2733
(214) 665-7187
mcdonald.sondra@epa.gov

RESOLUTION NO. _____

**A RESOLUTION ADOPTING AN UPDATED QUALITY
MANAGEMENT PLAN FOR EPA FUNDED PROJECTS
FOR THE CITY OF BENTONVILLE, ARKANSAS.**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE
CITY OF BENTONVILLE, ARKANSAS.**

Section 1: That the updated Quality Management Plan as attached hereto as Exhibit
A should be and the same is hereby approved and adopted.

Section 2: This resolution shall be in full force and effect from and after the date of
its passage.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Tony Davis

Department

Street

Phone

271-3130

ACTION REQUIRED:

Resolution authorizing the Mayor and City Clerk to enter into a cost share agreement with Benton County for the repair of Anglin Road. Please see attachments.

COST TO CITY:

Cost of this Request: \$90,000

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

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

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





Bentonville Street Department
501 SE Third Street
Bentonville, AR 72712
Phone: (479) 271-3130

MEMORANDUM

DATE: 5-17-2019
TO: City Council, Mayor Orman
FROM: Tony Davis, Street Manager
RE: Anglin Road Repair

The Street Department is requesting approval for the Mayor to enter into a 60/40 cost share agreement with Benton County for the repair of Anglin Road. The estimated cost of this project is \$148,900.00 with the City of Bentonville's portion being 60% for a total of \$89,340.00.

Sincerely,

Tony Davis
Street Manager

AGREEMENT OF UNDERSTANDING

BETWEEN

THE CITY OF BENTONVILLE AND BENTON COUNTY

RELATIVE TO

Establishing a procedure to improve and fund improvements to a section of SW Anglin Road from Ginn to South Vaughn Road.

WHEREAS, The City of Bentonville (hereinafter called Bentonville) and Benton County have identified the need to improve a section of SW Anglin Road

WHEREAS, The agreement between Bentonville and Benton County outlines the subgrade repair and overlay of SW Anglin Road of which is 5,280 linear feet is shared in the amount of 60% ownership and maintenance responsibilities belonging to Bentonville and 40% ownership and maintenance responsibilities belonging to Benton County

BENTONVILLE WILL:

1. Undercut and remove failed subgrade of SW Anglin Road
2. Install engineered fill within 2" of top surface elevation
3. Cap failed subgrade areas with 2" of surface mix

BENTON COUNTY WILL:

1. Install tack oil in preparation of an asphalt overlay
2. Install a 1" level up course surface
3. Install a final 2" surface overlay

Bentonville and Benton County will share the estimated repair cost of \$148,900.00 in which the Bentonville's portion will be 60% in the amount of \$89,340.00 and Benton County's 40% portion in the amount of will be \$59,560.00.

CITY OF BENTONVILLE

BENTON COUNTY

Mayor Stephanie Orman

County Judge Barry Moehring

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE MAYOR AND
CLERK TO ENTER INTO A COST SHARE AGREEMENT
WITH BENTON COUNTY FOR THE REPAIR OF ANGLIN
ROAD.**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE
CITY OF BENTONVILLE, ARKANSAS.**

Section 1: That the Mayor and Clerk be and are hereby authorized to enter into an agreement with Benton County for the repair of Anglin Road, as set forth in the agreement attached hereto as Exhibit "A".

Section 2: This resolution shall be in full force and effect from and after the date of its passage.

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Tony Davis

Department

Street

Phone

271-3130

ACTION REQUIRED:

Budget adjustment approval of \$90,000.00 for the City's cost share for the repair of Anglin Road. Please see attached documents.

COST TO CITY:

Cost of this Request: \$90,000

Additional Budget Amount \$90,000

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$
Funds Expended to Date	
Remaining Budget	-
Budget Adjustment	90,000
Remaining After Adjustment	\$ 90,000

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





Budget Adjustment #
(Assigned by Admin)

Department: Street

Date of Request: May 2, 2019

Acct Number	Account Name	Revenue + (-)	Expense + (-)	Fund Balance + (-)
020-3810-430-44-50	Street Maintenance		\$ 90,000.00	\$ (90,000.00)
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Totals	\$ -	\$ 90,000.00	\$ (90,000.00)

Justification:

To be used for the City of Bentonville's cost share portion for the repair of Anglin Road.

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





Bentonville Street Department
501 SE Third Street
Bentonville, AR 72712
Phone: (479) 271-3130

MEMORANDUM

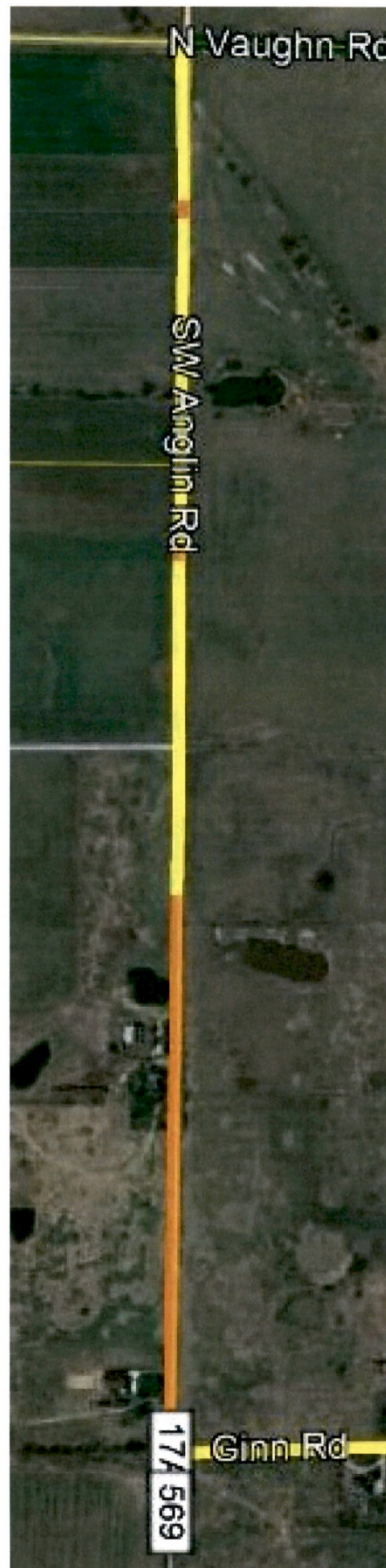
DATE: 4-30-2019
TO: City Council, Mayor Orman
FROM: Tony Davis, Street Manager
RE: Anglin Road Repair

Maintenance responsibilities for Anglin Road between Ginn Road to South Vaughn is split between the City of Bentonville and Benton County with the City being responsible for 60% of the surface area and thus resulting in 60% of the materials cost. The attached document shows the road sections that need complete reconstruction and maintenance. The total estimate for the subgrade work and the 3" asphalt overlay is \$148,924.35. The Street Department is requesting approval of a \$90,000.00 budget adjustment for a 60% cost share covering the materials required to repair Anglin Road.

There is a substantial cost savings anticipated by collaborating with Benton County in lieu of contracting out this work. The City of Bentonville Street Department will perform all the subgrade repairs and Benton County will use their forces to construct the 3" asphalt surface course. We plan to coordinate this project with the County to minimize traffic disruption.

Sincerely,

Tony Davis
Street Manager





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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Jennifer Jones

Department

District Court

Phone

271-3120

ACTION REQUIRED:

The District Court request City Council approval of a budget adjustment of \$7,500.00 reflecting the use of District Court Technology funds for the purchase of desk and computer equipment.

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	\$ -

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 28, 2019

**DISTRICT COURT OF BENTON COUNTY, ARKANSAS
BENTONVILLE DIVISION**

2706 SOUTH WALTON BLVD.
BENTONVILLE, AR 72712

Ray Bunch
District Court Judge

Court Clerk (479) 271-3120
Fax: (479) 271-3134

Memo

To: City Council, Mayor Orman
From: Jennifer Jones
Date: May 13, 2019
Re: City Council approval of a budget adjust of \$7,500 from District Court Technology funds

The Bentonville District Court would like to complete a small office reconfiguration that will allow Deputy Clerks to better meet the needs of the clients we serve. The District Court is looking to add an additional window for customer service along with reconfiguring the current window/computer set up.

The configuration of our client window access will result in the purchase of new office chairs, wall-mounted computer monitors, wireless keyboards and a new desk/work area for a section of the office. Making these changes will allow the clerks to reduce client wait time and enhance the communication and client experience.

The District Court has technology funds which will cover these costs at no extra expense to the City.

Should you have any questions regarding this request please feel free to call me at 479-271-5923. Alternatively, you may email me at jenniferj@bentonvillar.com.



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Ed Wheeler

Department

Administration

Phone

271-3191

ACTION REQUIRED:

Ordinance amending Pay Plan to provide for a "Paramedic Pay Increase" for currently certified Paramedics and for those firefighters currently attending paramedic certification schooling. Over the past 10 years, the amount we pay our paramedics (paramedic add pay) has not been increased - to the point where we have fallen well behind our "like cities" that have a paramedic ambulance services. This increase will bring our City back into line with our "like cities" and keep us aligned for the future. In addition to correcting this pay gap now, we have blended paramedic pay into the various firefighting classifications contained in our City pay plan, which will be periodically adjusted using wage surveys and annually adjusted with COLA. The cost for this increase for the remainder of 2019 will be \$78,312.74 - affecting 47 of our fire staff. Due to a number of currently un-filled fire staff positions that were fully budgeted for 2019, it will not be necessary to do a budget adjustment to affect these changes.

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	\$ -

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 ADOPTING CERTAIN AMENDMENTS
TO THE PAY PLAN FOR THE CITY OF BENTONVILLE,
ARKANSAS.**

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

Section 1: That certain amendments to the City of Bentonville Pay Plan related to
Paramedic Add-Pays should be and the same are hereby approved as follows:

Paramedic Certification (EMT-P)	\$384.62
Paramedic -in-Training (Prerequisite)	\$96.16
Paramedic-in-Training (Actual)	\$192.31

PASSED and APPROVED this _____ day of _____, 2019.

APPROVED:

MAYOR

ATTEST:

CITY CLERK



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Grant Osborne

Department

Parks and Rec

Phone

271-3190

ACTION REQUIRED:

Change Order approval, in the amount of \$2,002.00 for the Citizens Park Tennis Complex. Additional funding includes 1,381 square yards of Bermuda sod required to complete the project. This final change order closes the project.

COST TO CITY:

Cost of this Request: \$2,002

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

Previously Budgeted	\$	1,300,000
Funds Expended to Date		1,227,182
Remaining Budget		72,818
Budget Adjustment		
Remaining After Adjustment	\$	72,818

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 Orman
CC: David Wright, Parks and Recreation Director
From: Crant Osborne, Parks Operations Manager
Date: May 9, 2019
Re: Council approval of change order #4, in the amount of \$2,002 for the Citizens Park Tennis Courts project.

Parks and Recreation Staff is seeking City Council's approval of a final closeout change order in the amount of \$2,002 for the Citizens Park Tennis Complex. This request is for 1,381 square yards of additional Bermuda sod.

In order to complete the front of Citizens Park Tennis we needed to add 1,381 square yards of sod to the original estimate. This additional sod provided the complex a more pleasing welcome, but also prevents any type of erosion and washout issues after a significant rainfall.

This change order brings the total construction contract to \$1,229,184. The project budget in the 2018 Operational Budget was \$1,300,000.

If you have any questions regarding this item, please call me at 271-3190, or email cosborne@bentonvillear.com.

Attachments:

Change Order #4 Request

Change Order

No. 4

Date of Issuance: 5/06/2019

Effective Date: 5/06/2019

Project: Citizens Park Tennis Courts	Owner: City of Bentonville	Owner's Contract No.: NA
Contract: Citizens Park Tennis Courts, B.N. IFB-18-005		Date of Contract: 4/10/18
Contractor: Benchmark Construction		Engineer's Project No.: 30274.0

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

Description:

This change order will include replacing 1,381 square yards of permanent seeding with Bermuda sod.

Attachments (list documents supporting change):

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ 1,168,870.29	Original Contract Times: ☐ Working ☒ Calendar days Substantial completion (days or date): 115 Ready for final payment (days or date): 145
[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 3: \$ 58,311.42	[Increase] [Decrease] from previously approved Change Orders No. 0 to No. 3: Substantial completion (days): 185 Ready for final payment (days): 220
Contract Price prior to this Change Order: \$ 1,227,181.71	Contract Times prior to this Change Order: Substantial completion (days or date): 300 Ready for final payment (days or date): 342
[Increase] [Decrease] of this Change Order: \$ 2,002.45	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): 0 Ready for final payment (days or date): 0
Contract Price incorporating this Change \$ 1,229,184.16	Contract Times with all approved Change Orders: Substantial completion (days or date): 300 Ready for final payment (days or date): 342

RECEIVED:	ACCEPTED:	ACCEPTED:
By: [Signature] Engineer (Authorized Signature)	By: [Signature] Owner (Authorized Signature)	By: [Signature] Contractor (Authorized Signature)
Date: 5/6/19	Date:	Date: 5-6-19



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

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

David Wright

Department

Parks and Rec

Phone

271-6813

ACTION REQUIRED:

Budget adjustment to recognize revenue from various sources and allocate funding for the Citizens Park Playground.

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	\$ -

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





BUDGET ADJUSTMENT REQUEST FORM

Budget Adjustment #
(Assigned by Admin)

Department: Parks

Date of Request: May 16, 2019

Acct Number	Account Name	Revenue + (-)	Expense + (-)	Fund Balance + (-)
105030-47390	Capital - Other		\$ 109,341.00	\$ (109,341.00)
105030-33810	Local Grants	\$ 70,000.00		\$ 70,000.00
105030-33810	Local Grants	\$ 34,000.00		\$ 34,000.00
105030-39192	Transfer In - Impact/Capacity Fees	\$ 5,341.00		\$ 5,341.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
	Totals	\$ 109,341.00	\$ 109,341.00	\$ -

Justification:

Budget adjustment recognizes multiple sources of income for play structure and allocates funding to the appropriate account.

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: Mayor Orman, City Council
From: David Wright, Parks and Recreation Director
Date: March 25, 2019
Re: Budget Adjustment for Citizens Park Playground

Staff seeks City Council approval of a budget adjustment for the Citizens Park Playground project.

While all of Bentonville Parks and Recreation's playgrounds meeting the minimum requirements of the Americans with Disabilities Act (ADA), the Citizens Park Playground is the City's first inclusive play structure. An inclusive playground goes well beyond the ADA requirements and creates an environment without social and physical barriers so children with special needs and able-bodied children can interact and play together.

This budget adjustment recognizes revenue from multiple sources. The Bentonville Lions Club began the project initiative in 2017 with a donation. Visit Bentonville contributed \$50,000 for the project. This \$70,000 has been in Parks Escrow Account until we were able to generate enough funding for the project. Last month, the City was awarded a grant from the Walton Family Foundation for the project. Finally, staff requests council approve an additional amount from impact fee funding for the project. The total project cost is \$409,341. See detailed list of funding sources below:

o City of Bentonville 2019 Budget (Budgeted)	\$300,000
o Visit Bentonville contribution in 2018	\$50,000
o Donation from Bentonville Lions Club 2017	\$20,000
o Grant from Walton Family Foundation	\$34,000
o City of Bentonville Impact Fees (Addn)	\$5,341

If council approves this budget adjustment, we expect construction to begin in August. We expect the play structure to be available to the public this fall.

If you have any questions, please call me at 479.464.7275 or email dwright@bentonvillear.com.

Attachments:

*Budget Adjustment Request Form
Walton Family Foundation Grant Award Letter
Playground Design*

WALTON FAMILY
FOUNDATION



May 2, 2019

Mayor Stephanie Orman
Mayor (2019)
City of Bentonville
117 West Central Avenue
Bentonville, AR 72712

RE: Grant #2019-370

Dear Mayor,

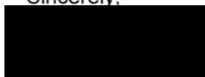
It is my pleasure to inform you that the Walton Family Foundation, Inc. ("Foundation") has approved a grant in the amount of \$34,000.00 to the City of Bentonville ("Grantee"). This grant is at the recommendation of Steuart Walton and Tom Walton and is subject to the terms attached.

The grant funds are to support the Bentonville Parks and Recreation Department to construct an inclusive playground for children with special needs at Citizens Park. An electronic grant payment has been initiated. You should receive the funds within 14 business days.

Reporting: Please provide the Foundation with a financial and narrative report due September 15, 2019, upon project completion. The report shall include an account of expenditures of grant funds and a brief narrative of what was accomplished. Please send all reports electronically to reports@wppg.org and reference Grant #2019-370 on all correspondence.

For all communications regarding this grant, your point of contact at the Foundation will be Gary Vernon, Program Officer. Your program officer can be contacted via phone (479) 802-7324, or email gvernong@wppg.org.

Sincerely,



BBE6002048B0492
Marc Holley
Interim Executive Director

cc: Jake Harper
David Wright

P.O. Box 2030, Bentonville, AR 72712 | Tel: 479.464.1570 Fax: 479.464.1580

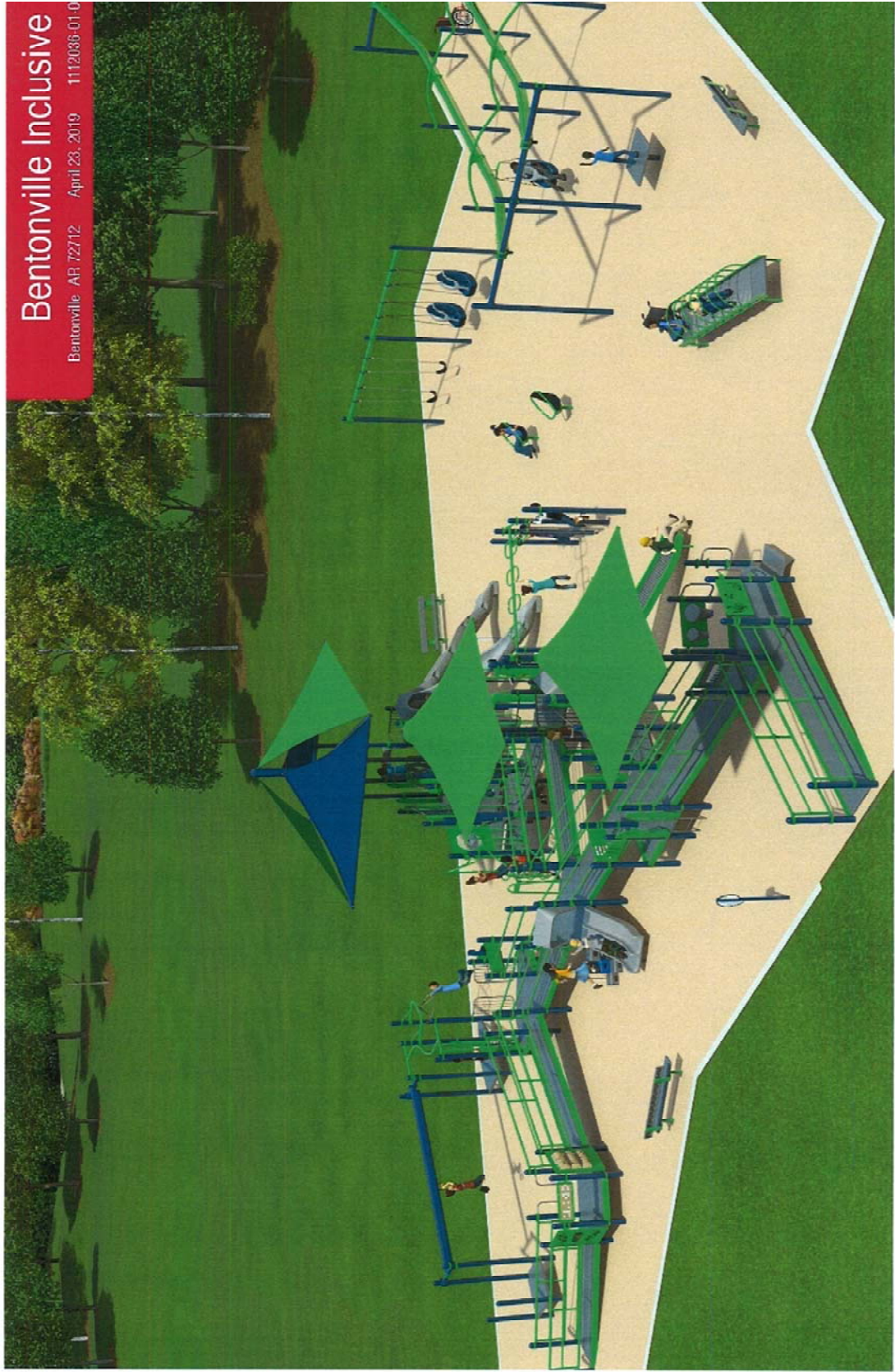
www.waltonfamilyfoundation.org



WALTON FAMILY FOUNDATION, INC
GRANT TERMS

By accepting a grant from The Walton Family Foundation, Inc. ("Foundation"), your organization ("Grantee") acknowledges and agrees to the following terms regarding the grant:

1. **Grantee's Organizational Status.** Grantee represents to the Foundation that Grantee is an organization in good standing, is either an organization described in section 501(c)(3) of the Internal Revenue Code ("Code") or a governmental unit, and is not a "private foundation" described in section 509(a) of the Code.
2. **Accounting.** The Foundation encourages, whenever feasible, the deposit of grant funds in an interest-bearing account. For purposes of these grant terms, "grant funds" include the grant and any income earned thereon. Grantee will account for and maintain records of receipts and expenditures of the grant funds in accordance with generally accepted accounting principles.
3. **Restrictions on Grant Use.** Grantee will use the grant funds only for the purposes of the grant, and will comply with all applicable laws and regulations in administering and expending the grant funds. In no event will Grantee use any grant funds:
 - (a) to lobby for or against, or otherwise to attempt to influence, government legislation;
 - (b) to influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive; or
 - (c) to undertake any activity other than for a charitable, educational or other tax-exempt purpose specified in section 170(c)(2)(B) of the Code.
4. **Gratuities.** The Foundation desires that all of Grantee's resources be dedicated to accomplishing its philanthropic purposes. Therefore, Grantee agrees that it will not furnish the Foundation or its Board of Directors, officers, staff or affiliates with any type of benefit related to this grant including tickets, tables, memberships, commemorative items, recognition items, or any other benefit or gratuity of any kind.
5. **Grant Publicity.** Grant publicity related to this grant consistent with Grantee's normal practice is permitted, subject to the following provisions. The Foundation expects any announcements and other publicity to focus on Grantee's work and the project or issue funded by the grant. Recognition of the Foundation's role in funding the project is permitted, provided that the timing, content and strategic focus of such publicity is approved by the Foundation. If publicized or recognized, please coordinate communications about this grant with your point of contact at the Foundation prior to any announcements.
6. **Repayment.** Grantee agrees to repay to the Foundation any portion of the grant funds not used for the grant's purposes.
7. **Additional Information.** The Foundation may request Grantee to provide such information as is necessary or appropriate for the Foundation to determine that the grant funds are being used for the purposes intended. Grantee agrees to provide such information upon request.



Bentonville Inclusive
 Bentonville AR 72712 April 23, 2019 1112036-01-0

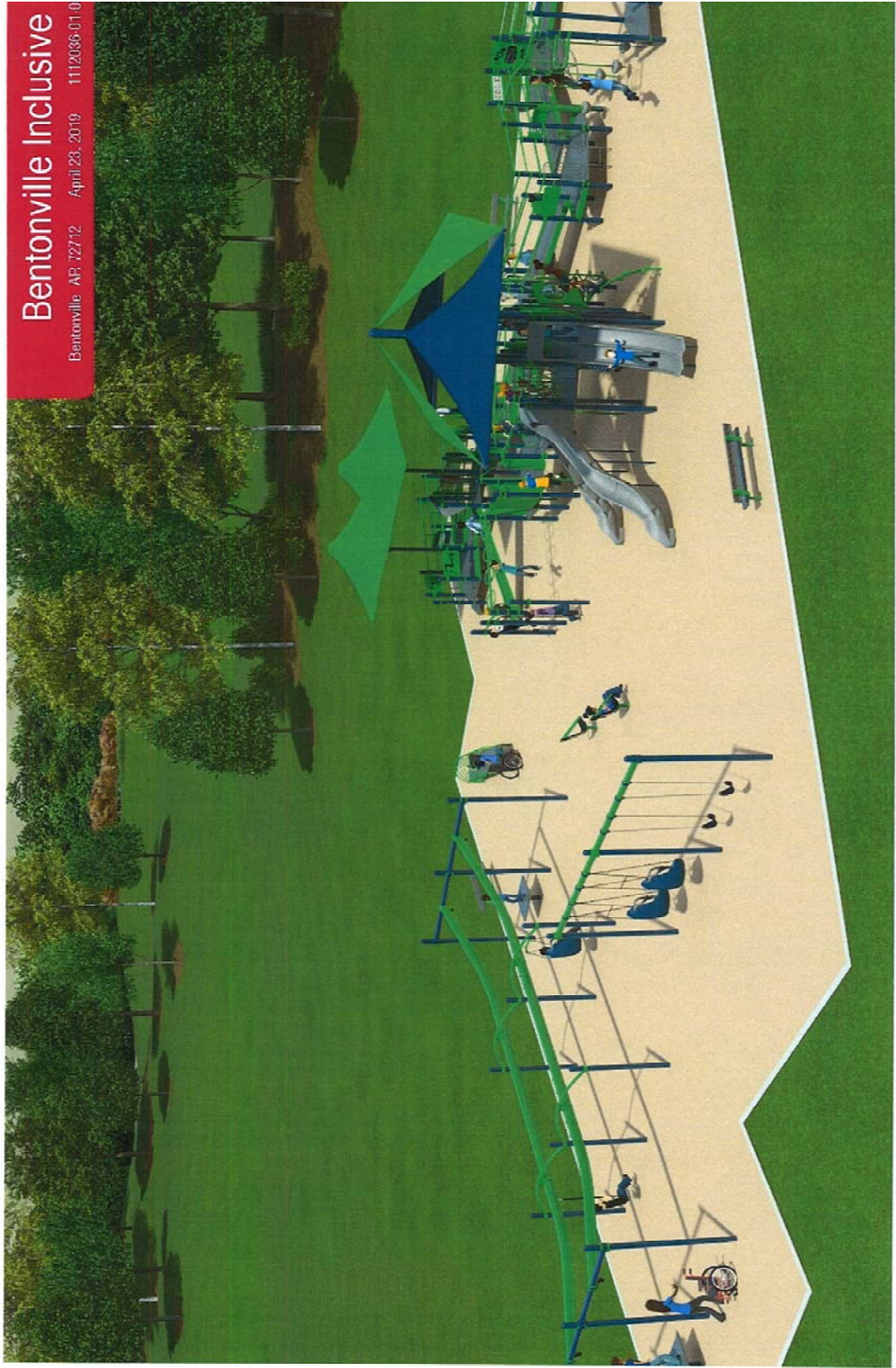


San

FOR A BETTER TOMORROW
WE PLAY TODAY



Proudly presented by:
 Jack Cartwright



FOR A BETTER TOMORROW
WE PLAY TODAY



Proudly presented by:
Jack Cartwright



CHECK ALL THAT APPLY			
☒	Bid Award	Bid #	IFB-19-31
☐	Budget Adjustment		
☐	Change Order		
☐	Informational		
☐	Ordinance		
☐	Resolution		
☐	Other		

AGENDA FORM

CITY COUNCIL MEETING OF:

May 28, 2019

Submitted by:

Grant Osborne

Department

Parks and Rec

Phone

271-3190

ACTION REQUIRED:

Bid Award to Ozark Ballfields for reconstruction of Phillips Park Fields 1-3 (infields only), in the amount of \$47,000.00.

COST TO CITY:

Cost of this Request: \$47,000

Additional Budget Amount

☒ One time amount

☐ Continuing O and M

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

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
Thru: David Wright, Parks and Recreation Director
From: Crant Osborne, Parks Operations Manager
Date: May 16, 2019
Re: City Council approval of Bid IFB-19-31 in the amount of \$47,000 to Ozark Ball Fields to renovate three baseball infields at Phillips Park.

Parks and Recreation Staff is requesting City Council's approval to award bid IFB-19-31 to Ozark Ball Fields in the amount of \$47,000 to renovate three baseball infields at Phillips Park.

Phillips Park Infields on Fields 1-3 are in need of reconstruction. Dirt/soil amendments have been added to the fields over the years causing them to not drain/dry quickly and the playing surface is higher than the dugouts. This contract will lower the playing surface, thus removing undesirable soils, replacing with proper soil/sand mixtures, new sod, and crowning the fields where they drain properly. The work will result in a better playing surface for participants and a decrease in cancellations due to inclement weather.

If you have any questions regarding this item, please let me know. Please call me at 271-3190, or email cosborne@bentonvillear.com.

Attachments:

Bid Tabulation



BID TABULATION:
IFB-19-31 INFIELD RECONSTRUCTION OF PHILLIPS PARK FIELDS 1, 2 AND 3
IFB-19-31
BID OPENING:
MAY 13, 2019
at 1:00 P.M

BIDDER NAME	BID COMPLETE	BID GUARANTEE (5% OF THE TOTAL BID PRICE)	INSURANCE CERTIFICATION	FIELD 1 PRICE	FIELD 2 PRICE	FIELD 3 PRICE	TOTAL BID PRICE
Ozark Ball Fields	YES	YES	Yes/needs further clarification prior to signing the contract. Proof acceptable for bid submission.	18,000.00	15,000.00	14,000.00	47,000.00
Diamond C Construction	YES	YES	YES	41,400.00	41,400.00	41,400.00	124,200.00
Crowder Construction	NO BID	N/A	N/A	N/A	N/A	N/A	N/A
81 Construction	NO BID	N/A	N/A	N/A	N/A	N/A	N/A