



March 13, 2020

Message to City Council regarding October 13, 2020 Special City Council Meeting

City Council:

First and foremost, we are here to protect our citizens and city staff members. We are working to put policies in place should we need to make changes to personnel policies.

We are not operating in emergency mode, but being proactive to position leadership to make decisions as we manage through the Covid 19 situation.

Stephanie Orman
Mayor
City of Bentonville



BENTONVILLE CITY COUNCIL AGENDA

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

**Friday, March 13, 2020 2:00 p.m.
305 SW "A" Street**

**Call to Order
Pledge of Allegiance
Moment of Silence – For our Military Forces
Roll Call**

AGENDA

1. An ordinance amending the personnel policy for the City of Bentonville to provide for emergency leave.
2. An emergency ordinance granting the Mayor broad temporary authority to maintain City functions and declaring an emergency.



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

AGENDA FORM

CITY COUNCIL MEETING OF:

March 13, 2020

Submitted by:

Jake Harper

Department

Administration

Phone

271-6781

ACTION REQUIRED:

An ordinance amending the personnel policy for the City of Bentonville to provide for emergency leave.

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

www.bentonvillear.com



PLEASE RECYCLE



2.9 Emergency Leave – The Mayor or designee is given authority to declare an emergency and to modify or grant exceptions to these or related policies in emergency situations.

2.9.1 Employees (full time, part time and seasonal) that are required to quarantine by federal, state or local authorities will receive paid leave until the quarantine is removed. Employees that have a confirmed case of a virus identified during an emergency will receive paid leave until their doctor releases them back to work or for 12 weeks, whichever is less.

2.9.2 The Mayor has the authority to close non-essential City facilities and/or operations for emergency reasons. In the event that City facilities are closed, the City will follow relevant policies for compensation from section 2.8 Inclement Weather.

2.9.2.1 During such closure, part time and seasonal employees would also be eligible for paid leave. One of two ways will be used to determine hours paid for those employees. First, if the employee has a regularly schedule shift then that schedule would be utilized to calculate hours paid. Second, in the absence of a regularly scheduled shift then the hours paid would be the average hours the employee worked during the previous two pay periods.

2.9.3 In the event of an unscheduled local school/daycare closure lasting less than 2 weeks (scheduled school breaks do not count toward the 2 weeks), employees that must care for an impacted family member that resides in the same household where no other care giver is available will be able to use any sick leave, vacation leave, or comp time that has been accrued. In the event that two city employees are in the same household then only one person at a time may utilize the unscheduled local school closure section of this policy.

In the event that employees do not have any leave time available during the temporary closure, then the employee will automatically be eligible for the City's Sick Leave Bank (Section 6.6). The use of this benefit would be extended to part time and seasonal employees during this period.

Employees who exhaust their sick leave as a result of the temporary closure may request to utilize the Sick Leave Bank in the event of a documented future (non-catastrophic) illness within the following 6 months up to the number of hours utilized during the temporary closure.

2.9.3.1 In the event that an unscheduled local school/daycare closure lasting more than 2 weeks occurs the Mayor will have the authority to consider and implement other changes and modifications to work schedules and ways of working.

ORDINANCE NO. _____

**AN EMERGENCY ORDINANCE ADOPTING REVISIONS
TO THE CITY OF BENTONVILLE PERSONNEL POLICY
TO PROVIDE FOR EMERGENCY LEAVE AND
DECLARING AN EMERGENCY.**

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

Section 1: That certain revisions to the City of Bentonville Personnel Policy, the same being attached hereto and incorporated as fully herein as set forth word for word, should be and the same are hereby adopted.

Section 2: That due to existing conditions and concerns related to public health, and its potential effect on City employees, this Ordinance is necessary to preserve the public peace, health, safety and welfare, and because of such, an emergency is declared to exist, and this Ordinance shall be in full force and effect from the date of its passage and approval.

PASSED and APPROVED this ____ day of _____, 2020.

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:

March 13, 2020

Submitted by:

City Administration

Department

Administration

Phone

271-5966

ACTION REQUIRED:

An emergency ordinance granting the Mayor broad temporary authority to maintain City functions and declaring an emergency.

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	\$ -

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PLEASE RECYCLE



ORDINANCE NO. _____

**AN EMERGENCY ORDINANCE GRANTING THE MAYOR
BROAD TEMPORARY AUTHORITY TO MAINTAIN CITY
FUNCTIONS AND DECLARING AN EMERGENCY.**

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

Section 1: That the Mayor is hereby granted temporary plenary authority for a period of ninety (90) days to maintain and manage the day to day activities of the City, including the authority to award or waive time critical bids and contracts, and to adjust the City budget and made expenditures of City funds, as needed to maintain critical City services such as Public Safety and Utilities.

Section 2: That the Mayor shall give notice to Council of her actions pursuant to this ordinance by sending at least twice weekly written communications outlining any actions taken pursuant to this ordinance. Such communications may be by email or otherwise.

Section 3: Any three (3) members of the City Council may call a special meeting with notice to the Mayor or Clerk. Such meetings must comply with the Arkansas Freedom of Information Act with proper notice.

Section 4: That due to existing conditions and concerns related to public health, and its potential effect on critical City services, this this Ordinance is necessary to preserve the public peace, health, safety and welfare, and because of such, an emergency is declared to exist, and this Ordinance shall be in full force and effect from the date of its passage and approval.

PASSED and APPROVED this ____ day of _____, 2020.

APPROVED:

ATTEST:

CITY CLERK

MAYOR