

CITY OF SPRINGDALE  
Committee Agendas  
Monday, August 15<sup>th</sup>, 2016  
Multipurpose Room #236  
City Administration Building  
Meetings begin at 5:30 p.m.

Finance Committee by Chairman Eric Ford:

1. **A Resolution** amending the 2016 budget of the Springdale Police Department. Item presented by: Mike Peters, Chief of Police. (2-4)
2. **A Resolution** amending the 2016 budget of the Public Works Department. Item presented by: Sam Goade, Public Works Director. (5-6)
3. **A Resolution** authorizing a change in the authorized staff of the Animal Shelter. Item presented by: Courtney Kremer, Director of Springdale Animal Shelter. (7-10)

Street & CIP Committee by Chairman Rick Evans:

4. **A Discussion** Sidewalk Trip Hazard Repair Proposal Pilot Program, Phase 1. Item presented by: Sam Goade, Director of Public Works & Brad Baldwin, Director of Engineering. (11-21)

Ordinance Committee by Chairman Mike Overton:

5. **An Ordinance** amending Chapter 26, Article II.5 of the Code of Ordinances of the City of Springdale, Arkansas; declaring an emergency; and for other purposes. Item presented by: Ernest Cate, City Attorney. (22-23)

Personnel Committee by Chairperson Kathy Jaycox:

6. **A Discussion** of employee benefits. Item presented by: Gina Lewis, Director of Human Resources.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING THE 2016  
BUDGET OF THE CITY OF SPRINGDALE  
POLICE DEPARTMENT**

**WHEREAS**, the Police Department has received funds that have not been appropriated from several sources; and

**WHEREAS**, the Police Chief has requested that some of these funds be appropriated for the purchase of three vehicles;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS**, that the 2016 budget of the City of Springdale Police Department is hereby amended as follows:

<u>Department</u>	<u>Account No.</u>	<u>Description</u>	<u>Present Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Proposed Budget</u>
Police	10105014218031	Vehicles	377,000	68,230		445,230
Police Revenue	10105013920000	Sale of Capital Assets	0	18,330		18,330
Police Revenue	10105013970000	Insurance Recoveries	0	42,420		42,420
Police Revenue	10105013810000	Other Income	85,000	7,480		92,480
Police	10105014218050	Capital From Reserves	40,000	8,990		48,990

**PASSED AND APPROVED** this 23<sup>rd</sup> day of August, 2016

\_\_\_\_\_  
Doug Sprouse, Mayor

ATTEST:

\_\_\_\_\_  
Denise Pearce, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Ernest B. Cate, City Attorney



# CITY of SPRINGDALE

POLICE DEPARTMENT  
OFFICE OF THE CHIEF OF POLICE

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To: Wyman Morgan  
From: Chief Mike Peters  
Date: 8/11/2016  
Re: Transfer of insurance and vehicle auction money

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Wyman,

I would like to request an increase to the Police Department budget, vehicle account 101-0501-421-80-31, in order to purchase the following vehicles from the state bid.

Ford Explorer (CID crime scene vehicle)	\$27,050.00
Chevrolet SUV (CID)	\$25,783.21
Dodge Pickup (SWAT & Training Supervisor)	\$24,400.00
<b>TOTAL PRICE</b>	<b>\$77,233.21</b>

In order to fund this increase I propose to use the following funds received from vehicle auction, insurance payment and reimbursement from Bentonville PD. I further propose the balance be funded by funds held in the Municipal Law Enforcement Equipment account.

Vehicle Auction 2016	\$18,335.70
Insurance payment	\$42,417.49
Reimbursement Bentonville PD	\$7,489.90
Law Enforcement Equipment Account	\$8,990.12
<b>TOTAL</b>	<b>\$77,233.21</b>

We have auctioned 4 seized vehicles and 4 unmarked 2004 Ford Crown Vics this year.

Our current crime scene vehicle is a 2005 Chevy pickup that has mechanical problems and will be auctioned.

# CITY of SPRINGDALE

POLICE DEPARTMENT  
OFFICE OF THE CHIEF OF POLICE

Our current SWAT / Training Supervisor's vehicle is a 2006 Chevy pickup that is not adequate for that purpose, but can be repurposed within the PD.

The Chevy SUV will be assigned to CID to take the place of seized vehicles that were auctioned.

Please let me know if you have any questions or concerns.

Sincerely,



Mike Peters  
Chief of Police

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AMENDING THE 2016  
BUDGET OF THE PUBLIC WORKS  
DEPARTMENT**

**WHEREAS**, the Public Works Department has had several unexpected expenditures that were not anticipated during the preparation of the 2016 budget, and

**WHEREAS**, some of these unexpected expenditures were a Boston Mountain Solid Waste grant, Wilkinson Ln Drainage Improvements, and the Design of Cambridge Street Improvements, and

**WHEREAS**, there are adequate funds in the Street Fund in other line items to cover these expenditures, and

**WHEREAS**, the Public Works Director has requested an amendment to the budget to adjust the budget to reflect these events;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS, that the 2016 budget of the Public Works Department is hereby amended as follows:**

<u>Department</u>	<u>Account No.</u>	<u>Description</u>	<u>Present Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Proposed Budget</u>
Street	20102014315150	Damaged Property	3,500	1,500		5,000
Street	20102014316001	Office & Postage	5,500	4,000		9,500
Street	20102014318025	Building Improvements	3,500	26,500		30,000
Street	20102054316055	Landscaping	44,500	25,500		70,000
Street	20102064314004	Materials Testing		1,000		1,000
Street	20102064314005	Engineering	1,000	20,000		21,000
Street	20102064314005	Other Professional Serv		2,000		2,000
Street	20102064317035	Contract Labor	10,000	20,000		30,000
Street	20102064318201	General Construction		166,000		166,000
Street	20102074314005	Engineering		100,000		100,000
Street	20102074314006	Engineering /Trails		200,000		200,000
Street	20102074314010	Other		1,000		1,000
Street	20102074317035	Contract Labor		50,000		50,000
Street	20102074316057	Material/Sidewalks/Trails	1,000,000		200,000	800,000
Street	20102074317035	Contract Labor/Milling	75,000		50,000	25,000
Street	20102074317037	Contract Labor/Paving	500,000		367,500	132,000
Street Revenue	20102013670000	Misc. Grants		12,000		12,000
Street	20102014317020	Grant Expenditures		12,000		12,000

**PASSED AND APPROVED** this 23<sup>rd</sup> day of August, 2016.

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**Doug Sprouse, Mayor**

**ATTEST:**

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**Denise Pearce, City Clerk**

**APPROVED AS TO FORM:**

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**Ernest B. Cate, City Attorney**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING A CHANGE IN THE  
AUTHORIZED STAFF OF THE ANIMAL SHELTER**

**WHEREAS**, the Animal Shelter is currently authorized a position of Assistant Manager at a pay grade 18 that is currently vacant, and

**WHEREAS**, the Animal Services Director has evaluated the staff needs of the department and has recommended modifying the position of Assistant Manager and changing the title to Assistant Manager/Adoption Specialist, and

**WHEREAS**, the job description has been revised and was rated at a pay grade of 20;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS**, that the position of Assistant Manager in the Animal Services Department is hereby eliminated and the position of Assistant Manager/Adoption Specialist at a pay grade 20 is hereby authorized.

**PASSED AND APPROVED** this 23<sup>rd</sup> day of August, 2016.

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Doug Sprouse, Mayor

ATTEST:

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Denise Pearce, City Clerk

APPROVED AS TO FORM:

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Ernest B. Cate, City Attorney



**POSITION TITLE: ASSISTANT MANAGER/ADOPTION SPECIALIST**

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Exempt from overtime (Y/N): No  
DATE PREPARED: August 2016

GRADE: 20

DEPARTMENT: Animal Services  
SUPERVISOR: Director of Animal Services

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**SUMMARY**

The incumbent is responsible for assisting the Director with supervision of employees and all administrative duties. This position is responsible for creating and implementing procedures for providing shelter animals with enrichment opportunities and training to prepare them for entering new homes. The incumbent shall perform job duties in an accurate manner in order to protect the health and safety of the citizens of the City of Springdale.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develop policies in association with the Director for:
  - a. Preparing shelter animals for adoption.
  - b. Adoption counseling.
  - c. Animal enrichment.
  - d. Animal assistance/help line.
  - e. Solicitation of grant opportunities in conjunction with the Springdale Animal Shelter Foundation.
  - f. Temperament testing of animals.
2. Develop and implement training procedures for staff/volunteers on new programs in association with the Director.
3. Work with customers both in person and on the phone.
4. Provide supervision of employees and assist the Director with issues that arise.
5. Supervise employees and volunteers with daily updating of Petfinder/Adoptapet/Facebook/Instagram social media platforms.
6. Prepare weekly deposit, time, and billing for City Clerk's office.
7. Handle field trips and tours of the shelter; prepare handouts and information sheets for field trips, tours and the public.
8. Seek out training opportunities for staff and administration.
9. Assist with planning and attending offsite adoption events.

10. Perform other related duties as required or assigned.

Budget Responsibility: \$N/A Annual dollars  
Facilities and Equipment Responsibility: \$5,000 - \$150,000 Total Value

#### **SUPERVISION RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include assisting with interviewing, and training employees; addressing complaints and resolving problems in association with the Director.

#### **EDUCATION AND EXPERIENCE**

High school or GED, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 4 years related experience and/or training, and 2 years related management experience, or equivalent combination of education and experience. Relevant experience in animal training with positive reinforcement preferred.

#### **LANGUAGE SKILLS**

Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to top management and public groups.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must possess a valid Arkansas Driver's License .

#### **INTERNAL COMMUNICATIONS**

Regular contacts within the department and with other departments as needed.

#### **EXTERNAL COMMUNICATIONS**

Regular contacts with vendors, citizens, outside representatives, community groups as needed.

#### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Must be proficient in the use of a personal computer, Microsoft Office Suite, standard office equipment, and social media platforms.

#### **OTHER SKILLS AND ABILITIES**

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include color vision, peripheral vision and depth perception.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, fumes or airborne particles.

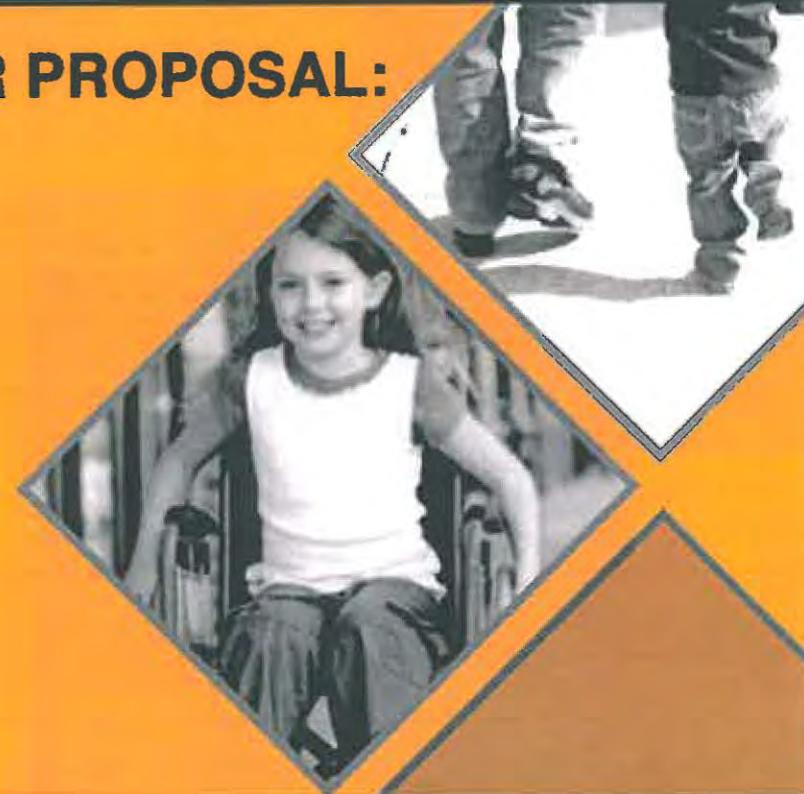
The noise level in the work environment is usually loud.



Contact: Austin Horn  
Office: 844.450.5005  
Mobile: 678.707.2626

## SIDEWALK TRIP HAZARD REPAIR PROPOSAL:

### Pilot/Phase I



Presented to: Sam Grade  
August 2015

The information in this proposal is confidential, and is to be used only by the intended recipient and Precision Safe Sidewalks in evaluating the project. Any copying or unauthorized disclosure of this information is prohibited.



# COMMITMENT SUMMARY

## **COST SAVINGS**

We'll repair your sidewalks for 50-90% less than sidewalk replacement, which means you can do more for your city for less.

## **A.D.A. COMPLIANCE**

Patented technology that brings sidewalks into ADA compliance.

## **CLEAN**

Our patented containment system captures dust and debris to bring you the cleanest process available.

## **SAFE**

Decrease liability on your pedestrian walkways.

## **DETAILED REPORTING**

We track our jobs with honesty and integrity. Invoices show measurements, locations and cost for each hazard.

## **LOW IMPACT**

Efficient systems with an average removal time of 20 minutes, no sidewalk closures.

## **FULL SERVICE CONTRACTOR**

Complete GIS integration, mapping, etc.



**ENVIRONMENTAL IMPACT EXAMPLE:** As a member of the U.S. Green Building Council (USGBC) we are proud of the fact that we reduce the impact to landfills and the environment as a result of our service.

Removing and replacing 100 panels would result in approximately 118,500 pounds or 59 tons of concrete being removed (average panel weight of 1185 pounds).

Using Precision Safe Sidewalks for 100 trip hazards results in 0.3 tons of concrete removed and recycled, approximately 141 gallons of gasoline saved, and a reduction of 1.3 metric tons of Co2.



# PROPOSED OVERALL FOOTPRINT



This proposal depicts the repairing of uneven sidewalks for this part of the City of Springdale. The footprint area is highlighted in RED.

## PROJECT GOALS & STATISTICS

- Extend the usable life of the city’s concrete assets & walkways.
- Construct a complete sidewalk inventory within designated footprint.
- Eliminate trip hazards within high foot-traffic and right-of-way walk.
- Identify all panels in need of demolish and replace within designated footprint.
- 769 linear feet of trip hazards that are repairable through PSS methods.

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# HUNTSVILLE AVE TO JOHNSON AVE (WEST SIDE)



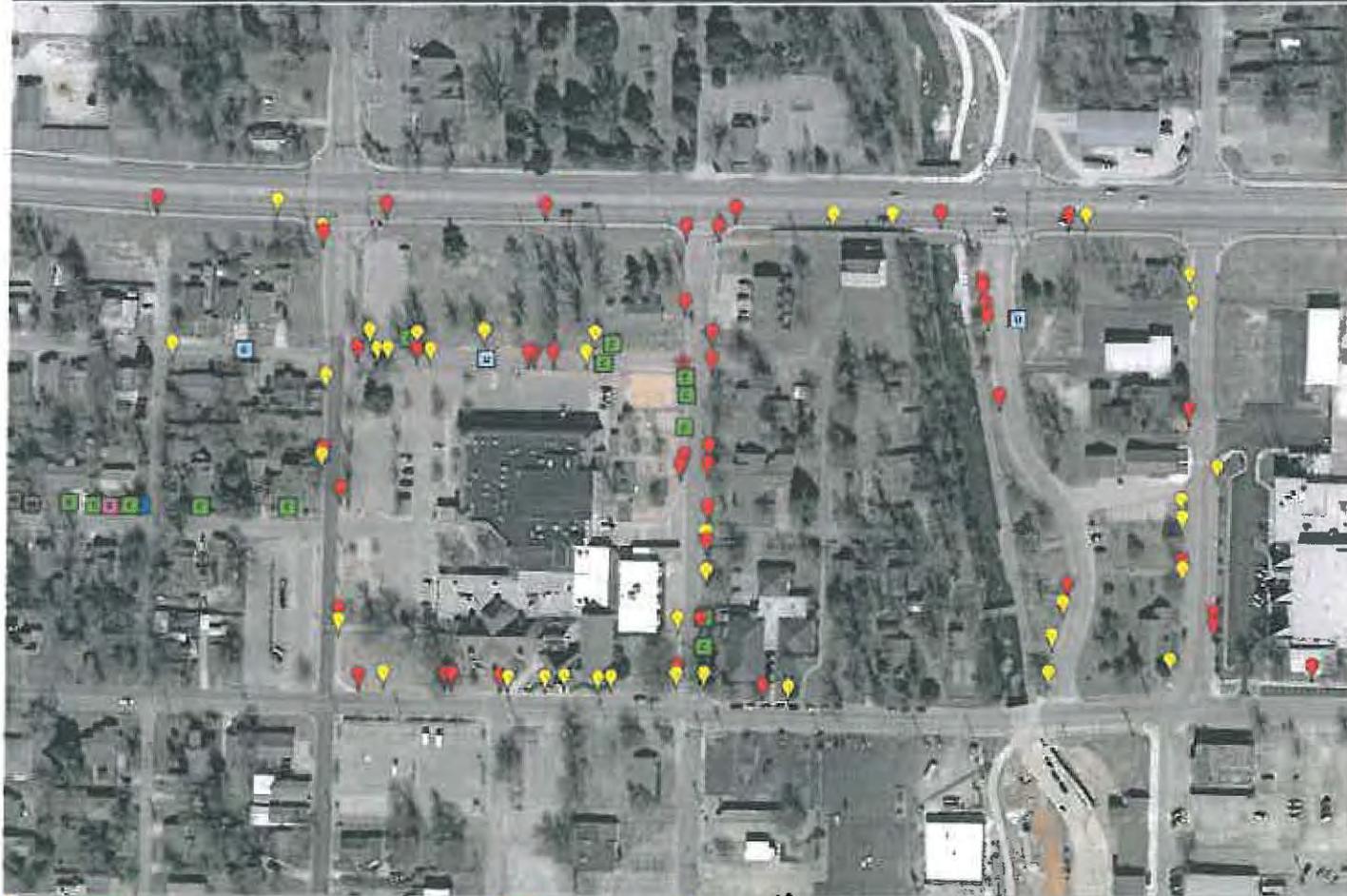
<b>Trip Hazards:</b>	94
<b>Average Height:</b>	0.49"
<b>Total D/Rs:</b>	26

- C : Cracking
- S : Spalling
- U : Utility
- M : Missing
- I : Integral Curb
- T : Tree Damage
- H : Heaving
- \* : Multiple
- : 1/4" to 3/8"
- : 1/2" to 2"

The map in this project proposal shows the resolution area for trip hazards in this area of the city. The area has been surveyed for trip hazards for audit and trends. The accuracy of these maps is dependent on smart phone technology available, and should be relied upon as approximations.



# HUNTSVILLE AVE TO JOHNSON AVE (EAST SIDE)



<b>Trip Hazards:</b>	94
<b>Average Height:</b>	0.49"
<b>Total D/Rs:</b>	26

: Cracking	: Missing	: Heaving	: 1/4" to 3/8"
: Spalling	: Integral Curb	: Multiple	: 1/2" to 2"
: Utility	: Tree Damage		

The map in this project proposal shows the resolution area for trip hazards in this area of the city. The area has been surveyed for trip hazards for audit and trends. The accuracy of these maps is dependent on smart phone technology available, and should be relied upon as approximations.



# EMMA AVE TO JOHNSON AVE (WEST SIDE)



<b>Trip Hazards:</b>	<b>90</b>
<b>Average Height:</b>	<b>0.56"</b>
<b>Total D/Rs:</b>	<b>40</b>

: Cracking	: Missing	: Heaving	: 1/4" to 3/8"
: Spalling	: Integral Curb	: Multiple	: 1/2" to 2"
: Utility	: Tree Damage		

The map in this project proposal shows the resolution area for trip hazards in this area of the city. The area has been surveyed for trip hazards for audit and trends. The accuracy of these maps is dependent on smart phone technology available, and should be relied upon as approximations.

## EMMA AVE TO JOHNSON AVE (EAST SIDE)



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<b>Average Height:</b>	0.56"
<b>Total D/Rs:</b>	40

: Cracking	: Missing	: Heaving	: 1/4" to 3/8"
: Spalling	: Integral Curb	: Multiple	: 1/2" to 2"
: Utility	: Tree Damage		

The map in this project proposal shows the resolution area for trip hazards in this area of the city. The area has been surveyed for trip hazards for audit and trends. The accuracy of these maps is dependent on smart phone technology available, and should be relied upon as approximations.



# PROPOSAL SUMMARY

## Option A

- 1:12 Ratio Slope
- Complete Clean Up & Recycle
- Dust Abatement System
- Detailed Audit-able Invoice
- All Hazards 1/4" to 2" Repairable by PSS methods
- **\$15 / Linear Foot**
- 1 price per hazard no matter severity
- Total time: 4-5 days (weather dep.)
- Red **AND** Yellow pins

\$ 11,535.00



## Option B

- 1:12 Ratio Slope
- Complete Clean Up & Recycle
- Dust Abatement System
- Detailed Audit-able Invoice
- All Hazards 1/2" to 2" Repairable by PSS methods
- **\$20 / Linear Foot**
- 1 price per hazard no matter severity
- Total time: 3-4 days (weather dep.)
- Red pins **ONLY**

\$10,220.00

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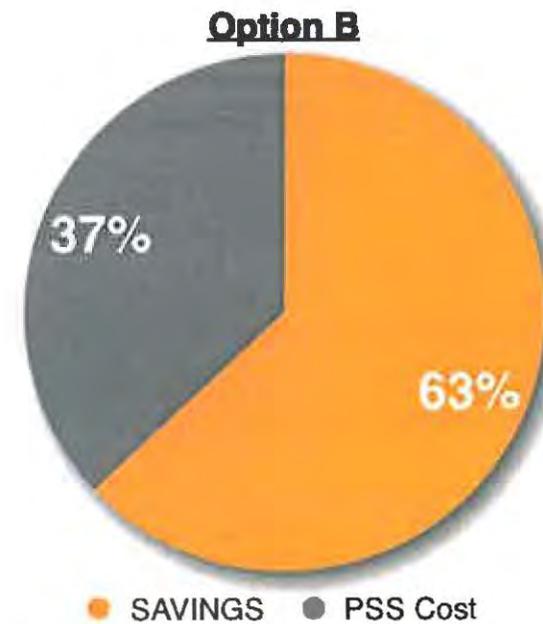
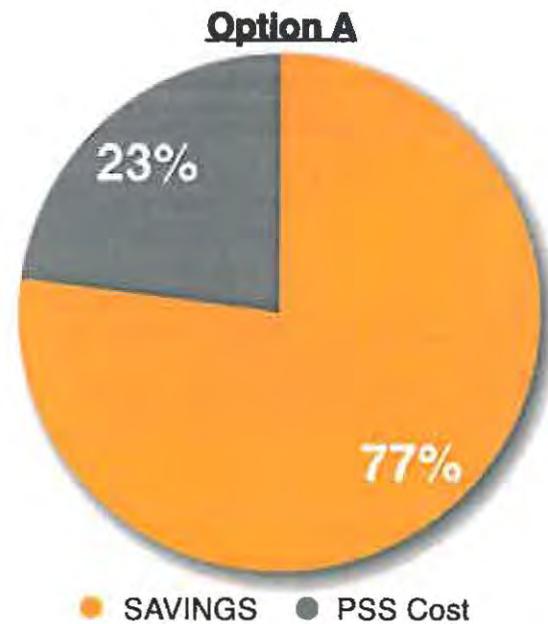


## COST SAVINGS ANALYSIS

Based off **\$ 6.50** cost per square foot to remove and replace a sidewalk panel, we estimate the following:

Total cost using Precision Safe Sidewalks with **Option A** is **\$ 11,535.00**, an estimated savings of **\$ 38,697.00**.

Total cost using Precision Safe Sidewalks with **Option B** is **\$ 10,220.00**, an estimated savings of **\$ 17,353.00**.

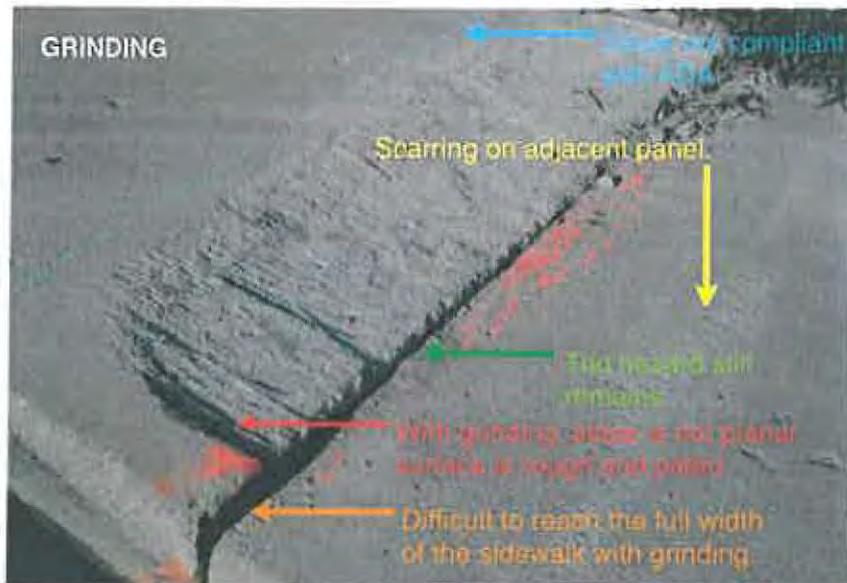


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# THE PRECISION SAFE SIDEWALKS DIFFERENCE

Our patented technology and innovative sidewalk repairs process leaves you with a beautiful, smooth surface that is ADA compliant - a result you can't get with grinding. Plus, our method saves you money!



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## PRECISION SAFE SIDEWALKS REPAIRS



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That which is underlined is added and that which is stricken through is deleted.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING CHAPTER 26, ARTICLE II.5 OF THE CODE OF ORDINANCES OF THE CITY OF SPRINGDALE, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

**WHEREAS**, Chapter 26, Article II.5 of the Code of Ordinances of the City of Springdale, Arkansas, contains the regulations pertaining to carnivals and circuses in the City of Springdale;

**WHEREAS**, the City of Springdale is in need of revising the regulations pertaining to carnivals and circuses;

**WHEREAS**, it is in the best interest of the City of Springdale, Arkansas, for the City Council of the City of Springdale, Arkansas, to amend Section 26-44 and Section 26-49 of the Code of Ordinances of the City of Springdale, Arkansas.

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

**Section 1:** Section 26-44 of the Code of Ordinances of the City of Springdale is hereby amended to read as follows:

**Sec. 26-44. - Operational permit required for operating a circus, carnival, fair, or other amusement show.**

It shall be unlawful for any person to operate a circus or carnival without first having obtained a permit therefore from the office of the city clerk. No permit is required for any circus or carnival held on City owned property or within the structural walls of a church, private school, and/or public school, and/or public building, which is sponsored by an affiliated group of such church, private school, public school, the Downtown Springdale Alliance, and/or public body.

**Section 2:** Section 26-49 of the Code of Ordinances of the City of Springdale is hereby amended to read as follows:

**Sec. 26-49. - Location of site, restriction on number of carnivals or circuses.**

All carnivals and/or circuses required to obtain a permit shall be operated only in a C-5, C-2, or P-1 zone, at Arvest Ballpark, or at the Rodeo Grounds at Emma Avenue and Old Missouri Road. The carnival and/or circus shall also comply with all setback requirements for the zone in which the carnival or circus is located. For carnivals and/or circuses conducted on a parking lot of another business, there shall be a maximum of three permits issued for such location per calendar year.

**Section 3:** All other provisions of Chapter 26 of the Code of Ordinances of the City of Springdale, Arkansas, not specifically amended by this Ordinance shall remain in full force and effect.

**Section 4:** **Emergency Clause.** It is hereby declared that an emergency exists and this ordinance, being necessary for the preservation of the health, safety and welfare of the citizens of Springdale, Arkansas, shall be in effect immediately upon its passage and approval.

**PASSED AND APPROVED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Doug Sprouse, Mayor

**ATTEST:**

\_\_\_\_\_  
Denise Pearce, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Ernest B. Cate, City Attorney