

CITY OF SPRINGDALE
Committee Agendas
Monday, August 17th, 2015
Multipurpose Room #236
City Administration Building
Meetings begin at 5:30 p.m.

Ordinance Committee by Chairman Mike Overton:

1. **An Ordinance** amending section 2-157 of the Code of Ordinances of the City of Springdale, Arkansas; declaring an emergency; and for other purposes. (Regulations pertaining to the competitive bidding process for City purchases or contracts which exceed the sum of \$20,000.00). Presented by: Ernest Cate, City Attorney (2-6)
2. **An Ordinance** amending Chapter 14 of the Code of Ordinances of the City of Springdale, Arkansas. (Regulations pertaining to animals). Presented by: Ernest Cate (7)
3. **A Discussion** pertaining to the Sign Ordinance. Presented by: Mike Chamlee, Buildings Director.
4. **Report:** allowable sign sizes. Presented by: Mike Chamlee, Buildings Director.

Street & CIP Committee by Chairman Rick Evans:

5. **A Resolution** appropriating Capital Improvement Funds for the restoration of the Shiloh Meeting Hall. Presented by: Wyman Morgan, Director of Finance & Administration. (8-13)

Personnel Committee, Chairman Kathy Jaycox:

6. **Update:** Human Resources by Director Gina Lewis.
7. **An Ordinance** to waive competitive for bidding employee benefit broker services. Presented by: Gina Lewis, Human Resource Director. (14-16)
8. **Discussion** of minimum requirements for hiring City employees. Presented by: Councilman Mike Overton
9. **Discussion** regarding I-9 reporting requirements for temporary employees. Presented by: Councilman Mike Overton.

Heath, Sanitation, and Property Maintenance by Chairman Jim Reed:

10. **Update** on water rate increase request. Presented by: Heath Ward, Director of Springdale Water Department

Parks & Recreation Committee by Chairman Mike Lawson:

11. Bobby Hopper Park- Grant Construction Project; Documents will be provided at the meeting. Presented by: Mayor Doug Sprouse.

****Reminder: The next normal committee day is on September 7th, Labor Day.**

That which is underlined is added.

ORDINANCE NO. _____

AN ORDINANCE AMENDING SECTION 2-157 OF THE CODE OF ORDINANCES OF THE CITY OF SPRINGDALE, ARKANSAS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.

WHEREAS, Chapter 2-157 of the Code of Ordinances of the City of Springdale, Arkansas, contains the regulations pertaining to the competitive bidding process for City purchases or contracts which exceed the sum of \$20,000.00;

WHEREAS, Act 1059 of the 2015 Arkansas General Assembly created a new statute, codified at §14-58-105, which allows the City to grant a bidding preference to a firm resident in the municipality;

WHEREAS, in order to support and encourage the growth and sustainability of local businesses, it is in the best interests of the citizens of the City of Springdale, Arkansas, that Section 2-157 of the Code of Ordinances of the City of Springdale, Arkansas, be amended to grant the bidding preference authorized by Act 1059 of the 2015 Arkansas General Assembly.

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

Section 1: Section 2-157 of the Code of Ordinances of the City of Springdale is hereby amended to read as follows:

Sec. 2-157. - Competitive bidding process.

a) Except as provided under A.C.A. § 14-58-104(a), competitive bids are required when the purchase or contract exceeds the sum of \$20,000.00, and the mayor, or his duly authorized representative, shall invite competitive bids thereon by legal advertisement in a newspaper as required by law. Bids received pursuant to said advertisement shall be opened and read on the date set for receiving said bids, in the presence of the mayor, or his duly authorized representative.

b) The contract shall be awarded to the lowest responsible bidder provided, however, the mayor, or his duly authorized representative, may reject any and all bids received. Pursuant to Ark. Code Ann. §14-58-105, a percentage preference of five percent (5.00%), but not to exceed \$ _____, shall be granted to the lowest qualified bid from a firm resident in the City of Springdale, using the procedure contained in Ark. Code Ann. §14-58-105(b).

c) Further, nothing in this paragraph shall limit the city council's authority under state law to waive competitive bidding when the city council finds it is not feasible or practical and purchases of greater than \$20,000.00 at state bid prices shall be exempt from the provisions of this section.

d) The terms of an existing contract may be renewed or extended without soliciting bids, pursuant to A.C.A. § 14-58-104(b), subject to city council approval.

Section 2: All other provisions of Chapter 2 of the Code of Ordinances of the City of Springdale, Arkansas, not specifically modified herein shall remain in full force and effect.

Section 3: Emergency Clause: It is hereby declared that an emergency exists and that this ordinance being necessary for the preservation of the health, safety and welfare of the citizens of Springdale, Arkansas, become effective immediately upon its passage and approval.

That which is underlined is added.

PASSED AND APPROVED this _____ day of _____, 2015.

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, City Clerk

APPROVED AS TO FORM:

Ernest B. Cate, City Attorney

Stricken language would be deleted from and underlined language would be added to present law.
Act 1059 of the Regular Session

1 State of Arkansas
2 90th General Assembly
3 Regular Session, 2015
4
5 By: Representative Blake

As Engrossed: H3/4/15
A Bill

HOUSE BILL 1480

6
7 **For An Act To Be Entitled**

8 AN ACT TO AMEND THE LAW CONCERNING THE PREFERENCE OF
9 MUNICIPAL BIDDING; AND FOR OTHER PURPOSES.

10
11
12 **Subtitle**

13 TO AMEND THE LAW CONCERNING THE
14 PREFERENCE OF MUNICIPAL BIDDING.

15
16
17 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF ARKANSAS:

18
19 *SECTION 1. Arkansas Code Title 14, Chapter 58, Subchapter 1, is*
20 *amended to add an additional section to read as follows:*

21 14-58-105. Purchase of commodities or services by municipalities
22 through competitive bidding -- Preference among bidders -- Definitions.

23 (a) As used in this section:

24 (1) "Commodities" means all property, including without
25 limitation equipment, printing, stationery, supplies, insurance, and capital
26 improvements, but excluding leases on real property, real property, or a
27 permanent interest in real property, and exempt commodities and services;

28 (2) "Firm resident in the municipality" means any
29 individual, partnership, association, or corporation, whether domestic or
30 foreign, that:

31 (A) Maintains at least one (1) staffed place of
32 business located within the corporate limits of the municipality; and

33 (B) For not less than two (2) successive years
34 immediately before submitting a bid, has paid taxes to the county that
35 benefit the municipality on either real or personal property used or intended
36 to be used in connection with the firm's business;



1 (3) "Lowest qualified bid" means the lowest bid that
2 conforms to the specifications and request for bids;

3 (4) "Municipality" means an incorporated town, a city of
4 the first class, and a city of the second class;

5 (5) "Nonresident firm" means a firm that is not included
6 in the definition of a "firm resident in the municipality"; and

7 (6) "Services" means labor, time, or effort furnished by a
8 contractor.

9 (b)(1)(A) In the purchase of commodities or services by competitive
10 bidding, a municipality may grant by ordinance a percentage preference to the
11 lowest qualified bid from a firm resident in the municipality.

12 (B) The ordinance may provide a preference of up to five
13 percent (5%) for a bidder that qualifies as a firm resident in the
14 municipality.

15 (C) The ordinance may place a specific dollar cap on the
16 total monetary amount of preference granted, regardless of the bid amount or
17 percentage of preference designated in the ordinance.

18 (D)(i) In calculating the preference to be allowed, the
19 appropriate procurement officials shall take the total amount of each bid of
20 each firm resident in the municipality who claimed the preference and deduct
21 the percentage mandated by ordinance, if applicable, from the total amount of
22 each bid.

23 (ii) If after making the deduction the bid of any
24 firm resident in the municipality claiming the preference is lower than the
25 bid of the nonresident firm, then the award shall be made to the firm
26 resident in the municipality that submitted the lowest qualified bid, whether
27 or not that particular firm resident in the municipality claimed the
28 preference.

29 (2)(A) The preference provided for in this section only applies
30 in comparing bids when one (1) or more bids are by a firm resident in the
31 municipality and the other bid or bids are by a nonresident firm.

32 (B) The preference provided for in this section does not
33 apply to competing bids if each bidder is a firm resident in the
34 municipality.

35 (C)(i) If any provision or condition of this section or
36 the municipal ordinance conflicts with any provision of federal or state law

1 or any rule or regulation made under federal or state law pertaining to
2 federal grants-in-aid programs or other federal or state aid programs, the
3 provision or condition shall not apply to the state-supported or federal-
4 supported contracts for the purchase of commodities or services to the extent
5 that the conflict exists.

6 (ii) However, all provisions or conditions of this
7 section with which there is no conflict apply to contracts to purchase
8 commodities or services to be paid, in whole or in part, from federal funds.

9 (c) The provisions of this section, if adopted by local ordinance,
10 shall apply to public works projects, capital improvements, commodities,
11 materials, equipment, and services procured by the municipality.

12 (d) When circumstances arise to which this section and § 19-11-259
13 apply, both the preference provided under this section and the preference
14 provided under § 19-11-259 also apply.

15 (e) To the extent that federal purchasing laws or bidding preferences
16 conflict, this section does not apply to projects related to supplying water
17 or wastewater utility services, operations, or maintenance to a federal
18 military installation by a municipality of the state.

19
20 SECTION 2. The lead-in language of Arkansas Code § 22-9-203(a),
21 concerning the award procedure for public improvement projects generally, is
22 amended to read as follows:

23 (a) ~~No~~ Except as provided under § 14-58-105, a contract providing for
24 the making of major repairs or alterations, for the erection of buildings or
25 other structures, or for making other permanent improvements shall not be
26 entered into by the state or ~~any an~~ any agency thereof, ~~any of the state or by a~~
27 county, municipality, school district, or other local taxing unit with any
28 contractor in instances ~~where~~ in which all estimated costs of the work shall
29 exceed the sum of twenty thousand dollars (\$20,000) unless:

30
31 /s/Blake

32
33
34 APPROVED: 04/04/2015

35
36

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING CHAPTER 14 OF THE
CODE OF ORDINANCES OF THE CITY OF SPRINGDALE,
ARKANSAS.**

WHEREAS, Chapter 14 of the Code of Ordinances of the City of Springdale, Arkansas contains the regulations pertaining to animals;

WHEREAS, the City of Springdale is in need of revising its animal ordinance to allow educational institutions to use livestock for educational purposes at their schools;

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 Chapter 14 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 14-12 of the Code of Ordinances of the City of Springdale is hereby amended to read as follows:

Sec. 14-12. - Keeping of livestock.

It shall be unlawful to keep cows, goats, horses, sheep or other hoofed animals in any area except on property zoned A-1, or as authorized by the zoning ordinance, except that no such livestock shall be allowed in any platted subdivision within the city, even if the subdivision is zoned A-1, except as authorized by the zoning ordinance. However, this section does not apply to bona fide circuses, fairs, research or educational institutions, or veterinarian clinics complying with applicable laws and regulations.

Section 2: All other provisions of Chapter 14 of the Code of Ordinances of the City of Springdale, Arkansas, not specifically amended by this ordinance shall remain in full force and effect.

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 _____, 2015.

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, City Clerk

APPROVED AS TO FORM:

Ernest B. Cate, City Attorney

RESOLUTION NO: _____

**A RESOLUTION APPROPRIATING CAPITAL
IMPROVEMENT FUNDS FOR RESTORATION OF
THE SHILOH MEETING HALL**

WHEREAS, the City of Springdale acquired the Shiloh Meeting Hall in January of 2005 and agreed to make improvements to the property within 15 years, and

WHEREAS, the Shiloh Museum has spent \$195,142 to restore the exterior of the building, and;

WHEREAS, the estimated cost to restore and improve the interior of the Shiloh Meeting Hall is \$1,000,000, and

WHEREAS, the City Council desires to participate in the funding of the Shiloh Meeting Hall project;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS, that \$500,000.00 of capital improvement funds is hereby appropriated for the restoration and improvement project for the interior of the Shiloh Meeting Hall.

PASSED AND APPROVED this 25th day of August, 2015.

Doug Sprouse, Mayor

ATTEST:

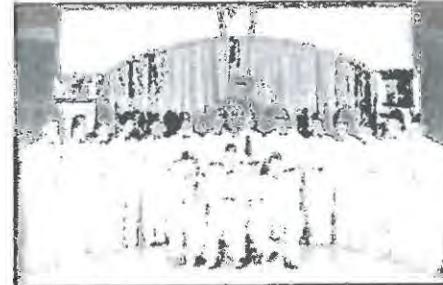
Denise Pearce, City Clerk

APPROVED AS TO FORM:

Ernest Cate, City Attorney

Occupant History

- 1871: Built for
 - Shiloh Primitive Baptist Church
 - Liberty Missionary Baptist Church
 - Methodist Episcopal Church
 - local Masonic lodge
- 1887: location for an assault-and-battery trial due to large audience
- 1915: Women's Civic Club on 2nd floor (Masons out in 1910)
- By 1928: all church groups left
- 1931: Springdale Water & Sewer District takes possession for back taxes
- 1935: New Era Lodge, Independent Order of Odd Fellows, occupies building; their home for 70 years
- Jan. 2005: building & property deeded to City; agreement says in part, "If the City of Springdale fails to make improvements to the property within 15 years, then the City agrees to deed the property back to the IOOF Lodge."
- 2021: the building's 150th anniversary



Project Costs To Date

Phase	Dates	Company	Work	Funding Sources			Total Costs
				AHPP Grants	CDBG Funds	Shiloh Board	
Exterior	2007-2008	Clements & Associates, Architects	Design, construction documents, bidding, ads, printing, administration	\$1,929	\$9,548	\$3,071	\$150,153
		Dixon Contracting	Demolition, electric work, exterior siding, trim lumber, doors, & windows, priming/painting	\$93,519	\$34,602	\$7,484	
		Totals			\$95,448	\$44,150	
Roof, chimney, & belfry	2008-2009	Clements & Associates, Architects	Design, construction documents, bidding, ads, printing, administration	0	0	\$5,065	\$44,989
		Hoadley Construction	Demolition, wood deck & masonry repair, carpentry, painting, shakes installation, flashings, ridge shingles, lift	\$26,616	0	\$13,308	
		Totals			\$26,616	0	
TOTAL EXTERIOR COSTS				\$122,064 (63%)	\$44,150 (22%)	\$28,928 (15%)	\$195,142

Project Cost Estimates

Phase	Work	Funding Sources (Museum Board, grants, City, corporations, fundraising)	Costs by Project (2015 estimates)
Interior	Stone step reconstruction, bell installation, ADA ramp & fence, stoop repair, painting, electrical, mechanical, fire protection, plumbing, millwork, carpentry, walls, wood ceilings, doors & windows, insulation, flooring, stairway reconstruction, motorized window shades, projector screen	TBD	\$570,000
Interior Furnishings	1 st floor: chairs, tables, kitchen & janitorial supplies; 2 nd floor: exhibit cases, exhibit props, lighting	TBD	\$110,000
TOTAL INTERIOR COSTS			\$690,000
Grounds	Site grading & sod, landscaping, parking, lighting, signage	TBD	\$220,000
Maintenance	Maintenance costs for approx. 10 years	TBD	\$100,000
ESTIMATED PROJECT COSTS			\$1,000,000

Museum Board Strategy re: Proposed Funding Sources

Funding Sources	Phase		Phase				Current Project	
	Exterior	Roof	Interior	Furnish	Grounds	Maint.	Funding Goals	% Goals
Grants	\$95,448	\$26,615					\$155,000	15.5%
CDBG	44,150		No longer available					
City - CIP							500,000	50%
Board	10,555	18,374					170,000	17%
Corporate							50,000	5%
Fundraising							100,000	10%
Other*							25,000	2.5%
Totals	\$150,153	\$44,989	\$570,000	\$110,000	\$220,000	\$100,000	\$1 million	
Grand Totals	\$195,142		\$1,000,000					

*Includes funding from organizations that once occupied the building (FUMC, First Baptist/Cross Church, the Masons, and the Odd Fellows) and other as-yet-unknown funding sources

Timeline for Project Funding

When	What	Target Goal
April 2015	Board line-item designation for Shiloh Meeting Hall (cash on hand)	\$170,000
May 2015	Draft case statement & funder packet, board meeting discussions	
June 2015	Meeting with Mayor re: funding	
July 2015	Review & gather materials for proposals to local foundations	
July-Aug. 2015	Gather information/deadlines for known grants; seek out additional grants	\$155,000
August 2015	Present funding request to City committee(s), then to City Council	\$500,000
	Develop contacts for possible Endeavor Foundation board-member fund	
	Board meeting discussion re: fund-raising campaign plans & timetable	
Fall 2015	Develop corporate/foundation funding strategy & timetable; make initial inquiries	\$50,000
	Contact Endeavor Foundation board members to establish giving funds	\$25,000
	Create & make first ask to SMH founders	
Winter 2016	Finalize plans & timetable for fund-raising events	\$100,000
2016	Follow through on & continue to seek grant funding, corporate funding, Endeavor Foundation giving funds	
2016-1017	Hold fund-raising events	
Timeline for Project Completion		
	Work on interior to begin asap after \$570,000 raised	
	Work on grounds to begin asap after interior complete and additional \$220,000 raised	
	First-floor furnishings to be purchased asap after interior complete and additional \$30,000 raised	
	Second-floor exhibit furnishings to be purchased asap after interior & grounds completed, first-floor furnishings purchased, and additional \$80,000 raised	
	Maintenance fund to be established asap just before or after building open to public	

ORDINANCE NO. _____

**AN ORDINANCE TO WAIVE COMPETITIVE FOR
BIDDING EMPLOYEE BENEFIT BROKER SERVICES**

WHEREAS, The City Council has indicated a desire for staff to seek and explore options for employee insurance benefits provided by the City Springdale, and

WHEREAS, the solicitation, evaluation and comparison of proposals for health, dental, vision, life and disability insurance can be very complex, and

WHEREAS, the Mayor and Human Resources Director recommend retaining an employee benefit specialist to assist in the solicitation, evaluation and comparison of proposals, and

WHEREAS, after a review of statements of qualifications received the Mayor and Human Resources Director recommend retaining Brown & Brown of Arkansas, Inc., and

WHEREAS, Arkansas Code 14-58-303 states, "The governing body, by ordinance, may waive the requirements of competitive bidding in exceptional situations where this procedure is deemed not feasible or practical";

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

Section 1. This Council finds that these services are closely related to those defined as professional services and that competitive bidding is not feasible or practical and is hereby waived for the retaining of Brown & Brown of Arkansas, Inc. for employee benefit broker services for a fee of \$25,000.

Section 2. Emergency Clause. It is hereby declared that an emergency exists, and this ordinance being necessary for the immediate preservation of the health, safety, and welfare of the citizens of Springdale, Arkansas, shall be effective immediately upon passage and approval.

EMERGENCY CLAUSE PASSED AND APPROVED this 25th day of August, 2015

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, City Clerk

APPROVED AS TO FORM

Ernest B. Cate, City Attorney



Brown & Brown of Arkansas, Inc.
1479 Executive Place, Suite A
Springdale, AR 72762
Phone: (479) 717-0500
Fax: (479) 717-0501
www.bbarkansas.com

August 4, 2015

Gina Lewis
Director of Human Resources
City of Springdale
201 Spring Street
Springdale, AR 72764

RE: Fee Proposal for Employee Benefit Broker Services

Ms. Lewis:

Brown & Brown is proposing to charge a fee of \$25,000 for assisting with the medical and dental renewal for the 2016 Plan year. This fee is earned in full upon acceptance of the offer, but will be billed in 12 monthly installments, at a rate of \$2083.33, beginning on September 1, 2015.

The Scope of Service for this fee includes the following:

- Assist with the renewal marketing of the medical insurance
- Assist with the renewal marketing of the dental insurance
- Assist with group enrollment meetings or meetings with employees, as needed
- Assist with claims questions, assuming we are appointed as the agent of record for such coverage
- Assist with any Affordable Care Act compliance as needed
- Access to Brown & Brown's HR Resource Center
- Access to HR360 Portal
- Assigned to a dedicated CSR Staff member in Springdale office

In addition to the medical and dental fee stated above, Brown & Brown proposes to be paid commission direct from the carriers for the Vision, Long Term Disability, and Basic Life and AD&D insurance. We will not exceed the current premium that is currently being paid, or we will waive this commission. We feel we can obtain a better rate for the same benefits or better.

It is our intention to help save the City of Springdale enough money in insurance premium, to offset the \$25,000 fee defined above. We look forward to working with you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd S'.

J. Todd Setser, Executive Vice President

City of Springdale Finalist Meeting

Brown & Brown of Arkansas

Todd Setser

What have you budgeted for broker services?

- % of Premium
- Flat Fee for ala carte services
- Scope of Services to be provided

What services are you looking to implement?

- Medical, Life, Dental, Vision, Long Term Disability
 - o Is there commission currently in any premiums?
 - o Do you have a schedule A on all your benefits to see what you are paying in commission?
- Wellness
 - o Are you in the discovery stage?
 - o Do you have an estimated amount you want to spend for incentives?
 - o Where do you want to end up after implementation?
- Data Mining
 - o What have you received in the past?
 - o What are you looking to uncover?
 - o What cost do you feel this service is worth?
 - o There are several different models we can select
- Benefit Admin System
 - o Do you allow for All Benefits to be enrolled or just core benefits
 - o Do you need any reporting for ACA included?
 - o Is there consideration to move to a defined benefit system, through Liazon Exchange
- Compliance
 - o What areas do you have a concern about?
 - o Are there certain areas we need to address immediately?