

# City of Bentonville, Arkansas



## 2022 Annual Budget Report January 1<sup>st</sup> – December 31<sup>st</sup>



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## **CITY OF BENTONVILLE, ARKANSAS**

### **2022 ANNUAL BUDGET REPORT JANUARY 1 – DECEMBER 31**

**STEPHANIE ORMAN  
MAYOR**

#### **CITY COUNCIL AND OTHER ELECTED OFFICIALS**

<b>NAME</b>	<b>WARD</b>	<b>POSITION</b>
Tim Robinson	1	1
Gayatri Agnew	1	2
Cindy Acree	2	1
Chris Sooter	2	2
Aubrey Patterson	3	1
Bill Burckhart	3	2
Octavio Sanchez	4	1
Holly Hook	4	2
George Spence, City Attorney		
Kirby Romines, City Clerk		

Prepared by:

Jake Harper  
Finance Director

Lindsey Hood  
Financial Analyst

Visit our website at [Bentonvillear.com](http://Bentonvillear.com)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Bentonville  
Arkansas**

For the Fiscal Year Beginning

**January 01, 2021**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Bentonville, Arkansas** for its Annual Budget for the fiscal year beginning **January 1, 2021**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, as an operational guide, and as a communications device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



## MISSION STATEMENT

The mission of Bentonville City Government is to preserve, promote and sustain an excellent quality of life within our city. In partnership with the community, we pledge to deliver municipal services in a professional, personal, and responsive manner.

## THE CITY OF BENTONVILLE VALUES

- Citizens as customers, deserving the highest quality of services delivered by a local government.
- An open, accessible government, where citizen involvement, individually and collectively, is vital.
- People as our most important resource.
- Public safety for all citizens.
- A community that strives for beauty and cleanliness.
- Fairness, integrity and trust as essential qualities of ethical governance.
- Responsibility and accountability.
- Taking pride and achieving the highest quality in all we do.
- Encouragement of progressive thinking through employee involvement and teamwork.
- Positive liaisons with local governmental organizations.
- Achievement of a positive solution to every problem.

## BENTONVILLE AT A GLANCE

### LOCATION

Bentonville, the county seat for Benton County, is located in the northwest corner of Arkansas and spans an area of 33.97 square miles. Missouri borders the county to the north and Oklahoma to the west. Little Rock, the state capital, is in the center of the state and slightly more than 180 miles to the southeast. Bentonville enjoys four distinct and beautiful seasons in a climate that has drawn a variety of individuals who seek a special environment to live, work, and raise a family.



Fayetteville, with a 2020 census population of 93,949, is the county seat for Washington County and is home to the University of Arkansas. It is 25 miles to the south of Bentonville. Between Fayetteville and Bentonville are the cities of Springdale, population of 84,161 based on the 2020 Census, and Rogers, population of 69,908. Bella Vista is a short distance to the north of Bentonville, offers 7 lakes, five regulation 18-hole courses, 2 nine-hole courses, tennis and other activities, with a population of 30,104. The local area offers good hunting, fishing, camping, and hiking.

Benton and Washington counties have historically experienced strong economic development with lower unemployment rates than the national average and growing population estimates of 284,333 and 245,871 respectively.

Northwest Arkansas Community College is located in Bentonville and offers multiple opportunities for education after high school. In 2017, Northwest Arkansas Community College added the Brightwater Culinary School to help transform the college's culinary arts program and provide world-class training for individuals, students and professionals at any point of their journey into the world of food.

There are several major companies in the City, with Wal-Mart and Sam's Club headquarters in Bentonville. The neighboring communities are home to Tyson's Foods and J.B. Hunt Transport. A number of vendor firms have established a presence in Bentonville and others keep arriving. They have found the area an attractive place to live and work. The Northwest Arkansas National Airport, just a few

## BENTONVILLE AT A GLANCE

miles to the southwest, opened in November of 1998 and has had a significant impact on continued growth in the area.

The U.S Census Bureau has recognized the City of Bentonville as the 5<sup>th</sup> fastest growing large city in the United States in May of 2020. With ongoing announcements of a variety of new housing options and businesses along with an inspiring entrepreneurial spirit, a focus on expansive trail systems, and beautiful trees and natural open spaces for all to enjoy, the City continues to receive awards and recognition as one of the best places in the United States to live, work, and play.



## HISTORY

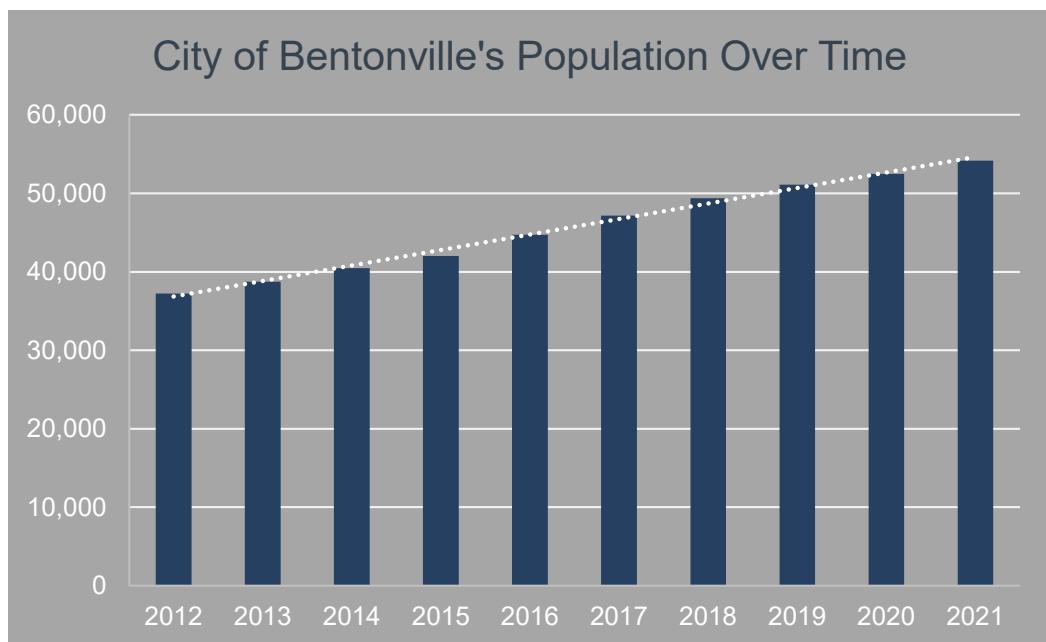
Bentonville is in the area that was part of the 1803 Louisiana Purchase. In November of 1837, a site was designated as the county seat for Benton County. This site was named in honor of Senator Thomas Hart Benton, from Missouri, who worked to have Arkansas admitted as a state. Bentonville was named after the county and became the county seat. From a population of 30 in 1838, it grew to 500 in 1860. During the Civil War, all but twelve buildings were burned. The main buildings around the square were built between 1875 and 1888. Bentonville was incorporated as a town in January of 1873. By 1900, Bentonville had a city-owned light and water plant and was working on a sewer program. There was also a telephone company and school system. Prior to the Civil War, the money crops were cotton, hogs, cattle, and mules. There were three cotton gins and a tobacco factory. Apples gained commercial importance with the coming of the railroad in the 1860s. Benton County was credited by the U.S. Census Bureau as having the largest number of bearing apple trees of any county in the United States for several decades. The major industries were apples, strawberries, peaches, railroad ties, mine props, horses, mules, hardwood for wagon spokes, lime, grain, and produce. By the 1930s, the trend turned to poultry and dairy, which are the major cash crops today. From the 1930's to the present, many changes have occurred. Bentonville, once primarily an agricultural community, has grown into a thriving business and tourist community. In May 1950, Sam Walton opened Walton's 5 and 10 store on the Bentonville Square. Now Walmart is the number one retailer in the country with significant positioning internationally.

## BENTONVILLE AT A GLANCE

### POPULATION

Bentonville's population has grown rapidly since 1990, when the official population from the national census was 11,257. A special census that began in 1995 and was certified in early 1996 put the official population at 15,363, which was an increase of more than 36% in just over five years. The 2000 census set the official population at 19,730 and in 2005, the Council voted to contract with the Census Bureau for a special census. The enumeration began early in 2006, and confirmed a population of 28,621. The City's population growth has averaged about 7% annually and according to the most recent census, the 2020 population was 54,164. The following chart shows the rapid population change from the figure of approximately 35,000 people in 2010 to a population of close to 55,000 in 2020.

The Fayetteville-Springdale-Rogers Metropolitan Statistical Area grew from 442,308 in 2010 to 548,634 in 2020, according to the Census report. The region was the 43rd fastest growing metro area by population and 27th fastest growing area by percentage of population growth. The metro area is now the 102nd largest out of 394 identified by the Census Bureau. Northwest Arkansas' growth in the last year is a continuation of a trend. Demographic information from the 2020 census can be seen on pages 176 - 178.



## BENTONVILLE AT A GLANCE

### CITY FACILITIES

#### CITY HALL

City Hall is located at 305 SW A Street. This building, which opened originally as the Community Development Building in January 2006, replaced a historic structure that was built as a church, served as a library and was later home to the Police Department. The building houses:

- The Mayor's Office
- The Planning Department
- Code Enforcement
- Building Inspection
- GIS
- Fire Marshalls/Inspection



#### BENTONVILLE CENTRAL FIRE STATION

The Bentonville Fire Department was established in 1887. Today, the department has an ISO rating of 2 and serves a community of over 54,000 residents. The city is served from 7 fire stations strategically placed throughout the city. The Bentonville Fire Department is committed to excellence in customer service providing the citizens of Bentonville with superior fire protection and emergency medical services including:

- Fire Prevention
- Fire Suppression
- Fire Investigation
- Paramedic level Emergency Medical Services
- Vehicle Extraction
- Hazardous Material Response
- Technical Rescue



#### BENTONVILLE PUBLIC LIBRARY

The Bentonville Library was opened in 2006 with more than 38,000 square feet of space available for patrons and the community.

- 42,615 Library Card Holders
- 694,674 Checkout of Materials
- 169,190 Library Visits

## BENTONVILLE AT A GLANCE

### BENTONVILLE MUNICIPAL AIRPORT – LOUISE M. THADEN FIELD

Bentonville Municipal Airport dedicated its terminal building in June of 2008. This facility is approximately 2,400 square feet and includes a welcome area, public lounge, pilot's lounge, conference room, restroom facilities, vending and dining areas. The tornado in March, 2006 destroyed the old terminal building. The new facility was funded with insurance proceeds and a grant from the State of Arkansas Aeronautics Department.



### PARKS AND RECREATION



The Parks and Recreation Maintenance Department office is at Memorial Park which is east of downtown and its main office is located in the Downtown Activity Center. Memorial Park has a picnic area, baseball and softball fields, tennis courts, a swimming pool, a skate park, and a sand volleyball court. A soccer complex adjacent to the park has been completed and opened for use. A few miles to the southeast is Phillips Park, with baseball and softball fields for youth and adult participants. In addition, there are parks facilities at Lake Bentonville, and at Dave Peel Park, which is just off the square. Several smaller neighborhood parks are spread around town.

Lawrence Plaza, just north of the downtown square, serves as an ice rink during the winter months and a splash park during the summer months. Orchards Parks is where concerts are held during the summer as well as the annual July 4<sup>th</sup> Fireworks Display. The Downtown Activity Center offers numerous classes for a nominal fee and rooms may be rented by the general public, civic groups and private organizations. Bikes are also available for rent.

## BENTONVILLE AT A GLANCE

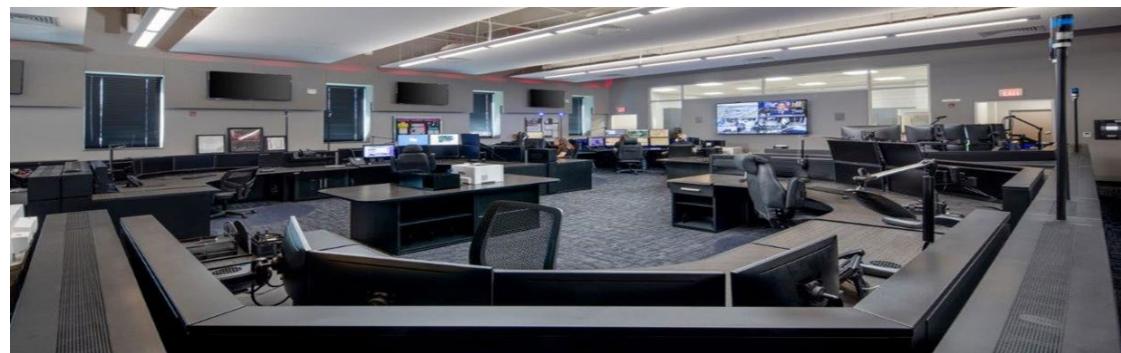
### BENTONVILLE POLICE FACILITY

Several blocks further south is the Police Building.



### BENTONVILLE EMERGENCY COMMUNICATION & CRIMINAL INVESTIGATIONS CENTER

The Emergency Communications Center is located immediately south of the Police Department's main building and is a weather hardened dispatch center for Police and Fire with an integrated Emergency Operations Center for the City. This facility nearly doubles the previous working space for the Police Department.



## BENTONVILLE AT A GLANCE

### PUBLIC WORKS FACILITY



This facility houses the Water, Sewer Rehab, Electric, Street, Inventory, and the Engineering departments.

### WASTEWATER RESOURCE RECOVERY FACILITY



The Wastewater Department's treatment facility is north of downtown. The City is also a charter member of NACA (Northwest Arkansas Conservation Authority), an organization that developed regional wastewater facility that provides additional capacity for several communities, rather than each individual city continuing to individually deal with expansion and the many facets of challenges that come with the need for more capacity to treat wastewater in compliance with new and changing regulations.

In conjunction with the wastewater treatment plant operation, a composting facility was opened in 2001 and it has had very good results. Citizens are allowed to bring yard waste and other appropriate material without charge, and the finished product is available for purchase. This has helped with disposal of sludge and the pressure from the reduced amount of land available for application of sludge.

## BENTONVILLE AT A GLANCE

### ADMINISTRATIVE SERVICES BUILDING



The Administrative Services Building opened in February of 2021 and is located at 1000 SW 14 Street. The building was purchased by the City and renovated to house Utility Billing, Information Systems, Human Resources, Accounting, Purchasing and the Finance/Budget Office.

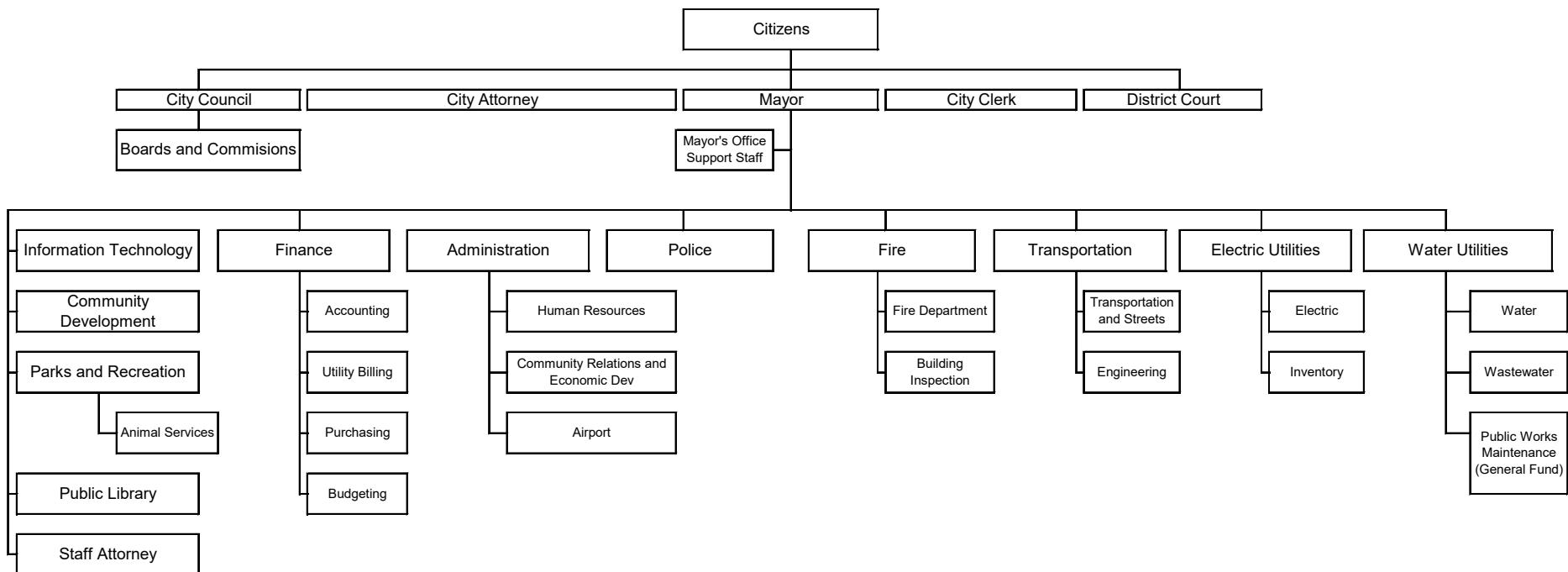
### PRINCIPAL EMPLOYERS

With the home offices of Wal-Mart and Sam's Club located here, Bentonville is home to many employees working in those offices and warehouses, and also to a growing list of vendors who have established local offices to work closely with Wal-Mart. The table below lists the 10 Principal Employers in the City from available data.

Employer	Employees
Wal-Mart/Sam's Club	2500+
Mercy Health System of Northwest Arkansas	1000-2499
Bentonville School District	1000-2499
Northwest Arkansas Community College	500-999
Benton County	500-999
Cognizant	500-999
City of Bentonville, Arkansas	500-999
Arvest Bank Group, Inc	300-499
Northwest Health System	300-499
Consumer Testing Laboratories	300-499

## BENTONVILLE AT A GLANCE

## ORGANIZATIONAL CHART

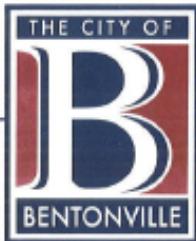


## BENTONVILLE AT A GLANCE

### SCHEDULE OF KEY PERSONNEL

POSITION	NAME	PHONE
Mayor	Stephanie Orman	479-271-5966
Director of Administration	Debbie Griffin	479-271-2028
Human Resources Coordinator	Ed Wheeler	479-271-3191
Community Development Director	Ellen Norvell	479-271-5993
Parks & Recreation Director	David Wright	479-271-6813
Maintenance Supervisor	Scott Mendenhall	479-271-3190
Animal Services Manager	Alison Worley	479-254-2020
Finance Director	Jake Harper	479-271-6781
Assistant Finance Director	Jessica Thurman	479-418-8649
Billing and Collection Manager	Gary Wilson	479-271-3104
Purchasing Manager	Gladys Shoemake	479-271-3115
Information Technology Director	Dennis Hayes	479-271-3127
District Judge	Ray Bunch	479-271-5923
Fire Chief	Brent Boydston	479-271-3155
Chief Building Inspector	Lance Blasi	479-271-6882
Library Director	Hadi Dudley	479-271-3194
Police Chief	Ray Shastid	479-271-3180
Staff Attorney	Camille Thompson	479-271-5914
Transportation Director	Dennis Birge	479-271-5964
Street Manager	Tony Davis	479-271-3130
Public Works Director	Mike Bender	479-271-6720
Wastewater Manager	Nancy Busen	479-271-3160
Water Utilities Manager	Preston Newbill	479-271-3142
Public Works Maint. Manager	Bart Mahony	479-271-3109
Engineering Director	Travis Matlock	479-271-6720
Asst Electric Utility Manager	Wayman Thurman	479-271-5943
Asst Electric Utility Manager	Doug Charest	479-271-5985
City Engineer	Dan Weese	479-254-2024

## BUDGET MESSAGE



October 4, 2021

Dear City Council Members,

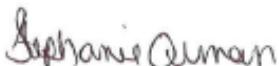
The 2020 Census confirmed the amazing trajectory that our city has been on in the past 10 years. The City of Bentonville takes great pride in providing the type of community that our citizens enjoy and that others want to join.

The 2022 budget continues this effort by providing the personnel, equipment and infrastructure needed to serve our citizens. There is a strong focus on personnel in this budget. These personnel additions are needed to provide amenities and services to our citizens and support to our city staff.

One of the areas that we are excited to include in this budget is a concerted effort from multiple departments to improve our sidewalk infrastructure around the city. We will start to fill gaps in our sidewalk infrastructure around schools, streets and parks and make other improvements to existing sidewalks. Also included in this budget is a request to expand our City Council chambers to provide more space for public participation. The relationship between citizens and government is vital to a healthy city and providing a better space for that participation is important.

I want to thank city staff for the hard work, meetings and planning that have gone into the preparation of this proposed annual budget. In addition, I would like to thank City Council in advance for their consideration of the 2022 Budget. Finally, I want to say thank you to our citizens, other elected officials, and board/commission members for their time and effort to make Bentonville a great place to live, work and play.

All my best,



Stephanie Orman  
Mayor

*\*This budget was prepared and submitted in accordance with Arkansas statutes. Under Arkansas Code 14-58-201 and 14-58-202, for our form of government the Mayor must submit the annual budget for the coming year to the City Council on or before December 1 of each year, and the governing body must adopt an annual budget by February 1 of the budget year. Our practice is to present the budget to the Council by the first meeting in November, and for the budget to be adopted before mid-December. The 2022 budget was adopted on November 9, 2021.*

## BUDGET MESSAGE

January 1, 2022

To: Members of the City Council  
Citizens of Bentonville

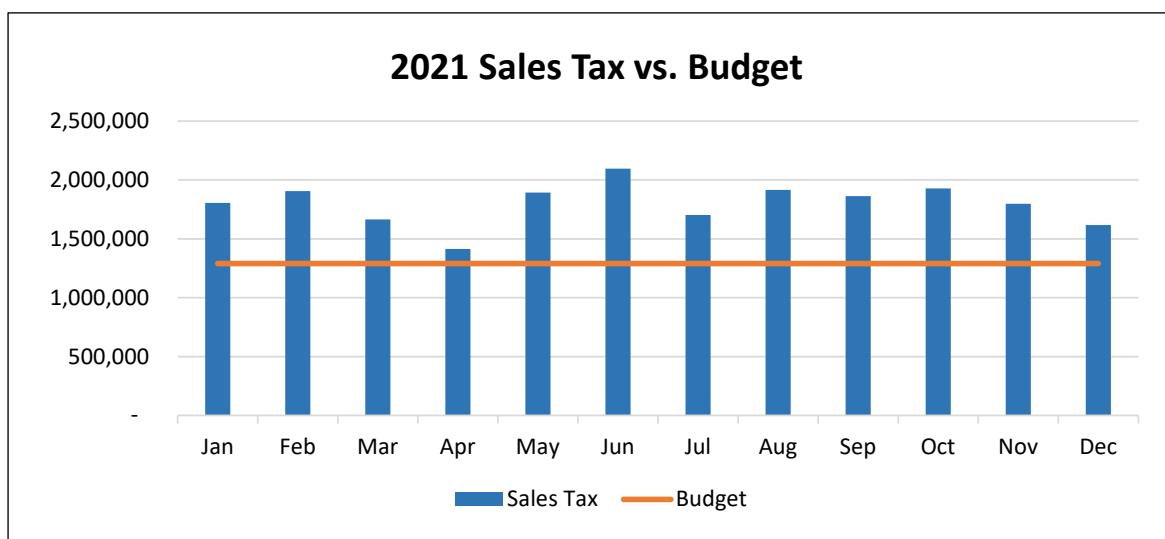
From: Jake Harper  
Finance Director

We are pleased to present the City's adopted budget for 2022. This total budget of \$195 million reflects the City's continued growth and City staff's teamwork and collaboration in providing quality services to Bentonville's citizens and customers. We believe the adopted budget reflects a fiscally responsible approach to providing the personnel, equipment and infrastructure needed to serve our citizens while maintaining the City's strong financial position during this time of constant change due to the ongoing Coronavirus (COVID-19) pandemic. This year there was a concerted focus on providing the personnel to support teams across the City that help to make Bentonville one of the fastest growing cities in the United States.

This Budget Message provides an overview of some of the major components of the budget, mainly those revenues that are potentially significantly impacted by the ongoing pandemic. The other sections in this document outline the budget in much more detail, both in summary for the whole City and by specific funds and/or departments.

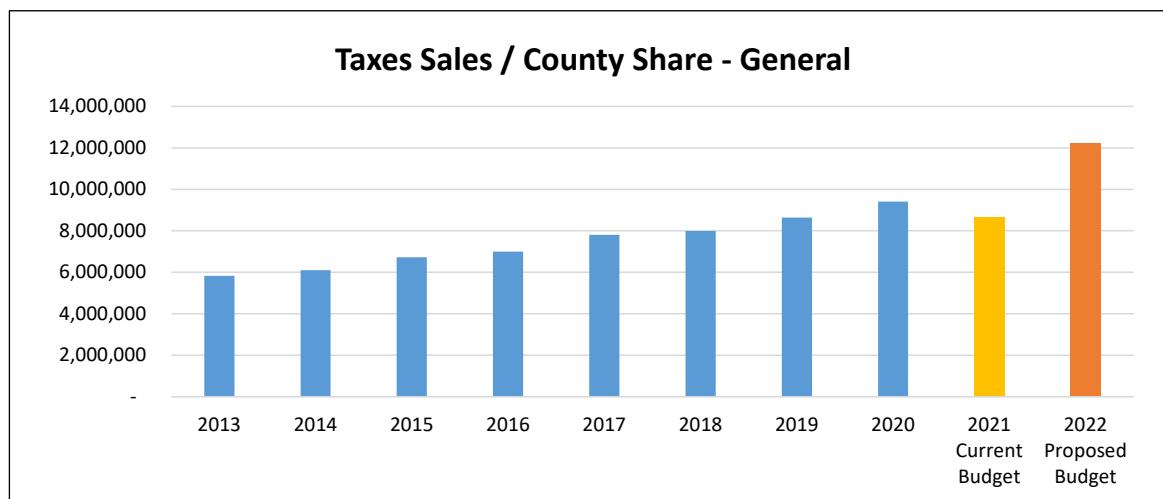
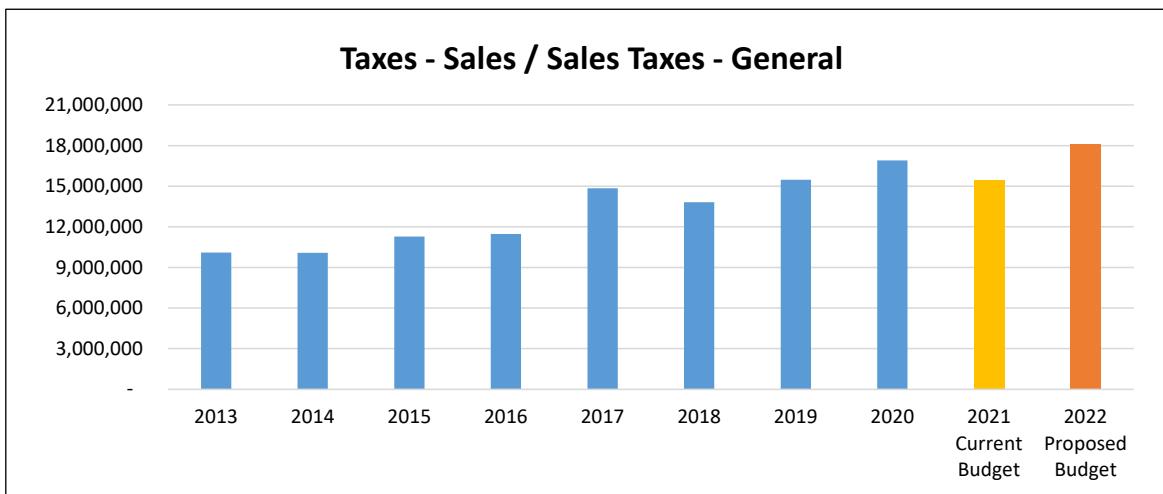
### **SALES TAX REVENUE**

Over the past decade the City has averaged sales tax growth at approximately 7%. The County sales tax that the City receives a portion of has averaged growth of approximately 9% over the decade. This is a result of the growing, dynamic area of the country we live in. However, the past couple of years has generated concern about how the pandemic may impact sales taxes and the longer term impact it may have for cities. So far in the current year, local sales tax revenue has been steadily higher than anticipated. As the City was developing this budget, there was concern from local economists that consumer spending looked strong through the end of the year, but that rising inflation leading to higher prices will eat into consumption gains in the coming months. As the budget was being prepared the City did experience higher sales tax amounts than what was anticipated due to the City budgeting conservatively given the COVID wildcard when budgets were set last year. The graph below displays our sales tax budget (orange line) compared to our sales tax actual (blue bars).



## BUDGET MESSAGE

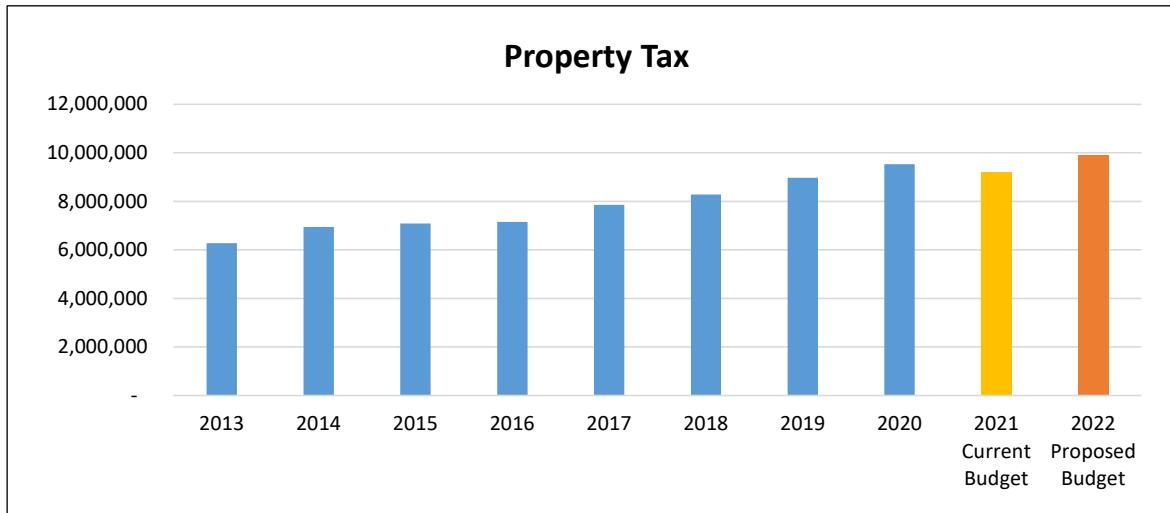
As the City evaluated the current state of sales tax we determined the appropriate way to estimate revenues was to utilize our 2020 actual results plus the average historical growth rate percentage for the previous nine years (approximately 7%). For the County sales tax portion, we estimated the growth in revenues based upon the 2020 Census numbers and added that growth to the 2020 actual results. The charts below represent our sales tax growth for the last decade (blue), our 2021 current budgeted amount (yellow), and our 2022 proposed budget amount (orange).



## PROPERTY TAX REVENUE

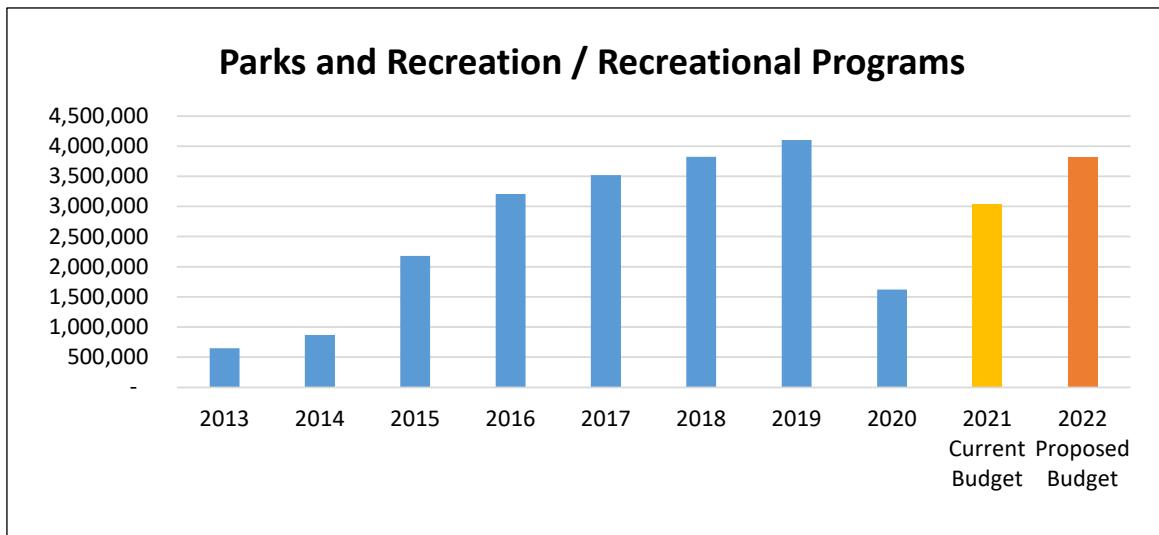
Property tax has seen positive growth over the last 10 years as our population has grown in both Bentonville and Benton County. Property Tax in Arkansas is due in October for the previous year. When there is potential for an economic slowdown on the horizon we might see an impact in property tax the year after the initial slowdown starts. With construction still increasing in Bentonville and our population growth still being up, we decided to estimate property tax using the most recent fiscal year actuals (2020) plus the average historical growth rate percentage for the previous nine years (approximately 4%). The amount budgeted as revenue in our Governmental Funds for property taxes was \$9,911,049.

## BUDGET MESSAGE



### **PARKS AND RECREATION REVENUE**

During the 2020 year, the revenue source within the City's governmental funds impacted the most by COVID-19 was the Parks and Recreation revenue. Our recreation programs had to pause immediately including closing our Downtown Activity Center and our Community Center which provides classes and facility access using membership fees and day passes. The City had an approximately \$2.5 million loss in revenue comparing budgeted to actual for 2020. At the time of budget preparation, a majority of the recreation programs had resumed and the two facilities referenced above re-opened. The 2022 proposed budgeted Parks and Recreational programming and membership fee revenue amount is \$3,819,000 which is \$344,328 less than the original 2020 budget.

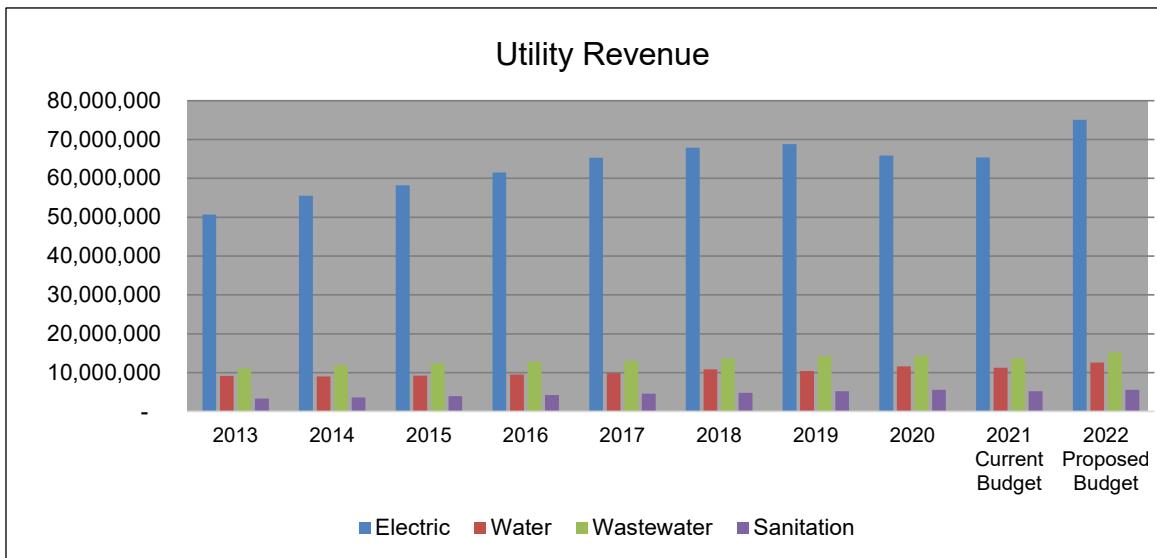
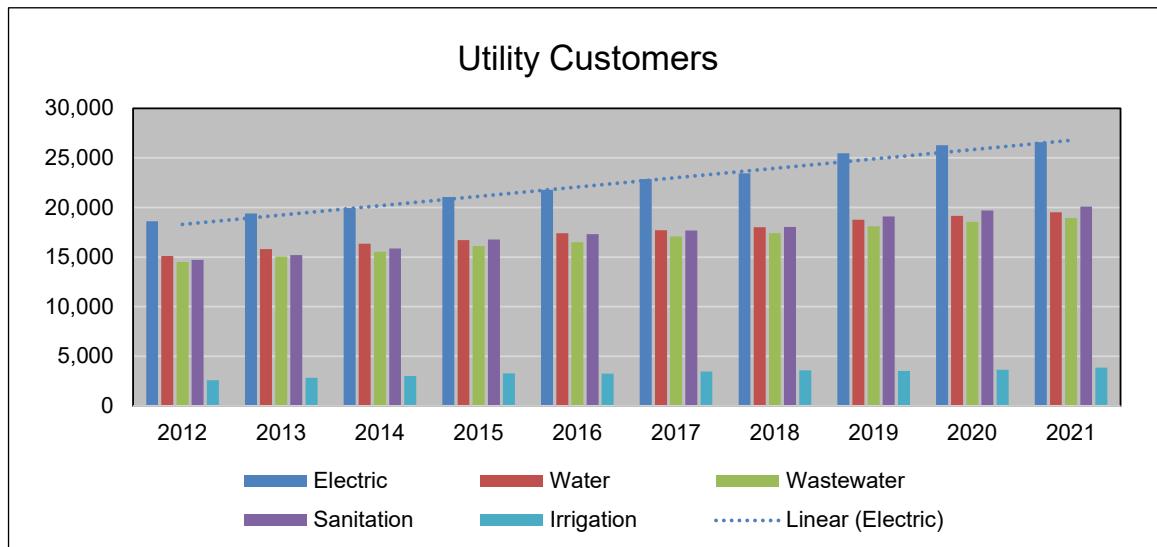


### **UTILITY REVENUE**

One of the largest impacts that Covid-19 has had in the City has been the impact on our Utility Revenues due to changes in our commercial customers. The pandemic caused both a temporary closure of some

## BUDGET MESSAGE

commercial businesses due to state restrictions and more long-term change in work from home policies for the City's largest employer and other businesses located in the City's service area. Despite the pandemic our Utility Customers and Utility Revenue continued its growth or stayed level through the end of 2021. Revenue projections from the Utilities were estimated using information from prepared rate plans and growth rates projected.



## PERSONNEL EXPENDITURES

Due to the continual steady growth within the City and the predicted population increase in subsequent years, the City has requested 43.5 additional full-time positions, 3 new part-time positions, and that two employees be converted from part-time to full-time within the Governmental funds for the 2022 proposed budget. In addition, for the Utility Fund, the City is asking for 14 additional full-time positions. The City

## BUDGET MESSAGE

feels like these positions are necessary to help manage and sustain the trajectory of the City's growth in the coming years.

### **BUDGET AND FINANCE OVERVIEW**

The Government Finance Officers Association (GFOA) has over 18,000 members and is the professional association of state/provincial and local finance officers in the United States and Canada, and has served the public finance profession since 1906. Government organizations may submit their annual budgets to the GFOA to be considered for the Distinguished Budget Presentation award. Bentonville has received the award for over twenty years. First-rate budgeting is essential to the City's success, particularly as the budget increases each year proportionately with growth.

The City's 2022 budget is one of the largest in our history with budgeted revenues, before interdepartmental transfers, of over \$192 million dollars and total expenses of approximately \$195 million dollars. Capital expenditures are over \$23.7 million dollars. Reserves of over \$5.3 million are budgeted to be used in the current year.

Even with the increased expenditures required to keep pace with growth, the City has shown fiscal responsibility by maintaining a healthy reserve in fund balance. Our budgeted 2021 fund balance for the General Fund is over \$50 million.

### **SERIES 2017, SERIES 2021A, AND SERIES 2021B BOND ISSUE**

The 2007 Capital Bond proposal was approved by Council and presented to voters in August 2007. The voters gave overwhelming support to the proposal with a 78% passing vote. This vote allowed much needed capital projects to proceed during an economic downturn of historic proportion. The timing could not have been better. This vote approved \$110 Million in Capital Improvement Bonds. Financing for this proposal was made possible by extending for 25 years the one cent capital sales tax passed in 2003. The first of three planned issuances took place in November, 2007 and the second issuance took place in December, 2009 about one year earlier than originally planned. The third series was issued in November, 2010. The fourth series was issued in April 2017.

At a special election held on April 13, 2021, voters approved \$266 million in bonds for capital projects and for money to refund existing bonds to be financed by extending the City's 1% sales tax. The 1% sales tax was set to expire in 2032, it will now expire in 2046. In June 2021, the City issued \$84,045,000 in City of Bentonville, Arkansas, Sales and Use Tax Refunding and Improvement Bonds, Series 2021A and Series 2021B. The Series 2021A Bonds were issued for the purpose of advance refunding the City's outstanding Sales and Use Tax Bonds, Series 2017, financing a portion of the costs of street improvements, funding a portion of a debt service reserve and paying expenses of issuing the Series 2021A Bonds. The Series 2021B Bonds were issued for the purpose of the current refunding of the City's Sales and Use Tax Bonds, Series 2009 and Series 2010, financing all or a portion of the costs of various capital improvements for the City, funding a portion of a debt service reserve and paying expenses of issuing the Series 2021B Bonds. The Series 2021A and Series 2021B Bonds are special obligations payable solely from collections from a 1% sales and use tax levied by the City received after the 2021 Bonds were issued. The Series 2021 Bonds are currently being targeted towards the following purposes:

- Refunding the Bonds Current Refunded and the Bonds Advanced Refunded; \$23 million
- Street Improvements, costs of new, and improvements to existing, streets, roads and bridges, including any curb, gutter, drainage, flood control and related improvements, equipment and land acquisition to accomplish such improvements, and street lighting, utility adjustments, sidewalks and traffic signals; \$173.5 million

## BUDGET MESSAGE

- Park and Recreation Improvements, costs of new, and improvements to existing park and recreational facilities and improvements and any necessary land acquisition, equipment and parking, drainage, flood control, road, trail, lighting and utility improvements; \$32.75 million
- Radio Communication Improvements, costs of radio communication equipment, facilities and apparatus; \$6.6 million
- Police Department Improvements, costs of equipment, apparatus, and new, or improvements to existing, facilities for the police department, including particularly, without limitation, police safety facilities, and any necessary land acquisition, parking, and utilities improvements; \$1.65 million
- Fire Department Improvements, costs of equipment, apparatus and new, or improvements to existing, facilities for the fire department, including particularly, without limitation, fire safety training facilities, including any necessary land acquisition, parking and utilities improvements; \$3.9 million
- Drainage Improvements, financing all or a portion of the costs of facilities for drainage and flood control and any necessary land and easement acquisition. \$19.75 million
- Library Improvements, for the expansion of and improvements to the Bentonville Public Library, including any necessary land acquisition, equipment, utility adjustments and parking improvements; \$4.975 million

If sales tax collections continue the trend over the next several years, it is the City's intent to have early pay offs on the bonds with the stepped up collections.

## BUILDING AND DEVELOPMENT GROWTH

The City is continuing to experience record building and development. Over the last 5 years the City has seen record years for both permits issued and valuation of the projects for those permits. In 2021, even though the number of building permits declined, the valuation amount doubled as compared to the previous year due to the City's largest employer starting work on building their new campus which will have multiple large buildings and parking decks with an estimated completion date of 2025.



## BUDGET MESSAGE

### PLANNING FOR THE FUTURE

Our department managers have identified accomplishments for 2021 and goals for 2022 that are presented in the Department Summaries of this document to help us achieve these city-wide goals. We continue to make progress, but focus will continue to be on:

- A community that promotes aesthetics and quality of life
- Attract the type of growth that will improve our revenue stream and provide the City with needed funding
- Capital investments that will allow current commerce to thrive and attract future commerce
- Continue our role in the Northwest Arkansas Conservation Authority
- A transportation system that enables our citizens and visitors to get where they need to be safely, effectively, and efficiently
- Focus on opportunities to expand and improve our parks
- Strengthen the budget process by improving revenue and expense forecasts
- Utility infrastructure projects to support and promote growth and quality of life
- Downtown parking that continues the revitalization of the City's Downtown square

Commitment to shaping the future of the City requires many master plans that are frequently reviewed and kept relevant even in these times of unprecedented growth and change. Many people perhaps are not aware of those plans and of how comprehensive our overall planning is throughout our departments. There are numerous important official planning documents in place that are also under almost constant review with updates done from time to time. The following list identifies some of our major planning documents:

#### Connect Bentonville (2021)

The Bicycle and Pedestrian Master Plan expresses Bentonville's intention to provide greater access to alternative transportation modes by establishing guiding principles, facility types, proposed trail network, and design standards.

#### Master Street Plan (2021)

The Master Street Plan provides for the orderly growth and development of the city through the development of a roadway system that provides internal circulation within the city while connecting to other population centers in Northwest Arkansas. It constitutes the official policy with regard to the future location and function of all roadway systems.

#### Bentonville Community Plan (2018)

The Bentonville Community Plan is the official comprehensive plan for the City of Bentonville. It is intended to serve as a roadmap for the community as it evolves, grows and changes over time. The plan articulates a vision for Bentonville that reflects the community's aspirations while respecting the unique character and defining sense of place that distinguishes Bentonville from other places. It addresses land use, commerce, mobility, open space, public facilities and infrastructure. Five subarea plans are included: Downtown Bentonville, Downtown Neighborhoods, 8th Street, 14th Street and SW Regional Airport Blvd/Street.

#### Parks Master Plan (2017)

The Parks Master Plan looks toward the future, to build on Bentonville Parks & Recreation's success, in an effort to define ways to achieve a world class park system. The plan outlines a balanced strategy for park improvement and new parks in a cohesive and seamlessly connected park system.

## BUDGET MESSAGE

### Bentonville Blueprint (2014)

The Bentonville Blueprint is Bentonville's strategic economic development plan that identifies eight main target sector opportunities and seven strategic priorities.

### SE Downtown Area Plan (2014)

Building on the Downtown Master Plan, the Southeast Downtown Area Plan zooms in on 300 acres in the southeast quadrant of the downtown study area to provide more specific and detailed implementation strategies. The plan identifies strategies for the Arts District and Market District.

### N. Walton Blvd. Corridor Enhancement Plan (2013)

The North Walton Boulevard Corridor Enhancement Plan establishes a direction for improving access management along the roadway, encouraging complementary land uses, installing pleasing aesthetics, and implementing economic development strategies to create a sustainable commercial corridor that is economically vibrant.

### Downtown Master Plan (2004)

The Downtown Master Plan establishes a common vision for downtown Bentonville and identifies strategies for implementation for development and redevelopment, circulation, economic development, promotions, architecture and streetscape, image and identity.

## **BUDGET SUMMARY**

### **FUND STRUCTURE**

The City of Bentonville fund structure is outlined below for Governmental and Proprietary fund types.

**GOVERNMENTAL:** Governmental Funds are used to account for the City's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds).

**GENERAL:** The General Fund is the general operating fund for the city. It is used to account for all financial resources that are not accounted for in other funds. All general tax revenue and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund.

**SPECIAL REVENUE:** Special Revenue funds are used to account for revenue sources that are legally restricted to expenditure for specific purposes (other than special assessments, expendable trusts, or major capital projects). The City of Bentonville has three funds in this group: Transportation and Street Fund, Impact and Capacity Fees Fund and Debt Service.

1. **TRANSPORTATION AND STREET:** This fund is used to account for revenue received from the state as turnback funds that are required to be used within the Street Department, the City's share of funds provided from the county road tax, any other funds such as grants or donations specifically for the Street Department, and any funds that are transferred from the General Fund.
2. **IMPACT AND CAPACITY FUND:** This fund is used to account for revenues collected due to new growth of homes and businesses in the City. Fire Impact Fees are restricted to capital expenditures that are necessary to keep up with the growing demands for additional stations, machinery, equipment, and vehicles. Water and Sewer Capacity Fees are restricted to capital expenditures necessary to increase the capacity of our current water and sewer systems.
3. **DEBT SERVICE FUND:** This fund is used to account for the revenues from the capital penny and the principal and interest payments of the City's bond issue. This also includes fees payable to the banks involved as agents for the bondholders.

**PROPRIETARY:** Proprietary funds are used to account for activities that are similar to those often found in the private sector. The measurement focus is upon determination of net income and capital maintenance.

**ENTERPRISE:** Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges, or where the governing body has decided that periodic determination of revenues earned, expense incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City of Bentonville has one such fund, which is the Utility Fund. This fund accounts for the City's electric, water, sewer, and wastewater systems whose operations are financed through user charges.

## BUDGET SUMMARY

Fund Type: Fund Classifications:	Governmental			Proprietary
	General Fund	Special Revenue		
		<i>Transportation and Street</i>	<i>Debt Service Fund</i>	<i>Impact and Capacity Fund:</i> Fire Impact Fees Police Impact Fees Parks Impact Fees Library Impact Fees Wastewater Capacity Fees Water Capacity Fees
<b>City of Bentonville Fund Levels:</b>	<b><i>General Fund:</i></b> Administration Accounting District Court Planning Engineering Airport Police Fire Public Works Maintenance Parks and Recreation Public Library Animal Services			<b><i>Utility Fund:</i></b> Electric Water Wastewater Sewer Sanitation Inventory Utility Billing and Collection

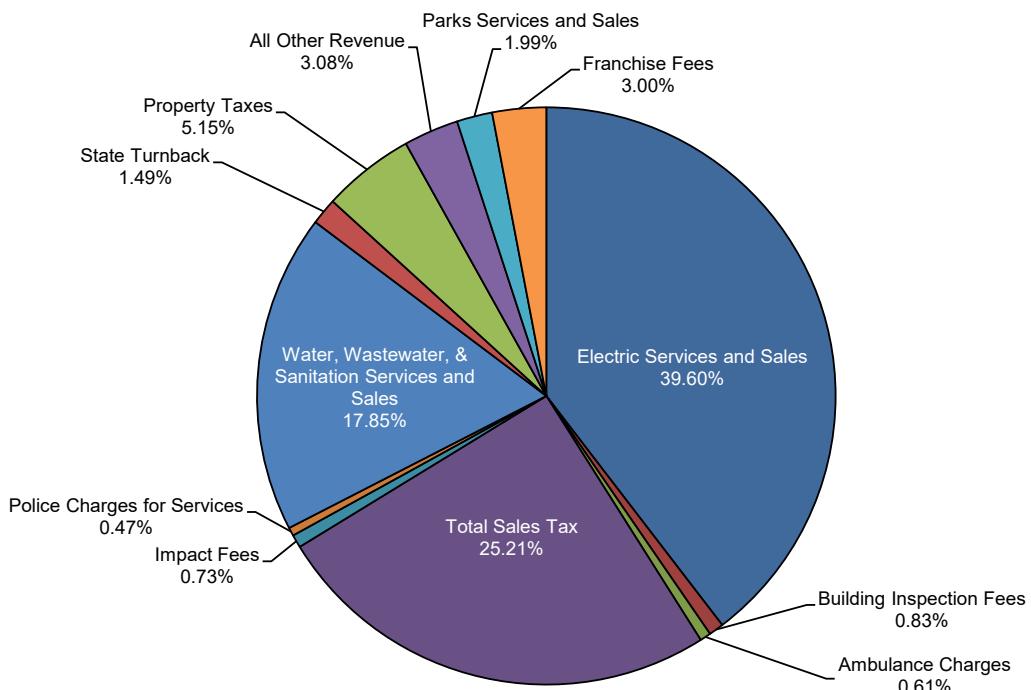
## BUDGET SUMMARY

### MAJOR REVENUES AND EXPENSES

#### MAJOR REVENUES BUDGETED

A few revenues comprise a major part of the City's total revenue, excluding transfers. The table below shows each one that has been budgeted over \$500,000, the percentage that each is of the total, and the cumulative total and percentage. The last row in the table is a total of all other revenues, each of which is less than \$500,000. As shown, that entire group makes up a small percentage of the total figure.

	2022 Budget	% of Total	Cumulative Amount	Cumulative % of Total
Electric Services & Sales	\$ 76,141,673	39.60%	\$ 76,141,673	39.60%
Sales Tax	33,976,536	17.67%	110,118,209	57.26%
Wastewater Services & Sales	15,477,207	8.05%	125,595,416	65.31%
Capital Sales Tax	14,496,234	7.54%	140,091,650	72.85%
Water Services & Sales	13,049,226	6.79%	153,140,876	79.64%
Property Tax	9,911,049	5.15%	163,051,925	84.79%
Sanitation Services & Sales	5,799,562	3.02%	168,851,487	87.81%
Franchise Fees	5,777,196	3.00%	174,628,683	90.81%
Parks Services & Sales	3,819,000	1.99%	178,447,683	92.80%
Street State Turnback	2,198,251	1.14%	180,645,934	93.94%
Bldg Permits & Licenses	1,598,585	0.83%	182,244,519	94.77%
Ambulance Charges	1,173,442	0.61%	183,417,961	95.38%
Parks Impact Fees	900,000	0.47%	184,317,961	95.85%
Police Charges for Services	898,690	0.47%	185,216,651	96.32%
General Turnback	665,505	0.35%	185,882,156	96.66%
Police Impact Fees	500,000	0.26%	186,382,156	96.92%
<b>Subtotal</b>	<b>186,382,156</b>	<b>96.92%</b>		
All Other Revenue	5,918,580	3.08%	192,300,736	100.00%
<b>Total Revenue</b>	<b>\$ 192,300,736</b>	<b>100.00%</b>	<b>\$ 192,300,736</b>	

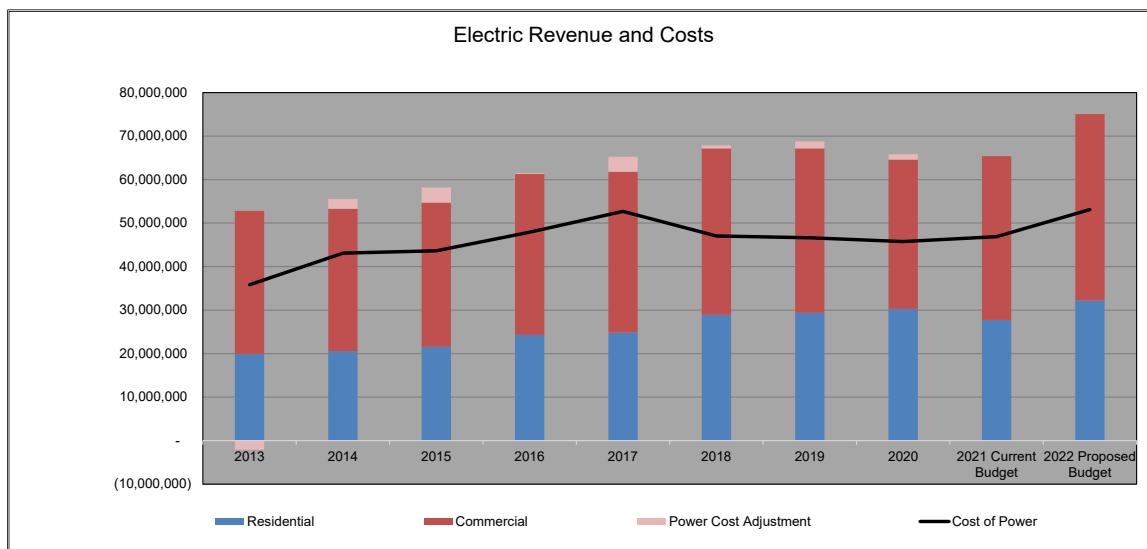


## BUDGET SUMMARY

The next table shows the same revenue sources, but in addition to the 2022 Budget amounts, it shows, in the same order, the corresponding figures for 2020 Actual and 2021 Budget. Following this table are comments on selected 2022 budgeted major revenues, especially those that are large and those that might not be self-explanatory.

	<u>2020 ACTUAL</u>	<u>2021 BUDGET</u>	<u>2022 BUDGET</u>	<u>CHANGE</u>	<u>PERCENT</u>
Electric Services & Sales	\$ 68,092,502	\$ 66,046,030	\$ 76,141,673	\$ 10,095,643	15.3%
Sales Tax	29,708,236	27,215,316	33,976,536	6,761,220	24.8%
Wastewater Services & Sales	14,687,252	13,887,562	15,477,207	1,589,645	11.4%
Capital Sales Tax	13,531,443	12,380,335	14,496,234	2,115,899	17.1%
Water Services & Sales	12,579,026	11,730,504	13,049,226	1,318,722	11.2%
Property Tax	9,530,177	9,224,270	9,911,049	686,779	7.4%
Sanitation Services & Sales	5,799,565	5,395,836	5,799,562	403,726	7.5%
Franchise Fees	5,506,867	5,697,275	5,777,196	79,921	1.4%
Parks Services & Sales	1,622,399	3,043,715	3,819,000	775,285	25.5%
Street State Turnback	1,552,231	1,598,330	2,198,251	599,921	37.5%
Bldg Permits & Licenses	1,776,207	1,188,500	1,598,585	410,085	34.5%
Ambulance Charges	1,681,237	1,082,114	1,173,442	91,328	8.4%
Parks Impact Fees	1,639,822	900,000	900,000	-	0.0%
Police Charges for Services	624,255	907,000	898,690	(8,310)	-0.9%
General Turnback	516,913	558,085	665,505	107,420	19.2%
Police Impact Fees	686,146	500,000	500,000	-	0.0%
Subtotal	<u>169,534,278</u>	<u>161,354,872</u>	<u>186,382,156</u>	<u>25,027,284</u>	<u>15.5%</u>
All Other Revenue	<u>15,869,592</u>	<u>5,283,838</u>	<u>5,918,580</u>	<u>634,742</u>	<u>12.0%</u>
Total Revenue	<u>\$ 185,403,870</u>	<u>\$ 166,638,710</u>	<u>\$ 192,300,736</u>	<u>\$ 25,662,026</u>	<u>15.4%</u>

**ELECTRIC – SERVICES & SALES REVENUE - \$76,141,673:** Bentonville is one of fifteen municipalities in Arkansas that has its own electric department. The City does not generate power; it is purchased and distributed through the City's electric system. Meter readers read both water and electric meters, and utility bills cover both as well as wastewater and trash service. The electric revenue projection process utilizes data from the power company that sells the power and historical data based on growth projections. A rate study was conducted in 2021 and some changes were recommended that will have a very minor effect on the residents and businesses within the City. The biggest change is an increase to the "facilities charge" and a change over the next couple of years to remove the "block" style of rates and only have a different summer and winter rate. These changes affect all the current rate classes. These changes will take place over the next three years beginning on January 1, 2022. The increase in electric sales budget number reflects a modest rate of growth. The franchise fee to the General Fund in 2021 is at 5% which is a steady revenue stream for general operations.



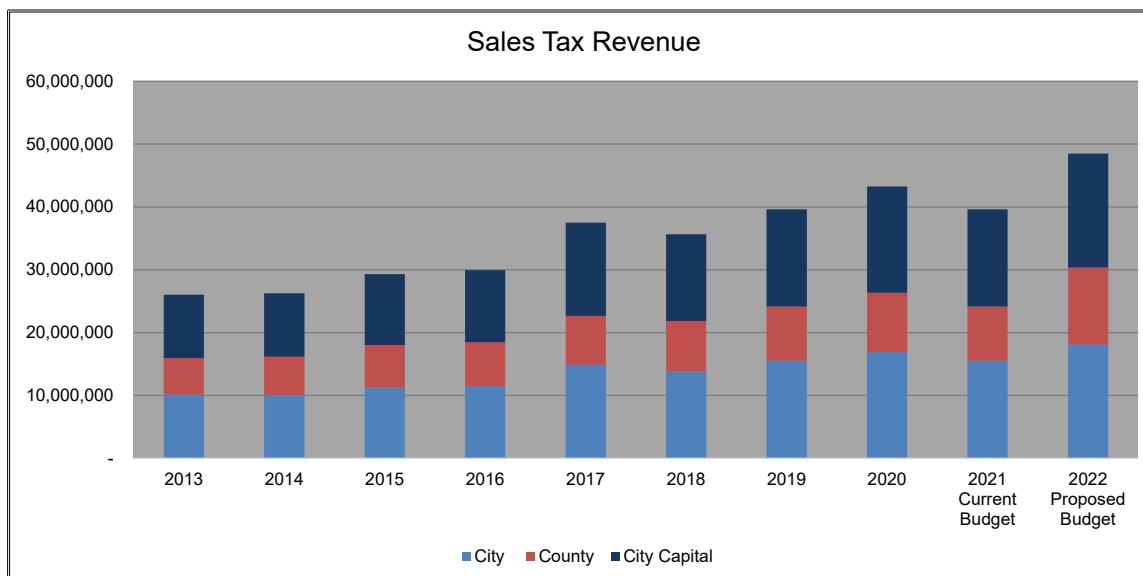
## BUDGET SUMMARY

**SALES TAXES - \$33,976,536:** There are three different sales taxes that are included in the amount shown. One is a local one-cent sales tax that was originally approved for ten years by citizens in a special election in August 2003, with an effective date of October 1, 2003. In August of 2007, a special election was held to extend the tax for 25 years to finance a bond issue in the amount of \$110 million. Beginning in 2008, 80% of this penny goes to a trustee for debt service and the remaining 20% comes to the City and is used for other capital that was not included in the bond issue. The proceeds from this tax are budgeted for 2022 at \$18,120,293 in total, but only \$3,624,059 is included in this number. The second sales tax is another local one-cent tax approved in 1983 and accounts for another \$18,120,293. It may be used for any purpose approved by the City Council. The third tax is a countywide sales tax, also for one-cent, that was passed in 1990. Each city in the county receives a pro-rata share based on population. The 2022 budgeted amount from that tax is \$12,232,185. Growth in the existing City sales tax has varied from 5% to approximately 10% annually, and the growth in the county tax has averaged closer to 10%.

The 1% City sales tax was enacted in 1983. It is collected by vendors and remitted monthly, along with State sales tax to the State. The State makes distribution to the City's General fund. The timing of the tax is two months behind. December sales are remitted to the State in January and would be received by the City in February. In August of 2003, the voters approved an additional 1% tax that was to fund capital projects with a minimum of 70% designated for streets. In August of 2007, an election was held which extended the additional 1% tax for 25 years. This capital penny was used to fund bonds up to \$110 million. Series 1 was issued in November of 2007 in the amount of \$36.3 million. Series 2 was issued in November of 2009 and Series 3 was issued in November of 2010. This issue was used for street, police, fire, airport, and parks. Series 4 was issued in July of 2017 and was used for streets and police. At a special election held on April 13, 2021, voters approved \$266 million in bonds to be used for capital projects and for money to refund existing bonds to be financed by extending the City's 1% sales tax. The 1% sales tax was set to expire in 2032, it will now expire in 2046. Series 2021A bonds were issued in June 2021 and is being used for the purpose of advance refunding the City's outstanding Sales and Use Tax Bonds, Series 2017. In addition, Series 2021B were also issued in June 2021 and are being used for the purpose of the current refunding of the City's Sales and Use Tax bonds, Series 2009 and Series 2010, various capital improvements, and helping to fund a portion of the debt service reserve.

The County tax which was passed by the Benton County voters in 1990 is the City's share of a 1% county tax. The City's portion is approximately 19% of this penny and is determined on a per capita basis.

**CAPITAL SALES TAX - \$14,496,234:** This number is 80% of the capital penny and will be retained by the City's Bond Trustee to fund the Debt Service on the 2017 and 2021 Series Bonds. Any excess collections will be used to pay off the bonds early when possible.

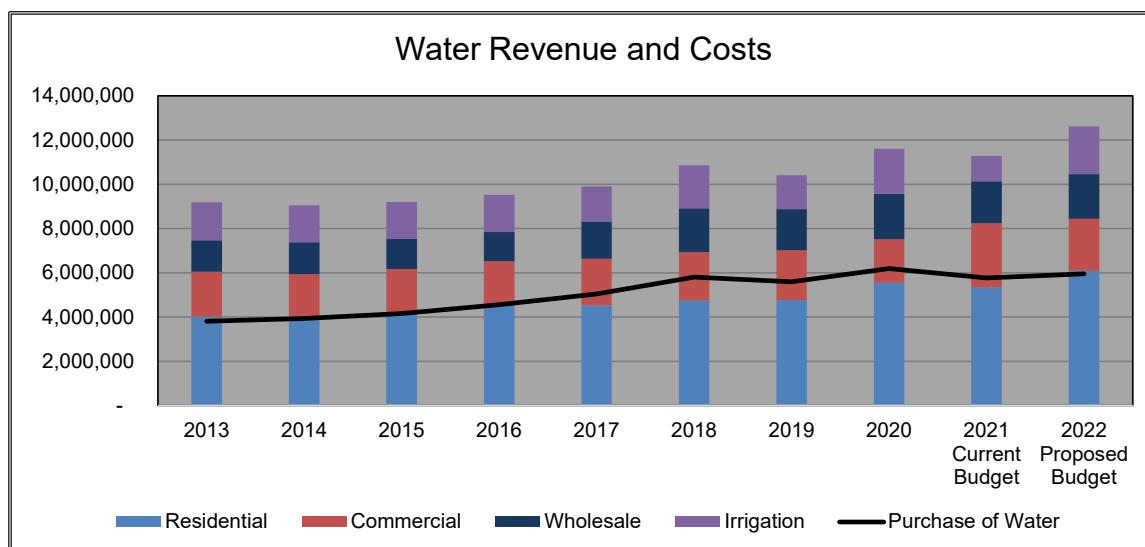


## BUDGET SUMMARY

**WATER – SERVICES & SALES REVENUE - \$13,049,226:** Water Sales Revenue includes residential, commercial, irrigation, a large wholesale customer (Bella Vista), and two small wholesale customers. With the growth of Bella Vista and Bentonville, the wholesale contract was modified in December 2005. One major change was to remove the requirement that Bentonville be the sole source of water for Bella Vista. The other was to provide for a guaranteed minimum annual quantity to be purchased by Bella Vista. Both of these modifications will benefit both parties. Water Sales Revenue is budgeted for an increase of amount shows an 11.2% increase from the 2021 budget due to estimates in the most recent rate study.

Beaver Water District (BWD) was created in 1957 and the dam that created Beaver Lake and the first treatment plant were completed in the mid-1960s. Bentonville was one of the four charter members of the BWD. The District contracted with the United States for water storage in Beaver Reservoir, a Corps of Engineers lake. BWD has a treatment plant that provides water for the four member cities of Bentonville, Fayetteville, Rogers, and Springdale. Those cities may sell water to other communities on a wholesale basis. The City's wholesale customers are Bella Vista, Cave Springs, and Oak Hills (a subdivision outside the city limits.)

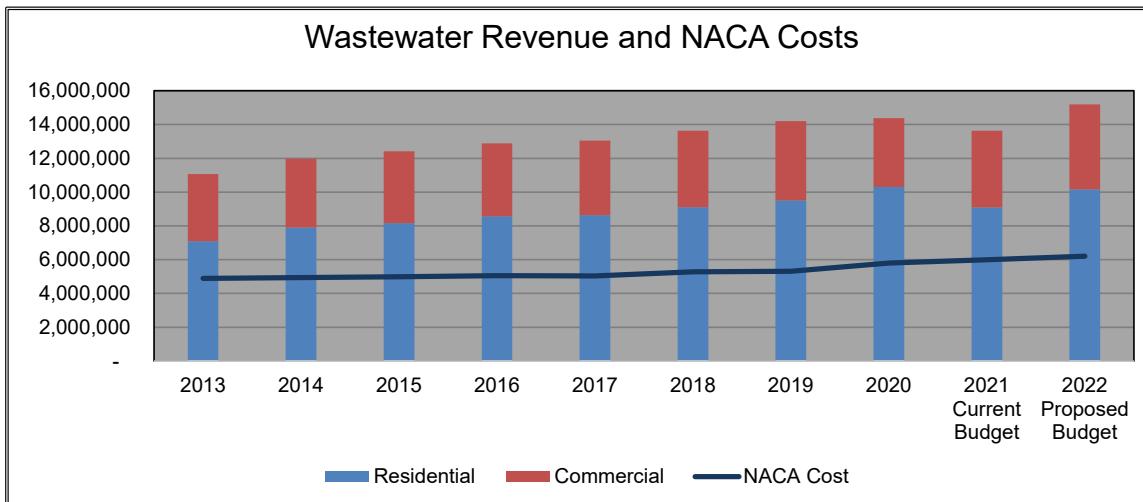
A rate study was done in 2015 to insure that the City's current rates are adequate to meet revenue requirements of the Water Department. The last study was performed in 2008 and we saw a 4% increase across the board. The 2015 study kept rates the same.



**WASTEWATER – SERVICES & SALES REVENUE - \$15,477,207:** Wastewater sales revenue was formerly based on water revenue and includes residential and commercial charges to customers. Due to the rate study in 2009, the sewer rates were adjusted which made it difficult to project based on water results. Rates were adjusted rather significantly since 2009 with the result being about a 50% increase with the opening of NACA. Rates were reviewed again in 2012 to insure the City is meeting their revenue requirement. There was also a rate increase in 2013. A rate study was completed in 2015 and an adjustment was not done at that time.

Bentonville is one of the founding members of a regional group called NACA (Northwest Arkansas Conservation Authority). NACA has constructed a regional wastewater facility that serves several cities. Members pay for treatment of their wastewater and will be responsible for the collection lines to deliver the wastewater to the treatment plant. The City purchased suitable land in 2004 which was sold to NACA in 2006. The plant was operational at the end of 2010.

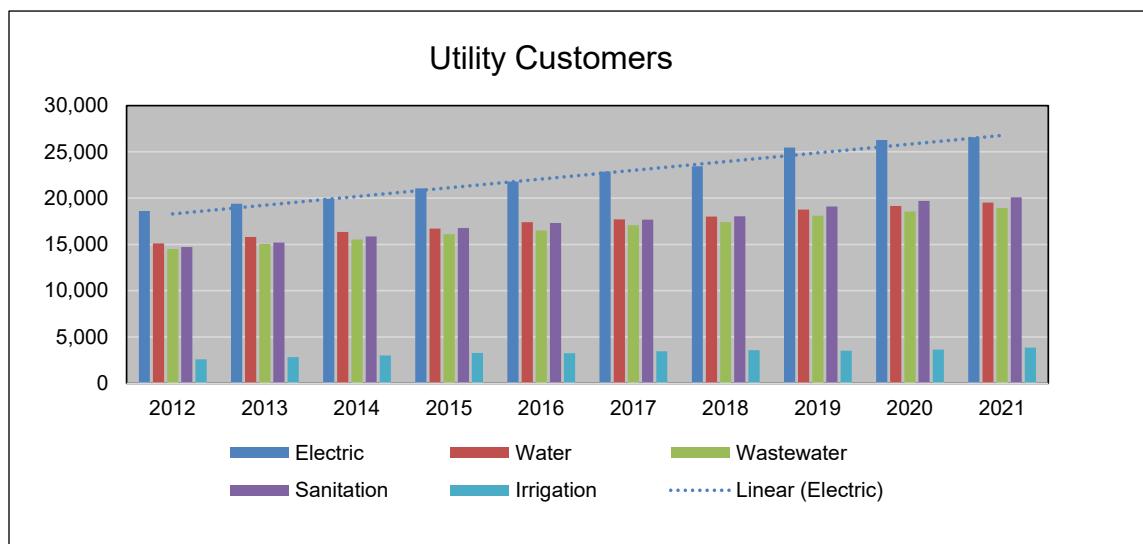
## BUDGET SUMMARY



**TRASH – SANITATION - \$5,799,562:** Sanitation reflects charges to residential, commercial, and industrial customers. The fees are based on a contract for service with a large waste disposal firm. During the bidding process in 2012, rates went down and the rate the City paid decreased. The City has a cart system as well as a recycling cart where items can be co-mingled and are picked up curbside the same day as trash. While this program is not a significant source of net revenue for the City, it has long term effects on improving the environment and has been well received by the citizens.

The utility services continue to show growth due to the continued population growth of the City of Bentonville. The graph below reflects a combined count at the end of year based on meters in service, both residential and commercial. Most customers receive all of our services but there are some exceptions.

Irrigation meters have grown in popularity due to the sewer being based on “regular” water usage and are now shown separately.

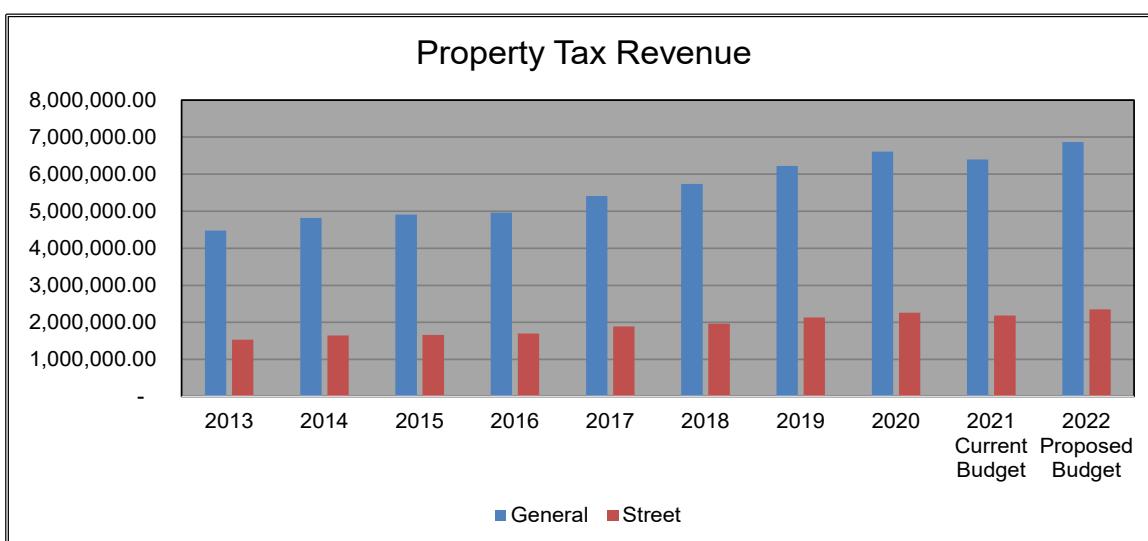


## BUDGET SUMMARY

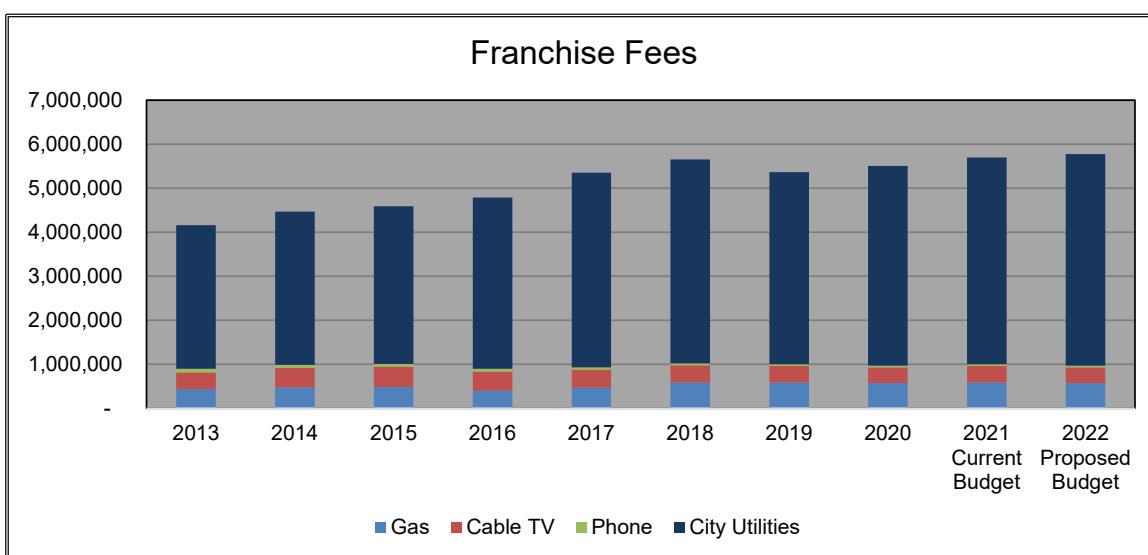
**PROPERTY TAXES - \$9,911,049:** Taxes are collected by Benton County and the City budget amount is based on information provided by Benton County for assessed values. The increase reflects the growth in the City – both in the number of properties and the value of properties.

The property tax on real and personal property goes into the General Fund. The tax which is five mils on 20% of the assessed valuation of the property is the maximum allowed by State law for general city operations. The Benton County assessor appraises the property and these are reviewed periodically. State law limits revenue from property taxes to a maximum of 10% above the prior year. The limit does not apply to new property.

The Street fund receives a portion of a 1.3 mil road tax levied by the County. The County has the authority to levy up to 3.0 mils.



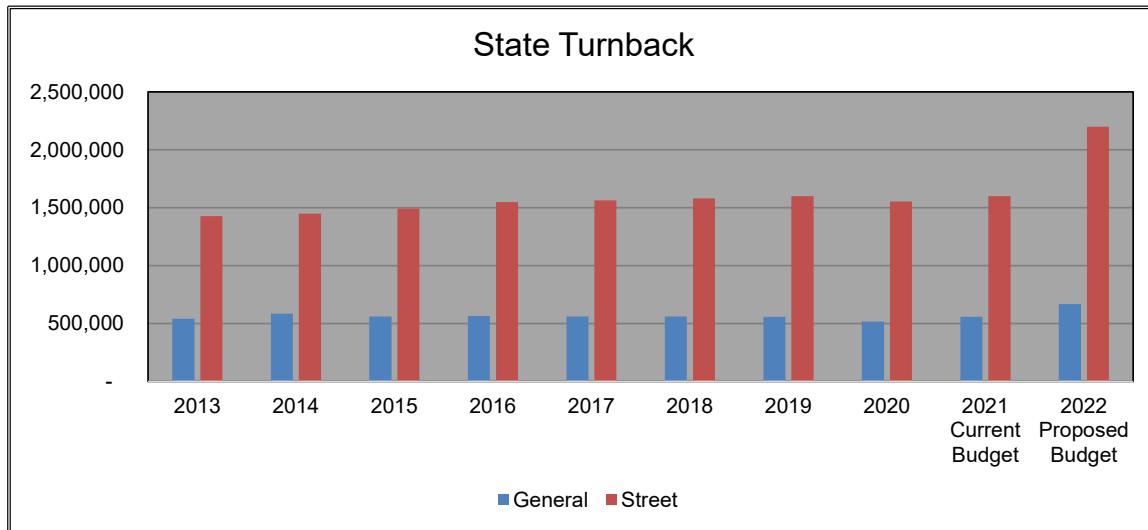
**FRANCHISE FEES (ADMIN) - \$5,777,196:** The franchise fees include payments from telephone, cable TV, and natural gas franchises. The City owned utilities also pay the franchise fees and each utility (Electric, Water, and Wastewater) has their rate set at 5%.



## BUDGET SUMMARY

**STATE TURNBACK - \$2,863,756:** This revenue is a turn back from the state. Each year the Arkansas Municipal League advises municipalities the per capita rate to budget for the coming year. For 2021 in the street fund the amount is \$79.55 per capita.

The General fund amount is \$16.25 per capita. As with other revenues, the General Fund portion is unrestricted but the Street Fund portion must be used for street maintenance, repair and operating costs of the street department, including the purchase of equipment or paying for capital projects.



## IMPACT AND CAPACITY FEES

**WASTEWATER – SEWER/WASTEWATER CAPACITY FEE - \$0:** This fee was established in 2002 with fee collection beginning in July 2002. Along with the other capacity/impact fees, it was reviewed by a consultant late in 2005 and continuing into 2006. In 2016, this fee was discontinued.

**WATER – WATER CAPACITY FEE - \$0:** This fee was passed at the same time as the Sewer/Wastewater Capacity Fee and Fire Impact Fee. In 2016, this fee was also discontinued.

**FIRE – FIRE IMPACT FEE - \$300,000:** This fee was passed at the same time as Sewer/Wastewater Capacity Fee and the Water Capacity Fee, and has the same restrictions. The Fire Impact Fee for a single-family residence is \$318.

**PARKS - PARKS IMPACT FEE - \$900,000:** This fee was passed at the same time as Sewer/Wastewater Capacity Fee and the Water Capacity Fee, and has the same restrictions. The Parks Impact Fee for a single-family residence is \$2,192.

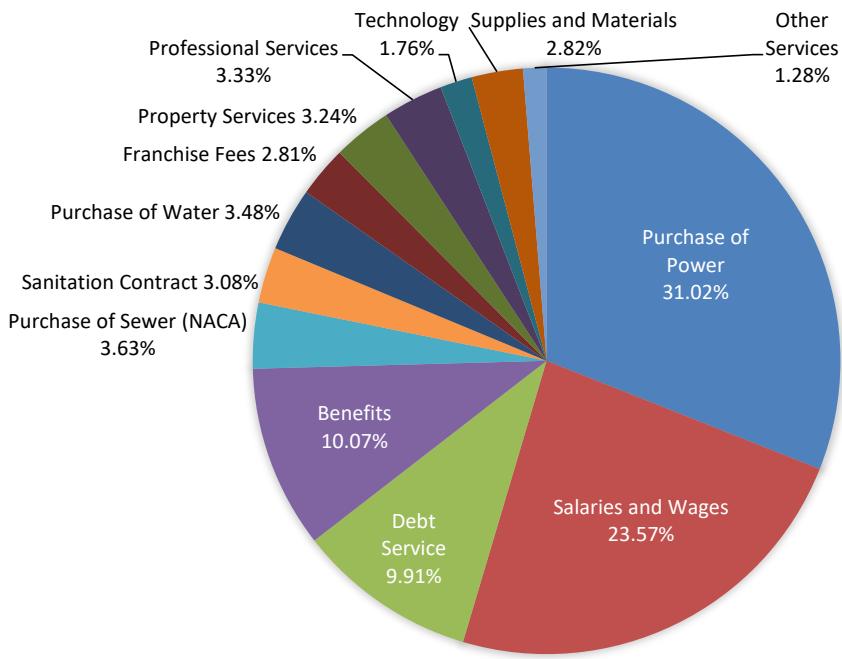
**POLICE – POLICE IMPACT FEE - \$500,000:** This fee was reinstated in 2016. Currently, police is adding additional space due to growth and these will help fund the addition. The Police Impact Fee for a single-family residence is \$546.

**LIBRARY – LIBRARY IMPACT FEE - \$85,000:** These fees were also reinstated in 2016 and will be used for capital and collections. The Library Impact Fee for a single-family residence is \$178.

## BUDGET SUMMARY

### MAJOR EXPENSES BUDGETED

The following pie chart shows the major O & M budgeted expenses for the City. The table following the pie chart shows corresponding actual amounts for the years of 2019 and 2020 in addition to the 2021 and 2022 budgeted amounts.



Description	2019 Actual	2020 Actual	2021 Budget	2022 Budget	% of Total O & M
Purchase of Power	\$ 46,620,073	45,763,660	\$ 46,900,122	\$ 53,117,885	31.02%
Salaries and Wages	30,520,994	32,945,417	34,969,235	40,368,860	23.57%
Debt Service	16,173,808	14,278,471	13,529,570	16,969,322	9.91%
Benefits	12,989,166	14,336,294	15,141,640	17,240,527	10.07%
Purchase of Sewer (NACA)	5,316,167	5,796,316	6,000,000	6,210,000	3.63%
Sanitation Contract	4,913,131	5,274,725	4,911,654	5,274,724	3.08%
Purchase of Water	5,595,129	6,183,908	5,769,785	5,954,167	3.48%
Franchise Fees	4,365,856	4,541,975	4,695,032	4,812,306	2.81%
Property Services	4,294,864	4,756,002	5,031,914	5,551,731	3.24%
Professional Services	4,341,970	5,325,771	5,272,847	5,700,575	3.33%
Technology	1,675,407	2,210,638	2,237,040	3,022,121	1.76%
Supplies and Materials	4,472,055	4,848,435	4,363,314	4,828,165	2.82%
Other Services	1,532,196	1,151,278	1,966,468	2,198,739	1.28%
O & M Total	<u>142,810,816</u>	<u>147,412,890</u>	<u>150,788,618</u>	<u>171,249,122</u>	
Capital	26,300,252	27,307,360	17,485,032	23,715,167	
<b>Total without Transfers</b>	<b>\$ 169,111,068</b>	<b>\$ 174,720,250</b>	<b>\$ 168,273,650</b>	<b>\$ 194,964,289</b>	

**PURCHASE OF POWER:** Utilities are an area of major expense, especially for electricity. The City is fortunate in having an electric department that benefits the citizens in the form of reasonable, reliable electricity as well as provides a steady cash flow to the City. Power is purchased then sold to the customers. The budgeted amount for power purchases for 2022 is approximately \$53 million. The increase reflects continued growth of both residential and commercial accounts along with rising fuel costs.

## **BUDGET SUMMARY**

**SALARY AND WAGES:** As with most municipalities, or most service organizations, a major expense category is the cost of staff. For 2022, Salary and Wages are around \$40 million dollars, making up 23.57% of O & M. A COLA of 5.9% was budgeted for 2022.

**DEBT SERVICE:** The Debt Service Fund was created for the Sales and Use Tax Bonds. Eighty percent of the capital penny goes to the bond trustee for the principal and interest on these bonds. In the Utility Fund, the City currently has principal and interest payments on three bond issues and on four revolving loan funds from the state. All of them are related to electric, water and sewer projects. More details are provided under the Debt section.

**BENEFITS:** Benefits are up due to increases in the pension plans and changes in insurance coverage by employees. Health insurance costs had an increase in 2022 of approximately 3%.

**SANITATION CONTRACT:** Sanitation services are contracted to an outside vendor which is covered by related revenue, is budgeted at approximately \$5.3 million. It is budgeted based on the number of residential, small commercial and large commercial customers, plus a projected growth factor, and the respective rates. Residential and small commercial customers receive once a week pick up since the City switched to the cart system. Recycling carts are also provided and the usage has been significant.

The large commercial customers have dumpsters and are billed on volume based on their choice of dumpster capacity and frequency of service. The City bills the customers on the monthly utility bill along with charges for electric, water, and sewer.

**PURCHASE OF WATER:** Our water department purchases water from Beaver Water District (BWD). Beaver Water District was formed in the 1960s by the cities of Fayetteville, Springdale, Rogers, and Bentonville. The district has intake facilities on Beaver Lake, which is a Corps of Engineers lake. The district treats the water and pumps it to the four cities, which may then use it and, if they choose, sell it to wholesale customers. The cost for purchased water, budgeted by our water utilities manager based on history and our rapid growth, is a little more than \$5.9 million for 2022.

**FRANCHISE FEES:** Since the City operates its own electric department, a franchise fee is paid from the electric department to the general fund similar to a franchise fee that the general fund would receive from an electric utility. In the past, it has been a flat amount that had not changed for several years, but it is now computed as a percentage of revenue similar to other franchise fee amounts. Other typical franchise fees for natural gas, cable TV, and telephone services are also included.

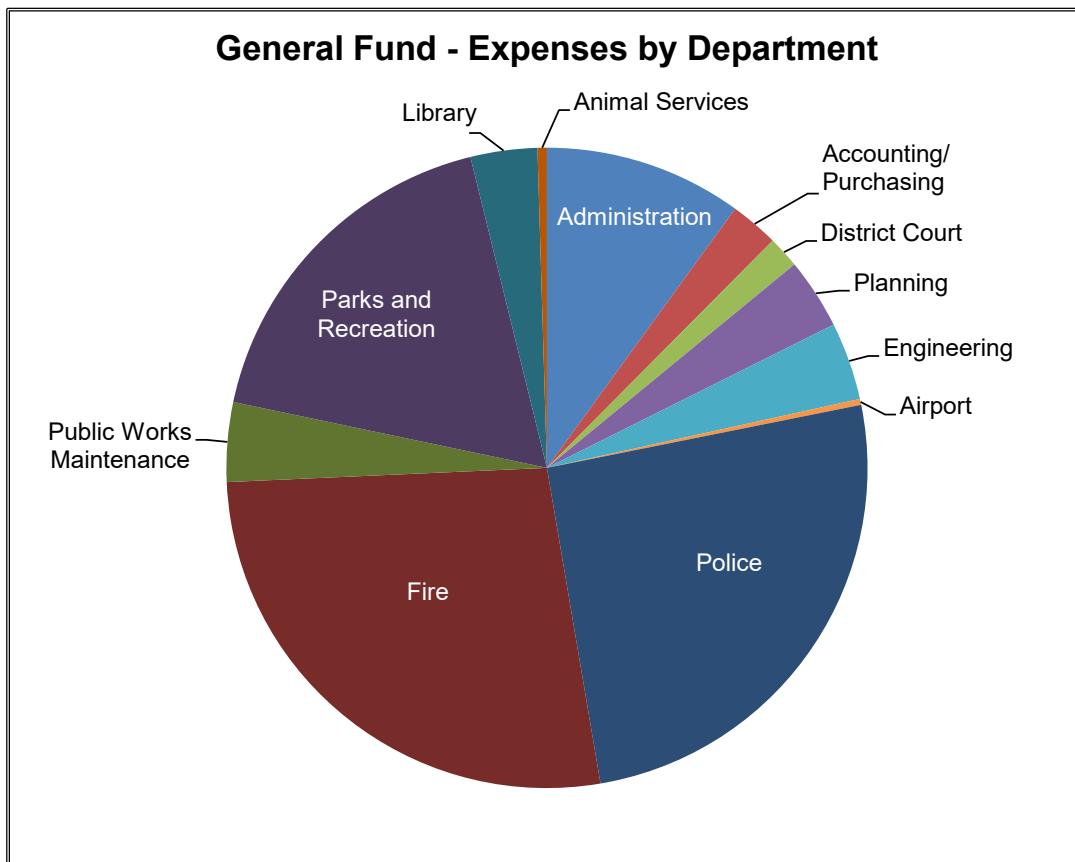
**PUBLIC WORKS MAINTENANCE CONTRACT:** This is the total cost within public works for maintenance of such items as the electric system, water lines, streets, traffic signals, and street signs.

**LEGAL & PROFESSIONAL:** These are fees for legal costs when outside attorneys are required for various cases, auditors, architects, engineering studies, rates studies, and other similar costs. The budgeted amount for legal and professional services for 2022 is \$5.7 million.

**SUPPLIES & MATERIALS:** This category includes minor equipment, computers, operating and office supplies, postage, safety expense and miscellaneous items. This category is budgeted for an increase of 10.7% from the 2021 budgeted amount.

**OTHER SERVICES:** This category includes insurance, training and dues/subscriptions. This category is budgeted for an increase of 11.8% from the 2021 budget due to increased insurance costs and training costs.

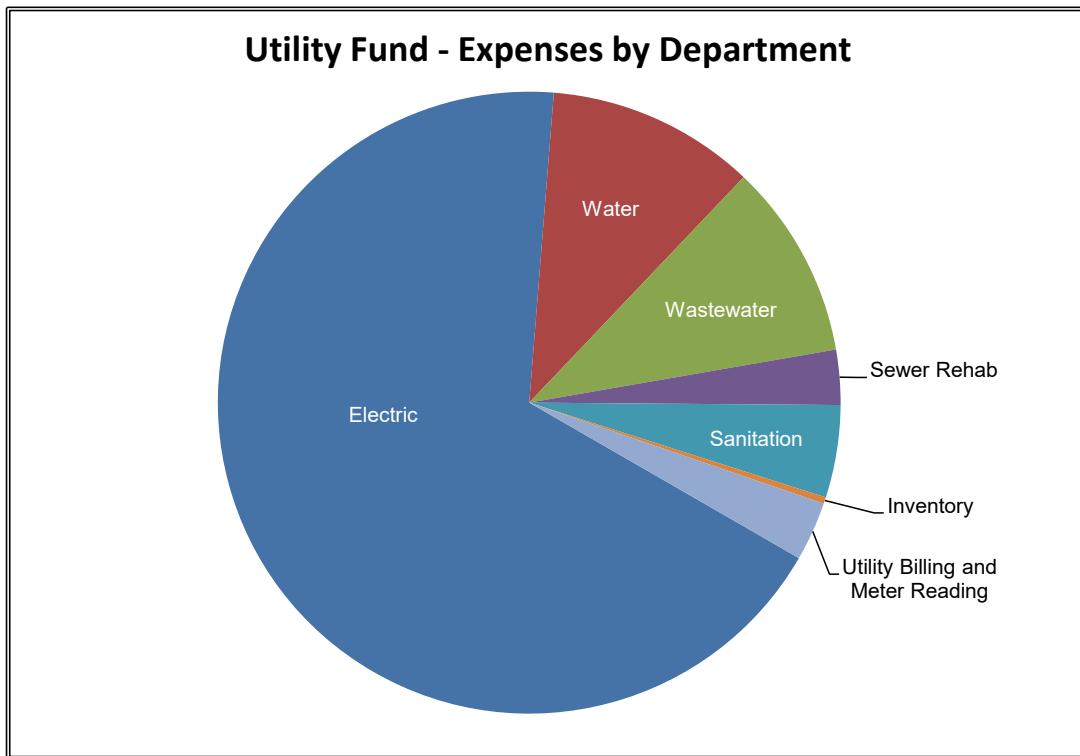
## BUDGET SUMMARY



**General Fund - Expenditures by Department**

Department	Expenditure Amount	Percentage
Administration	\$ 6,282,449	9.99%
Accounting/Purchasing	1,537,918	2.45%
District Court	1,008,217	1.60%
Planning	2,248,595	3.58%
Engineering	2,469,268	3.93%
Airport	188,306	0.30%
Police	16,021,217	25.48%
Fire	16,954,681	26.97%
Public Works Maintenance	2,520,412	4.01%
Parks and Recreation	11,230,759	17.86%
Library	2,115,977	3.37%
Animal Services	297,033	0.47%
<b>Total</b>	<b>\$ 62,874,832</b>	<b>100.00%</b>

## BUDGET SUMMARY



Utility Fund - Expenditures by Department		
Electric	\$ 75,145,449	67.93%
Water	11,979,350	10.83%
Wastewater	11,258,142	10.18%
Sewer Rehab	3,161,833	2.86%
Sanitation	5,313,224	4.80%
Inventory	376,169	0.34%
Utility Billing and Meter Reading	<hr/> 3,393,257	<hr/> 3.07%
Total	<hr/> <u>\$ 110,627,424</u>	<hr/> <u>100.00%</u>

## **BUDGET SUMMARY**

### **DEBT**

The City has three outstanding revenue bonds in the Utility Fund and a sales and use tax bond issue. During 2021, the city underwent a rating by S&P Global Ratings and received an A- rating in relation to the 2021 issuance of the Sales and Use Tax Bonds.

The Revenue bonds are comprised of various issues for the purpose of acquiring, constructing, equipping, renovating, expanding, and refurbishing additions and improvements to the City's electric, water and sewer system (the "System").

Revenue bonds outstanding at December 31, 2021, are as follows:

	<b>Interest Rates</b>	<b>Final Maturity Date</b>	<b>Principal at 12/31/2021</b>
Revenue Bonds, Series 2006A	2.50%	2028	\$ 3,114,302
Revenue Bonds, Series 2006B	5.2% - 5.9%	2025	805,453
Revenue Bonds, Series 2000	2.75%	2023	506,621
			<u>\$ 4,426,376</u>

**COMBINED ELECTRIC, WATER AND SEWER REVENUE BONDS, SERIES 2006A** – On January 10, 2006, the City issued \$ 9,708,500 in Combined Electric, Water and Sewer Revenue bonds for the purpose of design and construction of the Beaver Transmission water line. The bonds are not a general obligation of the City, but are secured by a pledge of, and are payable from, revenues of the System. The City has entered into an agreement with the ADFA whereby ADFA agreed to purchase up to the par amount of the bonds. The bonds will be issued in increments that correspond to the construction activity. This issue is subordinate to the S Series 2005, Series 1999, Series 1999, and Series 1992 bonds. The bonds bear interest at 2.50% and the City is required to pay the bond service (ADFA) a servicing fee of 1% per annum on the outstanding principal of the bonds.

**COMBINED ELECTRIC, WATER AND SEWER REVENUE BONDS, SERIES 2006B** – On April 1, 2006, the City issued \$2,600,000 in Combined Electric, Water and Sewer Revenue bonds for the purpose of planning, design, and construction of a water tank. The bonds are not a general obligation of the City, but are secured by a pledge of, and are payable from, revenues of the System. The bonds will be issued in increments that correspond to the construction activity. The bonds are subordinate to the Series 2005, Series 1999, Series 1999, and Series 1992 bonds. The bonds bear interest at 5.2% to 5.9%.

**COMBINED ELECTRIC, WATER AND SEWER REVENUE BONDS, SERIES 2000** – On June 13, 2000, the City issued \$5,500,000 in Combined Electric, Water, and Sewer Revenue bonds for the purpose of planning, design, construction, and/or rehabilitation of the wastewater treatment facilities. The bonds are not a general obligation of the City, but are secured by a pledge of, and are payable from, revenues of the System. The City has entered into an agreement with the Arkansas Development Finance Authority ("ADFA") whereby ADFA agreed to purchase up to the par amount of the bonds. The bonds will be issued in increments that correspond to the construction activity. The bonds are subordinate to the Series 1999,

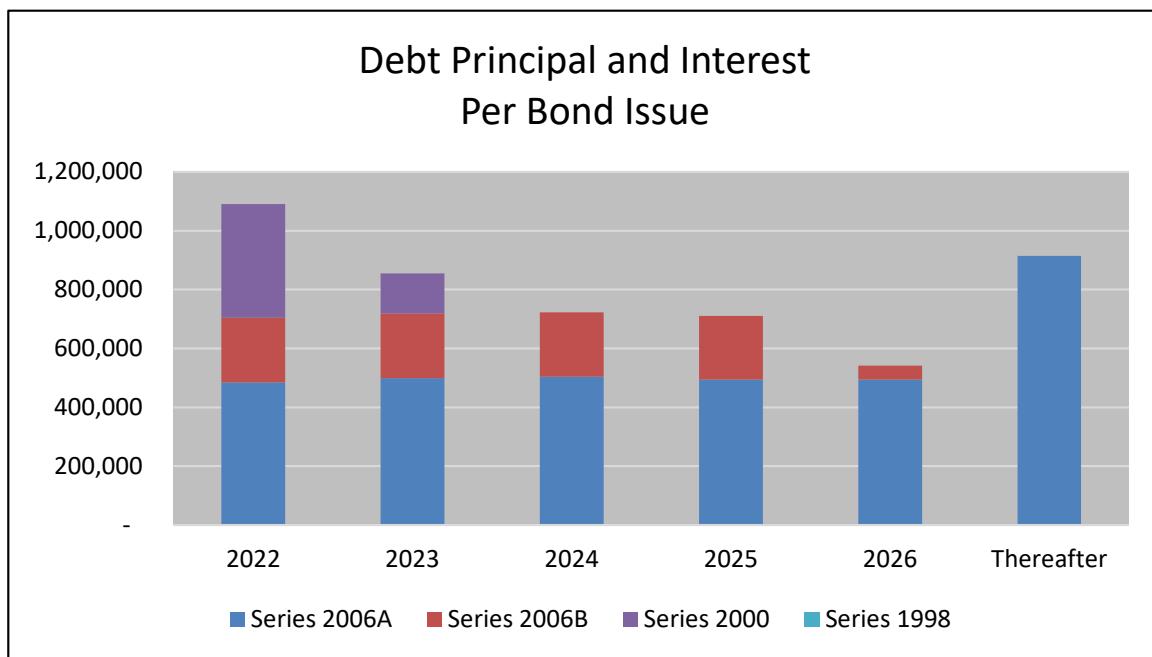
## BUDGET SUMMARY

Series 1998 and Series 1992 bonds. The bonds bear interest at 2.75% and the City is required to pay the bond service (ADFA) a servicing fee of 1% per annum on the outstanding principal of the bonds.

All bond obligations of the Utility Fund are payable solely from and collateralized by a pledge of the net revenues derived from the operation of the utilities. The City is required to maintain separate bond fund accounts, meet certain debt service requirements, and adhere to various operating requirements as stipulated in the bond agreements.

Annual debt service requirements to maturity for revenue bonds as of December 31, 2021 are as follows:

<b>Annual Debt Service Requirements for 2021 Budget</b>						
		Total	Principal	Interest	Service Fees	
2022	\$	1,091,362	\$ 964,828	\$ 126,534	\$ 43,607	
2023		854,759	757,626	97,133		36,488
2024		722,593	648,678	73,915		27,615
2025		711,124	658,678	52,446		22,362
2026		542,164	499,131	43,033		17,933
Thereafter		<u>915,032</u>	<u>897,435</u>	<u>17,597</u>		<u>25,753</u>
		<b>\$ 4,837,034</b>	<b>\$ 4,426,376</b>	<b>\$ 410,658</b>		<b>\$ 173,758</b>



## **BUDGET SUMMARY**

**SERIES 2017 AND SERIES 2021 BOND ISSUES** – On November 15, 2007, the City issued \$36,335,000 for the purpose of street construction, park and recreation capital, police and fire capital, and the municipal airport. During 2020, the City retired the principal of the outstanding bond. Series 2 was issued on December 1, 2009 in the amount of \$30,295,996. The City had not planned to issue Series 2 until October of 2010 but due to the progress made in Streets, Parks and Airport, along with the financial market, it was decided the timing needed to be expedited. Series 3 was issued on November 23, 2010 and was \$21,505,000 and was for Streets. Series 4 was issued on April 25, 2017 and the proceeds were \$20,979,950 for Street and \$3,214,854 for Police.

At a special election held on April 13, 2021, voters approved \$266 million in bonds for capital projects and for money to refund existing bonds to be financed by extending the City's 1% sales tax. The 1% sales tax was set to expire in 2032, it is now set to expire in 2046. In June 2021, Series 2021A and Series 2021B Bonds were issued for a combined amount of \$84,045,000. The Series 2021A Bonds were issued for the purpose of advance refunding the City's outstanding Series 2017 Bonds, financing a portion of the costs of street improvements, funding a portion of the debt service reserve and paying expenses of issuing the Series 2021A Bonds. The Series 2021B Bonds were issued for the purpose of the current refunding of the Series 2009 and Series 2010 Bonds, financial all or a portion of the costs of various capital improvements for the City, funding a portion of a debt service reserve and paying expenses of issuing the Series 2021B Bonds. The Series 2021A and Series 2021B Bonds are special obligations payable solely from collections from a 1% sales and use tax levied by the City. The Series 2021 Bonds are currently being targeted towards the following purposes:

- Refunding the Bonds Current Refunded and the Bonds Advanced Refunded (\$23 million)
- Street Improvements (\$173.5 million)
- Park and Recreation Improvements (\$32.75 million)
- Radio Communication Improvements (\$6.6 million)
- Police Department Improvements (\$1.65 million)
- Fire Department Improvements (\$3.9 million)
- Drainage Improvements (\$19.75 million)
- Library Improvements (\$4.975 million)

If sales tax collections continue the trend over the next several years, it is the City's intent to have early pay offs on the bonds with the stepped up collections.

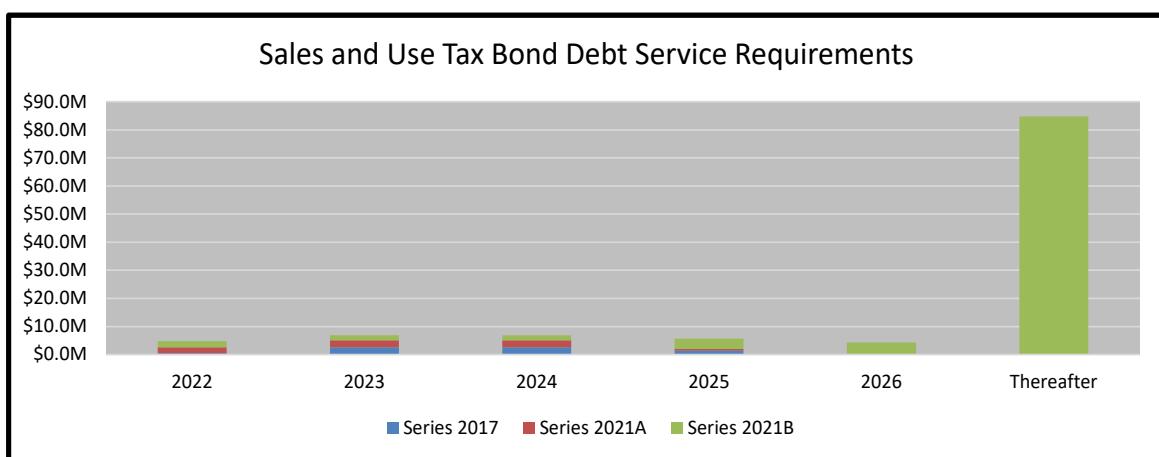
Sales and Use Tax Bonds outstanding at December 31, 2021, are as follows:

	Interest Rates	Final Maturity Date	Principal at 12/31/2021
Sales and Use Tax bonds, Series 2017	2.0% - 5.0%	2027	\$ 6,685,000
Sales and Use Tax bonds, Series 2021A	.032% - 1.1%	2025	7,470,000
Sales and Use Tax bonds, Series 2021B	1.05% - 5.0%	2046	<u>76,575,000</u>
			\$ 90,730,000

## BUDGET SUMMARY

Annual debt service requirements to maturity for the sales and use tax bonds as of December 31, 2021 are as follows:

<b>Annual Debt Service Requirements for 2022 Budget</b>				
	Total	Principal	Interest	
2022	\$ 4,794,101	\$ 2,255,000	\$ 2,539,101	
2023	6,874,335	4,895,000	1,979,335	
2024	6,874,960	4,980,000	1,894,960	
2025	5,730,173	3,930,000	1,800,173	
2026	4,238,805	2,580,000	1,658,805	
Thereafter	<u>84,751,640</u>	72,090,000	12,661,640	
	 \$ 113,264,014	 \$ 90,730,000	 \$ 22,534,014	



The State of Arkansas has a statutory limit on the principal amount of debt. The limit for a municipality is 25% of the total assessed value for tax purposes of real and personal property as determined by the last tax assessment. For Bentonville the assessed value of \$1,435,545,250 produces a limit of \$358,886,313. The City currently has no long-term debt that counts against that limit because the loans are not general obligations of the City but are secured by revenues.

## **BUDGET SUMMARY**

### **SUMMARIES BY FUND**

The following pages show tables, for three years, for all funds combined and for each fund that makes up the total.

The major factor in the large amounts in Services & Charges is that the Utility Fund includes purchases of water and electricity for sale by City operated water and electric departments.

The funds for Fire Impact Fee, Water Capacity Fee, and Wastewater Capacity Fee were set up in 2005 as separate funds to account in a clearer manner for the fees that were approved for those purposes.

The summaries show revenue and expenses broken into several categories or classification. They are explained briefly below.

### **REVENUES BY CATEGORY**

The revenues are divided into categories as follows:

<b>Taxes</b>	Includes city sales taxes, the city's share of county sales taxes, use taxes, franchise fees, property taxes, state turn back, and voluntary property taxes
<b>Licenses and Permits</b>	Includes building, electrical, plumbing and mechanical permits, and other smaller items of a similar nature
<b>Intergovernmental Revenue</b>	Payments and grants from federal, state, and county government
<b>Charge for Services</b>	Includes revenue from utility bills, ambulance charges, parks concessions, street cuts, grave openings, exc.
<b>Special Assessments and Fines</b>	Includes capacity and impact fees, court fines, warrant fines, etc.
<b>Interest</b>	Reflects interest earnings on the City's investments.
<b>Other Income</b>	Comprised of revenue sources such as contributions/donations, recoveries of bad debts, etc. that do not fit the other categories
<b>Other Financing Sources</b>	May include bank loans, bond proceeds, transfers-in, funded depreciation, proceeds from the state revolving loan fund, etc.

## **BUDGET SUMMARY**

### **EXPENSES BY CLASSIFICATION**

The expenses are divided into categories as follows:

<b>Salaries and Wages</b>	Includes salaries, wages, premium pay, certificate pay and other compensation
<b>Benefits</b>	Includes benefits such as retirement, health insurance premiums, etc.
<b>Supplies and Materials</b>	Includes uniforms, petroleum products, office supplies, minor equipment, chemical and janitorial and lab supplies, postage, etc.
<b>Professional Services</b>	Used to account for contract for professional services such as legal, audit, architectural, engineering, rate studies, and other professional fees
<b>Property Services</b>	Includes utilities, communication, repairs to buildings and equipment, computer repair, and cleaning and janitorial services
<b>Other Services</b>	Includes insurance, travel and training, dues and subscriptions, employment ads and publication of public notices and ordinances and resolutions
<b>Cost of Goods</b>	Includes purchase of water and electricity for resale, and franchise fees paid from utility departments to the General Fund
<b>Capital</b>	Reflects costs for land, buildings, infrastructure, vehicles, heavy equipment and machinery, etc.
<b>Debt Service</b>	Includes principal and interest payments on debts, fiscal agent fees, lease payments, amortization and depreciation
<b>Transfers – Departmental</b>	Includes transfers within a fund to another department in that fund
<b>Transfers Out - Funds</b>	May include transfers from one fund to another
<b>Technology Maintenance/Minor Equipment</b>	Includes technology maintenance fees, software fees, new software and computer equipment

## BUDGET SUMMARY

### 2022 BUDGET ALL FUNDS

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 62,472,040	\$ 58,707,129	\$ 69,706,944	\$ 10,999,815	18.7%
Licenses & Permits	1,944,550	1,313,023	1,720,965	407,942	31.1%
Intergovernmental Revenue	3,494,447	255,749	559,019	303,270	118.6%
Charge for Services	106,086,194	103,291,776	117,618,532	14,326,756	13.9%
Special Assessments/Fines	3,938,033	2,283,372	2,184,956	(98,416)	-4.3%
Interest/Rent	1,135,158	404,129	352,619	(51,510)	-12.7%
Other Income	6,333,448	383,530	157,701	(225,829)	-58.9%
<b>Total Revenues</b>	<b>185,403,870</b>	<b>166,638,708</b>	<b>192,300,736</b>	<b>25,662,028</b>	<b>15.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	32,945,417	34,969,237	40,368,860	5,399,623	15.4%
Benefits	14,336,294	15,141,640	17,240,527	2,098,887	13.9%
Supplies & Materials	4,848,435	4,363,314	4,828,165	464,851	10.7%
Professional Services	5,325,771	5,272,847	5,700,575	427,728	8.1%
Technology Maintenance/Minor Equipment	2,210,638	2,237,040	3,022,121	785,081	35.1%
Property Services	4,756,002	5,031,914	5,551,731	519,817	10.3%
Other Services	1,151,278	1,966,468	2,198,739	232,271	11.8%
Utility Cost of Goods	67,560,585	68,276,593	75,369,082	7,092,489	10.4%
<b>Total Operations and Maintenance</b>	<b>133,134,420</b>	<b>137,259,053</b>	<b>154,279,800</b>	<b>17,020,747</b>	<b>12.4%</b>
<b>Capital Expenditures</b>					
Capital	27,307,360	15,700,032	21,930,167	6,230,135	39.7%
Setasides - Capital Items	-	1,785,000	1,785,000	-	0.0%
<b>Total Capital Expenditures</b>	<b>27,307,360</b>	<b>17,485,032</b>	<b>23,715,167</b>	<b>6,230,135</b>	<b>35.6%</b>
<b>Other</b>					
Debt Service	14,278,471	13,529,569	16,969,322	3,439,753	25.4%
Depreciation/Amortization	7,732,025	-	-	-	--
<b>Total Other</b>	<b>22,010,496</b>	<b>13,529,569</b>	<b>16,969,322</b>	<b>3,439,753</b>	<b>25.4%</b>
<b>Total Expenditures</b>	<b>182,452,276</b>	<b>168,273,654</b>	<b>194,964,289</b>	<b>26,690,635</b>	<b>15.9%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	1,742,518	140,000	-	(140,000)	-100.0%
Use of Reserves	-	1,850,000	5,325,000	3,475,000	187.8%
Donated Infrastructure (non-cash item)	4,458,330	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	20,025	-	-	-	--
Transfers In	-	100,832	-	(100,832)	-100.0%
Transfers Out	(1,742,518)	(100,832)	-	100,832	-100.0%
<b>Total Other Financing Sources and Uses</b>	<b>4,478,355</b>	<b>1,990,000</b>	<b>5,325,000</b>	<b>3,335,000</b>	<b>167.6%</b>
<b>Net</b>	<b>\$ 7,429,949</b>	<b>\$ 355,054</b>	<b>\$ 2,661,447</b>	<b>\$ 2,306,393</b>	<b>649.6%</b>

## BUDGET SUMMARY

### 2022 BUDGET GENERAL FUND

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 44,022,689	\$ 41,505,217	\$ 49,105,712	\$ 7,600,495	18.3%
Licenses & Permits	1,943,450	1,313,023	1,720,965	407,942	31.1%
Intergovernmental Revenue	3,177,737	255,749	559,019	303,270	118.6%
Charge for Services	4,250,553	5,286,069	6,199,683	913,614	17.3%
Special Assessments/Fines	388,542	498,372	399,956	(98,416)	-19.7%
Interest/Rent	594,850	243,482	229,378	(14,104)	-5.8%
Other Income	2,822,194	344,750	110,000	(234,750)	-68.1%
<b>Total Revenues</b>	<b>57,200,015</b>	<b>49,446,662</b>	<b>58,324,713</b>	<b>8,878,051</b>	<b>18.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	23,424,753	24,064,299	28,260,833	4,196,534	17.4%
Benefits	10,129,016	10,496,716	12,162,085	1,665,369	15.9%
Supplies & Materials	2,438,206	2,735,596	3,110,265	374,669	13.7%
Professional Services	3,468,914	3,398,081	3,943,307	545,226	16.0%
Technology Maintenance/Minor Equipment	1,635,712	1,472,756	1,806,872	334,116	22.7%
Property Services	2,090,082	2,300,816	2,618,905	318,089	13.8%
Other Services	761,630	1,236,787	1,454,398	217,611	17.6%
<b>Total Operations and Maintenance</b>	<b>43,948,313</b>	<b>45,705,051</b>	<b>53,356,665</b>	<b>7,651,614</b>	<b>16.7%</b>
<b>Capital Expenditures</b>					
Capital	11,687,550	5,715,703	9,518,167	3,802,464	66.5%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>11,687,550</b>	<b>5,715,703</b>	<b>9,518,167</b>	<b>3,802,464</b>	<b>66.5%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>55,635,863</b>	<b>51,420,754</b>	<b>62,874,832</b>	<b>11,454,078</b>	<b>22.3%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	791,518	140,000	-	(140,000)	-100.0%
Use of Reserves	-	1,850,000	4,825,000	2,975,000	160.8%
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	20,025	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>811,543</b>	<b>1,990,000</b>	<b>4,825,000</b>	<b>2,835,000</b>	<b>142.5%</b>
<b>Net</b>	<b>\$ 2,375,695</b>	<b>\$ 15,908</b>	<b>\$ 274,881</b>	<b>\$ 258,973</b>	<b>1627.9%</b>

## BUDGET SUMMARY

### 2022 BUDGET UTILITY FUND

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	1,100	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	101,786,841	97,984,707	111,389,668	13,404,961	13.7%
Special Assessments/Fines	352,080	-	-	-	--
Interest/Rent	333,886	133,133	102,262	(30,871)	-23.2%
Other Income	898,037	38,780	47,701	8,921	23.0%
<b>Total Revenues</b>	<b>103,371,944</b>	<b>98,156,620</b>	<b>111,539,631</b>	<b>13,383,011</b>	<b>13.6%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	8,224,350	9,513,202	10,469,940	956,738	10.1%
Benefits	3,571,920	3,980,606	4,346,454	365,848	9.2%
Supplies & Materials	1,381,151	1,472,593	1,557,400	84,807	5.8%
Professional Services	1,440,731	1,755,660	1,622,126	(133,534)	-7.6%
Technology Maintenance/Minor Equipment	548,037	700,599	1,156,977	456,378	65.1%
Property Services	2,133,888	2,252,996	2,440,786	187,790	8.3%
Other Services	356,137	679,501	694,071	14,570	2.1%
Utility Cost of Goods	67,560,585	68,276,593	75,369,082	7,092,489	10.4%
<b>Total Operations and Maintenance</b>	<b>85,216,799</b>	<b>88,631,750</b>	<b>97,656,836</b>	<b>9,025,086</b>	<b>10.2%</b>
<b>Capital Expenditures</b>					
Capital	8,317,637	8,441,529	10,497,500	2,055,971	24.4%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>8,317,637</b>	<b>8,441,529</b>	<b>10,497,500</b>	<b>2,055,971</b>	<b>24.4%</b>
<b>Other</b>					
Debt Service	1,278,922	1,149,234	2,473,088	1,323,854	115.2%
Depreciation/Amortization	7,732,025	-	-	-	--
<b>Total Other</b>	<b>9,010,947</b>	<b>1,149,234</b>	<b>2,473,088</b>	<b>1,323,854</b>	<b>115.2%</b>
<b>Total Expenditures</b>	<b>102,545,383</b>	<b>98,222,513</b>	<b>110,627,424</b>	<b>12,404,911</b>	<b>12.6%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	951,000	-	-	-	--
Use of Reserves	-	-	500,000	500,000	--
Donated Infrastructure (non-cash item)	4,458,330	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	100,832	-	(100,832)	-100.0%
Transfers Out	-	(31,667)	-	31,667	-100.0%
<b>Total Other Financing Sources and Uses</b>	<b>5,409,330</b>	<b>69,165</b>	<b>500,000</b>	<b>430,835</b>	<b>622.9%</b>
<b>Net</b>	<b>\$ 6,235,891</b>	<b>\$ 3,272</b>	<b>\$ 1,412,207</b>	<b>\$ 1,408,935</b>	<b>43060.4%</b>

## BUDGET SUMMARY

### 2022 BUDGET TRANSPORTATION AND STREET FUND

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 4,917,908	\$ 4,821,577	\$ 6,104,998	\$ 1,283,421	26.6%
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	316,710	-	-	-	--
Charge for Services	48,800	21,000	29,181	8,181	39.0%
Special Assessments/Fines	338,775	-	-	-	--
Interest/Rent	54,652	27,514	20,979	(6,535)	-23.8%
Other Income	2,613,217	-	-	-	--
<b>Total Revenues</b>	<b>8,290,062</b>	<b>4,870,091</b>	<b>6,155,158</b>	<b>1,285,067</b>	<b>26.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	1,296,314	1,391,736	1,638,087	246,351	17.7%
Benefits	635,358	664,318	731,988	67,670	10.2%
Supplies & Materials	1,029,078	155,125	160,500	5,375	3.5%
Professional Services	416,126	119,106	135,142	16,036	13.5%
Technology Maintenance/Minor Equipment	26,889	63,685	58,272	(5,413)	-8.5%
Property Services	532,032	478,102	492,040	13,938	2.9%
Other Services	33,511	50,180	50,270	90	0.2%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>3,969,308</b>	<b>2,922,252</b>	<b>3,266,299</b>	<b>344,047</b>	<b>11.8%</b>
<b>Capital Expenditures</b>					
Capital	3,666,316	1,542,800	1,914,500	371,700	24.1%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>3,666,316</b>	<b>1,542,800</b>	<b>1,914,500</b>	<b>371,700</b>	<b>24.1%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>7,635,624</b>	<b>4,465,052</b>	<b>5,180,799</b>	<b>715,747</b>	<b>16.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	(69,165)	-	69,165	-100.0%
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>(69,165)</b>	<b>-</b>	<b>69,165</b>	<b>-100.0%</b>
<b>Net</b>	<b>\$ 654,438</b>	<b>\$ 335,874</b>	<b>\$ 974,359</b>	<b>\$ 638,485</b>	<b>190.1%</b>

## BUDGET SUMMARY

### 2022 BUDGET IMPACT AND CAPACITY FEE FUND FIRE IMPACT FEES

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	399,582	300,000	300,000	-	0.0%
Interest/Rent	1,024	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>400,606</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setasides - Capital Items	-	300,000	300,000	-	0.0%
<b>Total Capital Expenditures</b>	<b>-</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>-</b>	<b>300,000</b>	<b>300,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 400,606</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### 2022 BUDGET IMPACT AND CAPACITY FEE FUND WATER CAPACITY FEES

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	2,462	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>2,462</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setaside - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 2,462</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### 2022 BUDGET IMPACT AND CAPACITY FEE FUND WASTEWATER CAPACITY FEES

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	4,136	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>4,136</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	(951,000)	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>(951,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ (946,864)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### 2022 BUDGET IMPACT AND CAPACITY FEE FUND PARKS AND RECREATION IMPACT FEES

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	1,639,822	900,000	900,000	-	0.0%
Interest/Rent	35,336	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>1,675,158</b>	<b>900,000</b>	<b>900,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setasides - Capital Items	-	900,000	900,000	-	0.0%
<b>Total Capital Expenditures</b>	<b>-</b>	<b>900,000</b>	<b>900,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>-</b>	<b>900,000</b>	<b>900,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	(100,875)	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>(100,875)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 1,574,283</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### 2022 BUDGET IMPACT AND CAPACITY FEE FUND POLICE IMPACT FEES

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	686,146	500,000	500,000	-	0.0%
Interest/Rent	1,910	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>688,056</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setasides - Capital Items	-	500,000	500,000	-	0.0%
<b>Total Capital Expenditures</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>-</b>	<b>500,000</b>	<b>500,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	(690,643)	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>(690,643)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ (2,587)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### 2022 BUDGET IMPACT AND CAPACITY FEE FUND LIBRARY IMPACT FEES

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	133,086	85,000	85,000	-	0.0%
Interest/Rent	3,592	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>136,678</b>	<b>85,000</b>	<b>85,000</b>	<b>-</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setaside - Capital Items	-	85,000	85,000	-	0.0%
<b>Total Capital Expenditures</b>	<b>-</b>	<b>85,000</b>	<b>85,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>-</b>	<b>85,000</b>	<b>85,000</b>	<b>-</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 136,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### 2022 BUDGET DEBT SERVICE FUND

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 13,531,443	\$ 12,380,335	\$ 14,496,234	\$ 2,115,899	17.1%
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	25,394	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>13,556,837</b>	<b>12,380,335</b>	<b>14,496,234</b>	<b>2,115,899</b>	<b>17.1%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other</b>					
Debt Service	12,999,549	12,380,335	14,496,234	2,115,899	17.1%
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>12,999,549</b>	<b>12,380,335</b>	<b>14,496,234</b>	<b>2,115,899</b>	<b>17.1%</b>
<b>Total Expenditures</b>	<b>12,999,549</b>	<b>12,380,335</b>	<b>14,496,234</b>	<b>2,115,899</b>	<b>17.1%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 557,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## BUDGET SUMMARY

### FUND BALANCE

The fund balances shown below are based on estimated results at the end of the 2021 fiscal year. It uses budgeted revenues and expenses for 2022. Fund Balance is the excess of assets over liabilities. A portion of the fund balance may be reserved or designated; the remainder is Unassigned Fund Balance.

	General	Street	Utility	Total Operating Funds	Other Aggregate
December 31, 2021 (Estimate)	60,932,077	6,516,660	259,027,817	<b>60,932,077</b>	33,071,596
2021 Adopted Budget					
Revenues	58,324,713	6,155,158	111,539,631	<b>58,324,713</b>	16,281,234
Expenses	<u>62,874,832</u>	<u>5,180,799</u>	<u>110,627,424</u>	<u><b>62,874,832</b></u>	<u>16,281,234</u>
Net	(4,550,119)	974,359	912,207	(4,550,119)	-
December 31, 2021 (Estimate)	56,381,958	7,491,019	259,940,024	<b>56,381,958</b>	33,071,596
Fund Balance Target					
25% of O & M	13,339,166	816,575	27,038,584	<b>13,339,166</b>	*
Cushion	43,042,792	6,674,444	232,901,440	<b>43,042,792</b>	*

\*Other Aggregate includes Capital Projects Fund, Debt Service Fund, Impact and Capacity Fee Fund and Court Fund. These Funds are primarily holding funds for assets and liabilities for specific purposes and contain no operating resources. Due to the nature of these funds, a Fund Balance Target and Cushion are not calculated.

On June 22, 2021, City Council approved a new formal Fund Balance and Reserve Policy that reflects a higher minimum standard and a process to evaluate projects that can be accomplished with excess reserves. According to the City's Stabilization and Contingency Reserve (SCR) Policy:

- The City will maintain a target balance of at least 25% of current year total operating and capital expenditures in the most recent fiscal budget approved by City Council. If existing reserves exceed the required level, such funds may be used to balance the budget or to meet needs that may arise during the year.
- The City will use monies from the 25% SCR only in times of emergency or fiscal and economic hardship.
- In the event the SCR is used, City Staff shall present a plan to City Council to replenish the reserve within three to five years. This excludes use of any SCR to support seasonal variations in cash flows.
- The fund balance in excess of the 25% reserve can only be reduced by City Council approval of a budget adjustment.

## **BUDGET SUMMARY**

### **BASIS OF ACCOUNTING AND BUDGETING**

#### **BASIS OF ACCOUNTING**

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

All proprietary funds and pension trust funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

The modified accrual basis of accounting is used by all governmental fund types and agency funds. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt are recorded as fund liabilities when due.

Non-exchange transactions, in which the City receives value without directly giving equal value in return, include property taxes, city and county sales tax, grants, entitlements and donations. Revenues from property taxes are recognized in the period for which the taxes are levied. Revenues from city and county sales taxes are recognized in the period for which the transaction occurred that is subject to the tax. Revenues from grants, entitlements, and donations are recognized when all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the period the resources, are required to be used or the period when use is first permitted, matching requirements and expenditure requirements, in which the resources are provided to the City on a reimbursement basis. On the modified accrual basis, revenues from non-exchange transactions must also be available before they can be recognized.

The accrual basis of accounting is utilized by proprietary fund types and pension trust funds. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

The City reports deferred revenue on its combined balance sheet. Deferred revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the City before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the City has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

## **BUDGET SUMMARY**

### **BASIS OF BUDGETING**

Each year the Finance Director projects revenues (sources of cash) for the coming year. The annual operating budget balances operating expenditures with operating revenues, and provides for adequate maintenance of capital, plant, and equipment including timely replacement.

The City budgets for governmental funds, which include the General Fund and Special Revenue Funds based on the modified accrual basis of accounting. Under this method, revenues are recognized in the period they become measurable and available to finance expenditures of the period and expenditures (expenses) are recorded when incurred with the exception of principal and interest on long term debt, which are recorded when due.

Exceptions to the modified accrual basis of accounting are as follows:

- Encumbrances lapse at the end of year. Either a payable exists at the end of the year or the money comes from the following year's budget.
- Grant revenue is not recorded until it is earned. If the City receives money in advance (which is rare), it is deferred revenue until earned.
- Sales and use taxes are recorded as revenue in the year they are remitted to the State, which makes them one month behind the period they are actually earned.
- Project length (continuing appropriation or projects that span more than one year) budgets adopted during the year are considered to reduce funds available in the year funds were originally appropriated.
- Overspending of project length (continuing appropriation or projects that span more than one year) budgets is considered to reduce funds available.
- The closeout of unspent project length (continuing appropriation or projects that span more than one year) budgets is considered to increase funds available.

The budgets for the proprietary fund, Utility Fund, are prepared using the accrual basis of accounting, with exceptions listed below. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

- Capital outlay is budgeted as an expenditure in the year purchased.
- Proceeds from the issuance of debt are considered to be sources of cash in the revenues, not an increase in liabilities. These proceeds are reclassified at the end of the year.
- Principal payments are shown as expenditures rather than reductions of the liability. Again, they are a use of cash and reclassified at the end of the year.
- Grants obtained for the construction of assets are considered to be revenues, not capital contributions.
- Receipts of long-term receivables are considered to be revenues, not reductions of the receivable.
- Gains or losses on the early retirement of debt are considered to increase or decrease the funds available in the year in which they occur and are not capitalized and amortized over the life of the bonds.
- Interest earned on escrowed cash and investments is not considered to be revenue for budget purposes.
- Inter-fund loans set up as draw-downs are considered to be 100% outstanding at the commencement of the loan.

## **BUDGET SUMMARY**

## **BUDGET PROCESS**

The annual budget document is the result of a lengthy process that involves employees from crew leaders through all levels of management, the Mayor, and the City Council. Council discussion is open and citizens are welcome to attend and to offer their comments to the Mayor and the Council. A copy of the final document is placed in the City library and other copies are mailed to various interested parties. A summary of the process is presented below.

### **FEBRUARY**

The Finance Director reviews the process from the prior year. Any resulting improvements in the process and the forms are identified and the budget manual is updated accordingly.

A meeting is held with all department heads and appropriate personnel from Administration to kick off the process. Revisions to the budget manual are distributed and reviewed. Forms are explained and questions are answered. Key guidance regarding assumptions that apply throughout the City is provided. The key calendar dates are discussed and the process begins.

### **MARCH - APRIL**

Department heads prepare their initial requests in accordance with the guidelines. All requests for personal computers and related items must be routed through the Systems Group Manager to ensure compliance with the policy and the overall direction the City is headed with technology. Requests for Travel & Training and for Minor Equipment must be supported using the comments feature built into the software.

Finance staff provides staffing costs utilizing features of our software. A copy of the live files is copied to the budget module, variables such as retirement contribution rate, insurance costs, and others are changed as appropriate, new positions and upgrades are inserted, and budget figures are produced. The information is distributed to department heads to review the data.

### **MAY**

Budgets are prepared based on existing staffing levels. Any new positions requested are submitted on individual forms that are available on-line on the City network. Funds for such positions are excluded from the original budget draft. Personnel requests must be routed through the Human Resources Manager for review of the job description, grade level, benefits, etc. Department heads finish entering O & M requests into the budget file by the end of May. Personnel and capital requests are also due at this time.

### **JUNE**

The Finance staff reviews the O & M requests and the detailed personnel and capital requests made by the departments.

### **JULY - AUGUST**

Budget review meetings involving the Mayor, Finance Director, and department heads begin in July. The purpose of these meetings is to review in detail the requests for O & M, personnel and capital. Checklists are made for items to be reviewed further, and for additional information to be provided before the budget is presented to the Council. Decisions are made on which items will be recommended to the Council for approval and those that will not. Items are reviewed to make sure that the amount requested is justified based on history, trends and plans for the coming year.

## **BUDGET SUMMARY**

### **SEPTEMBER**

During September, meetings with the Mayor continue. Meetings conclude at the end of September to allow time for material to be prepared for distribution to the council prior to the Budget Workshop which takes place in the middle of October.

Goals and objectives, and prior year accomplishments are submitted to the Mayor for review. Summary explanations of changes from the budget for the previous year are prepared for significant changes.

A list of new positions requested is prepared for the Council. The list shows the position, the department, the costs, justification for each request, and other pertinent information. A similar list is prepared for capital items. It indicates the cost and whether the item is new or a replacement.

### **OCTOBER**

The budget is distributed to the Council at the beginning of October (State law requires the Mayor to submit the budget to the Council on or before December 1). A day long Budget Workshop with Council members, department heads, and Mayor is held in the middle of the month. This Workshop is facilitated by the Finance Director and is designed to let department heads present their department's budget to Council and allow discussion of major projects and discussions that are more complex. If necessary, follow-up items are identified for further review and changes are made to budget document as discussed in the Workshop.

### **NOVEMBER**

A Budget Committee of the Whole meeting is called prior to the first Council Meeting in November. At the first Council meeting held in November the first request for budget approval is made. If needed a second request for budget approval is made at the second Council meeting held in November. The 2022 budget year is the first year the City budget was adopted in November. Since at least 1995, the City Budget has been adopted in December. State law requires the governing body to adopt the budget on or before February 1 each year. After the budget is adopted, copies of the budget figures are sent to each department and the final publication process takes place.

### **JANUARY**

The budget goes into effect and departments carry out their operations as approved. Monthly reports are printed and issued with departmental reviews and reports on progress, and exceptions, made to the Mayor and the Council. Each month summary reports are posted to the City's web site.

A memo is sent to all departments asking for a critique of the just completed budget process. Responses are reviewed and put into the file for use in the process which will begin again in March.

## **BUDGET SUMMARY**

### **BUDGET ADJUSTMENTS**

Budget adjustments may be done during the year. Department heads have the authority to submit a budget adjustment request to the Finance Director for approval if the adjustment only affects O & M and are within their approved total for O & M. The Finance Director may present the request to the Mayor if the request seems unusual or noteworthy. The Mayor may choose to take any request to the Council if it is one that may be unusual or highly visible.

There are four different types of budget adjustments that must be presented to the City Council for approval. Those four are:

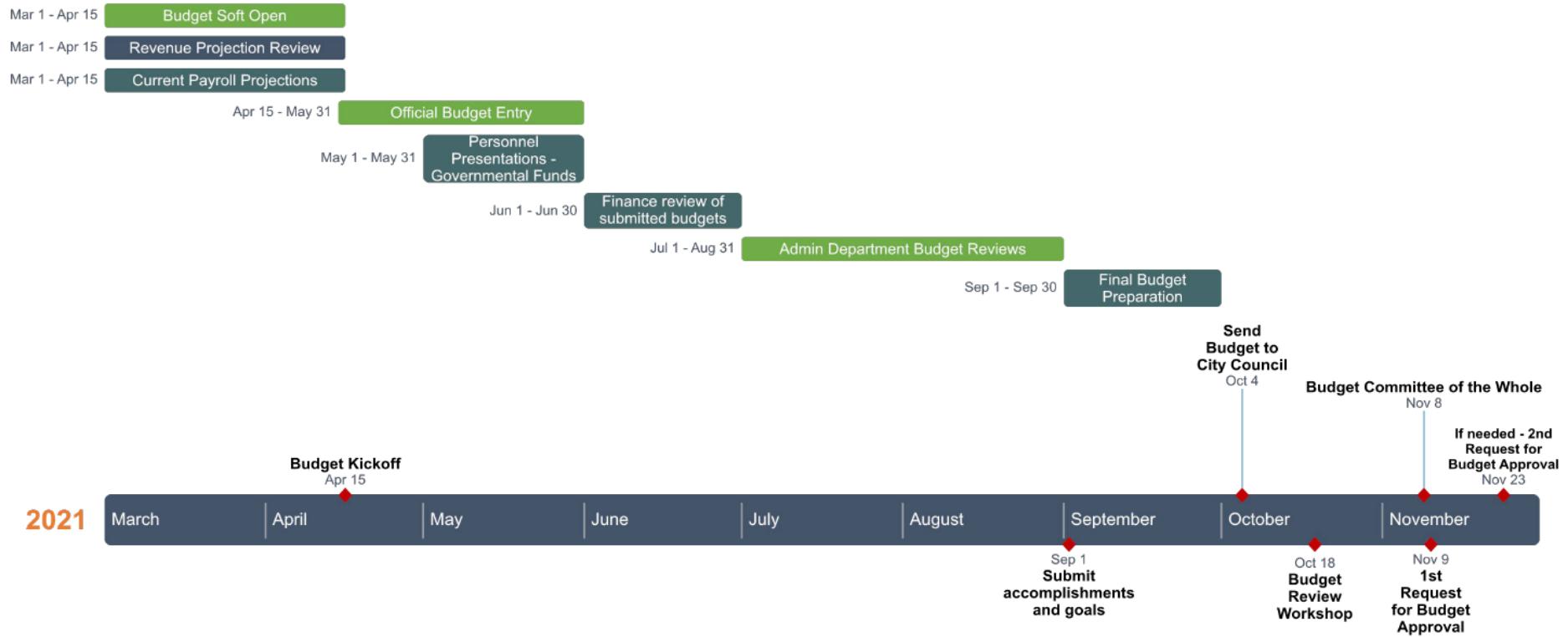
- Any adjustment that changes personnel accounts,
- Any adjustment that changes capital accounts,
- Any adjustment that moves money from one department to another, and
- Any adjustment that reduces fund balance.

In any of those cases, a budget adjustment form and related documentation are submitted and that item is placed on a regular Council agenda along with other items of business.

This following sample table lists the sequence of actions or events, with dates, on the City Budget Calendar. Each year this list is updated for the current year. This table is included in the Budget Manual, which is revised and reviewed with all Department Heads at the start of the budget process.

## BUDGET SUMMARY

### BUDGET SCHEDULE FOR PREPARATION OF 2021 BUDGET



## **BUDGET SUMMARY**

## **FINANCIAL POLICIES**

The City operates under certain policies with respect to revenues, expenditures, debt, cash management, etc. The primary policies are listed below. The City will review these policies every 5 years (at a minimum).

The City defines a balanced budget as one where the total sum of money a government collects in a year is equal to the amount it spends on goods, services, and debt service.

### **REVENUE POLICY (INTERNAL POLICY)**

- The City will strive to maintain a broad and diversified revenue base that will equitably distribute the burden of supporting City services and will protect the City from short-term fluctuations in any one revenue source.
- The City will actively support economic and industrial development recruitment and retention efforts to provide for a solid revenue base.
- The City will maintain timely collection systems and implement necessary enforcement strategies to collect revenues from available sources.
- The City will establish user fees and charges for services, when feasible, at levels related to the cost of providing the services. The City will review the fees and charges on a periodic basis to determine modifications needed to keep pace with the cost of providing the services.
- The City will project revenues on a conservative basis so that actual revenues will consistently meet or exceed budgeted revenues.
- The City will maintain a budgetary control system and will prepare reports that compare actual revenues to budgeted amounts.

### **EXPENDITURE POLICY (INTERNAL POLICY)**

- Basic and essential services provided by the City will receive first priority for funding.
- The City will strive to establish performance measurements for all departments, when feasible. These measures will reflect the demand, workload capability, and projected outcomes for the department to accomplish its objectives.
- The City will work to adopt a balanced budget, in which anticipated revenues equal or exceed the budgeted expenditures. However, if this is not accomplished, the City may utilize unallocated fund balance, in excess of the 10% minimum required by city policy, to balance the annual budget.
- The City will maintain a budgetary control system to ensure adherence to the adopted budget and will prepare periodic reports that compare actual expenditures to budgeted amounts.
- The City will refrain from budgeting non-recurring or one-time revenue for ongoing expenses.
- The City will provide access to medical, dental, life, and long-term disability insurance for its employees. The cost for these benefits will be a shared responsibility between the City and its employees.
- The City will provide access to appropriate retirement plans for its employees. The City will make contributions for eligible employees at the percentage defined for each of the respective retirement plans.

### **DEBT POLICY (INTERNAL POLICY)**

- The City will maintain a policy of full disclosure on financial reports and bond prospectus.
- The City will communicate with bond rating agencies and continually strive for improvements in the City's bond rating.
- The City will pay for all capital projects and capital improvements on a pay-as-you-go basis using current revenues whenever possible and practical. If a project or improvements cannot be financed with current revenues, debt will be considered.
- The City will refrain from issuing debt for a period in excess of the expected useful life of the capital project.

## **BUDGET SUMMARY**

- The City will use special assessment revenue or other self-supporting bonds instead of general obligation bonds, when feasible.
- The City will seek refinancing of outstanding debt if it is determined that the City will benefit by reduced interest expense over the remaining life of the debt.
- The City will require that total annual payments for debt service not exceed 25% of total operating revenues.
- The City will comply with state law that limits the amount of debt to 20% of the total assessed value for tax purposes of real and personal property as determined by the most recent tax assessment.

## **FUND BALANCE AND STABILIZATION AND CONTINGENCY RESERVE (SCR) POLICY (CITY COUNCIL APPROVED POLICY)**

- The City will maintain a target balance of 25% of current year operating and capital expenditures in the most recent fiscal budget approved by City Council. If existing reserves exceed the required level, such funds may be used to balance the budget or to meet needs that may arise during the year.
- The City will use monies from the 25% reserve only in times of emergency or fiscal and economic hardship.
- In the event the SCR is used, City Staff shall present a plan to City Council to replenish the reserve within three to five years. This excludes use of any SCR to support seasonal variations in cash flows.
- The fund balance in excess of the 25% reserve can only be reduced by City Council approval of a budget adjustment.

## **CASH MANAGEMENT AND INVESTMENT POLICY (CITY COUNCIL APPROVED POLICY)**

- Investments made by the City will be in conformance with all requirements of the State of Arkansas and City ordinances.
- All investments will address safety, liquidity, and yield, in that order of priority.
- The City will diversify its investments by maturity date to protect against market fluctuations.
- The City will purchase securities from qualified institutions and will attempt to obtain the highest available rates.
- Interest earned from investment of available funds will be distributed to funds according to ownership of the investments and are reflected in the annual budget.
- The City will ensure that all monies are deposited, properly accounted for, and reconciled in a timely and accurate manner.
- All amounts due to the City are reviewed on an ongoing basis to ensure that the City is collecting payments in a timely manner and work is not being performed for individuals or businesses who have a history of past due accounts or bad debts with the City.
- The City will ensure that all monies are expended in a timely and accurate manner and in accordance with Federal, state and local law, city policy and industry standards.
- Cash flow is monitored on an ongoing basis to ensure that liquid funds are available to meet upcoming payment obligations.

## **PURCHASING POLICY (CITY COUNCIL APPROVED POLICY)**

- Ensure practices related to the expenditure of City funds are open and competitive, legal, transparent, and fiscally responsible.
- Simplify and standardize items or services being purchased.
- Make the process of purchasing efficient for both internal departments and vendors doing business with the City.
- Eliminate unnecessary or unauthorized purchases.

## **BUDGET SUMMARY**

### **CAPITAL IMPROVEMENT POLICY (INTERNAL POLICY)**

- The City Council will adopt a five-year Capital Improvements Plan (CIP). It will serve as a plan to provide for the orderly maintenance, replacement, and expansion of capital assets. Each year after budget adoption, the CIP will be reviewed and revised to reflect the impact of the adopted budget and to add a year to the CIP.
- Each year the new CIP will serve as the base for preparation of the budget for the coming year. Deviations from the CIP can be requested in the budget but there must be an explanation for the change.
- The replacement of existing capital that is worn out, broken, or costly to maintain will not be deferred except in unusual circumstances. The costs to defer would usually result in greater total expenditures over time.
- Vehicles are considered for replacement in accordance with established guidelines on age and/or miles.
- The CIP identifies long-range capital projects and capital improvements of all types that will be coordinated with the annual operating budget to maintain full utilization of available revenue sources.
- While reviewing and updating the CIP, the City will seek to identify all viable capital projects and capital improvements required during the subsequent five-year period. These projects and improvements will be prioritized by year. Future operating costs associated with a project or an improvement will also be given consideration in the establishment of priorities.
- The City will seek Federal, State, and other funding to assist in financing capital projects and capital improvements.
- The City will incorporate the reasonable findings and recommendations of various City Boards, Commissions, Committees, and Citizen task forces, as they relate to the establishment of projects and project priorities.

### **FINANCIAL REPORTING POLICY (INTERNAL POLICY)**

- The City's accounting system will maintain records in accordance with accounting standards and principles outlined in the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and the State of Arkansas.
- The City will employ an independent accounting firm to perform an annual audit of the City's finances, and make the annual audit available to all required and interested parties. The audit shall be completed and submitted to the State of Arkansas within 210 days of the close of the fiscal year.
- The City will seek annually to qualify for the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting.
- The City will produce monthly and quarterly financial statements reporting the current period's activity for all funds maintained by the City.
- The City will prepare an annual budget document that provides a basic understanding of the City's planned financial operations for the coming fiscal year. Copies of the budget will be made available to all interested parties and opportunities will be provided for citizen input prior to final decisions on the budget.
- The annual budget document will be posted to the City's web site.
- The City will seek annually to qualify for the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award.

## **FUNDS AND DEPARTMENTS**

### **GENERAL FUND**

The General Fund is the general operating fund of the city. It is used to account for all financial resources except those that must be accounted for in another fund. The General Fund accounts for the normal recurring activities of the City such as general government, fire, police, planning, etc. These activities are funded principally by sales and property taxes from individuals and businesses, franchise fees, and from other governmental units.

As approved by the City Council, transfers may be made to the Street Fund, Parks and Recreation Fund, and Library Fund to support the operations of those departments.

The pages in this section present a summary for each department that operates as part of the General Fund. The information includes a brief statement of the task of the department, some accomplishments for the past year, and goals and objectives for the budget year, and an organization chart. Also provided are explanations for some of the expenses, and a financial summary showing the information for the past two years and the budget year, along with the change in dollars and percent from the previous year to the budget year.

The following departments are included in the General Fund:

- Administration
- Accounting and Purchasing
- District Court
- Planning
- Engineering
- Airport
- Police
- Fire
- Public Works Maintenance
- Parks Recreation
- Library
- Animal Services

## **FUNDS AND DEPARTMENTS**

### **ADMINISTRATION**

#### **TASK**

To provide overall guidelines in the operations of city departments and to provide support to all departments for personnel, technology, and other administrative functions.

#### **2021 ACCOMPLISHMENTS**

##### **LEGAL DEPARTMENT**

- Added the position of Associate Staff Attorney to improve access to legal guidance and review for departments, staff, boards, commissions, and committees.
- Supported and worked with department heads for improved internal and background reviews.
- Created a standardized form and process for all departments to utilize for in house record checks of individuals such as volunteers or applicants
- Continued the relationship with the Women's Shelter and Children's Advocacy Center which provides further victim support.
- Continued work within the DWI Court Program assisting candidates dedicated to maintaining sobriety.
- Presented an animal service training for all Bentonville Animal Service employees.

##### **TECHNOLOGY DEPARTMENT**

- Moved City's IT Datacenter and network communications center to new Administration Services building with minimal loss of communication.
- Completed migration of City staff to Microsoft 365 email (700+ mailboxes).
- Partnered with Electric Department to implement redundant network connectivity for Phase 1 of Fiber Infrastructure for 25 City structures.
- Implemented new Servicedesk Software resolving over 2,300 support cases in 7 months.
- Successfully deployed a new remote access technology solution citywide allowing staff flexible options for accessing their PCs when dealing with the COVID pandemic and mobile work situations.
- Configured City phone systems for inclement weather use allowing citizens to continue to receive services from staff.
- Implemented new equipment roll out procedures to improve deployment of budgeted IT equipment.
- Secured funding for Cybersecurity, Remote Access Technology and Data Backup Solutions.
- GIS created over 1,600 address points, dealt with 10 full annexations and over 400 permit and easement cases.
- Deployed over 150 PCs, laptops and monitors and over 70 iPads and Phones.

##### **HUMAN RESOURCES DEPARTMENT**

- Formed Employee Appreciation Team for events and employee success with three all staff events.
- Deployed employee HR survey.
- Developed Strategic Plan for new employee orientation.
- Expanded benefits for four tier insurance options.
- Developed long-range plan for new employee hiring and recruiting.
- Formed community and internal teams for Diversity Equity and Inclusion

## **FUNDS AND DEPARTMENTS**

- Developed a strategic roadmap for DEI plan with milestones

### **2022 GOALS & OBJECTIVES**

#### **LEGAL DEPARTMENT**

- Continue to work with department heads for internal and background reviews as well as the in house record check process.
- Continue to work with the process for victim/witness contact and interviews.
- Continue the use of electronic training videos to assist with updates and legal developments.
- Work towards initiating the Bentonville Pre-Arrest Diversion Program.
- Attend continued training for department staff to expand skills, expertise, and levels of service.
- Attend the REID Technique class and ATAP Threat Management Conference.
- Streamline City meetings and Council agenda procedures for greater efficiency.
- Increased contract review and management.

#### **TECHNOLOGY DEPARTMENT**

- Migrate City staff to full Office 365 environment.
- Provide City staff Microsoft Sharepoint and Teams environments for cloud based collaboration.
- Implement enhanced security procedures to combat cyber security threats.
- Provide 'after-hours' support services for public safety and public amenities agencies.
- Pilot VDI (Virtual Desktop Infrastructure) to explore 'Laptop Only' work environments.
- Provide testing and training portal for city staff to combat email and web malware and phishing attacks.
- Fill three additional Information Technology positions to bolster IT Support services.
- Improve Employee Information Technology onboarding procedure to streamline new employee provisioning.
- Replace Police Departments 911 Voice Recorder System.
- Implement new software solutions for:
  - District Court - Tyler InCode Court Management
  - Finance – Tyler Advanced Scheduling, Tyler Cashiering and General Billing Software
  - Water Department – Tokay Water Backflow Management Software
  - Information technology – FME data integration platform for application integration
  - Human Resources – Bambo HR Management Software

#### **HUMAN RESOURCES DEPARTMENT**

- Conduct staff wide leadership and skill training opportunities.
- Implement new HR software to assist with recruiting, onboarding and digital employee records.
- Implement new HR software for evaluation process and shift culture to goal centric vs. rating scales.
- Hire employee to assist with DEI efforts in City.

## FUNDS AND DEPARTMENTS

### ADMINISTRATION 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 42,359,843	\$ 39,900,369	\$ 47,308,107	\$ 7,407,738	18.6%
Licenses & Permits	64,548	60,000	64,547	4,547	7.6%
Intergovernmental Revenue	1,398,546	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	536,428	177,782	172,278	(5,504)	-3.1%
Other Income	128,389	-	-	-	--
<b>Total Revenues</b>	<b>44,487,754</b>	<b>40,138,151</b>	<b>47,544,932</b>	<b>7,406,781</b>	<b>18.5%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	1,552,064	1,651,405	2,010,599	359,194	21.8%
Benefits	595,282	602,295	824,246	221,951	36.9%
Supplies & Materials	121,483	71,050	92,250	21,200	29.8%
Professional Services	214,884	279,025	235,430	(43,595)	-15.6%
Technology Maintenance/Minor Equipment	260,047	304,174	504,824	200,650	66.0%
Property Services	145,663	162,366	165,866	3,500	2.2%
Other Services	177,940	209,656	290,978	81,322	38.8%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>3,067,363</b>	<b>3,279,971</b>	<b>4,124,193</b>	<b>844,222</b>	<b>25.7%</b>
<b>Capital Expenditures</b>					
Capital	5,630,437	161,500	2,158,256	1,996,756	1236.4%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>5,630,437</b>	<b>161,500</b>	<b>2,158,256</b>	<b>1,996,756</b>	<b>1236.4%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>8,697,800</b>	<b>3,441,471</b>	<b>6,282,449</b>	<b>2,840,978</b>	<b>82.6%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	1,950,000	1,950,000	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>--</b>
<b>Net</b>	<b>\$ 35,789,954</b>	<b>\$ 36,696,680</b>	<b>\$ 43,212,483</b>	<b>\$ 6,515,803</b>	<b>17.8%</b>

## **FUNDS AND DEPARTMENTS**

### **ADMINISTRATION BUDGET SUMMARY**

- Revenue – Taxes are up compared to the budget the prior year in both property taxes and sales tax.
  - Property tax is estimated to increase by 4% from the actual results of the last full fiscal year (2020).
  - Sales taxes are projected to increase based upon the increase in the City's population based upon the 2020 Census as well as a calculated growth percentage based upon historical data.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and four new positions are budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Professional Services are down 15.6% as budget was allocated to higher prioritized areas.
- Technology Maintenance/Minor Equipment is budgeted to increase 66% partly due to the purchase of new computers and related equipment for the four new positions being added as well as replacements for training lab.
- Reserves of \$1,950,000 are budgeted to be used to expand the City Council Chambers to provide more space for public participants.

## **FUNDS AND DEPARTMENTS**

### **ACCOUNTING AND PURCHASING**

#### **TASK**

To provide support to all departments for accounting, purchasing, and payroll.

#### **2021 ACCOMPLISHMENTS**

- Relocated to new Administrative Services Building.
- The Accounting Department and Budget/Finance Team achieved its first ever GFOA Triple Crown in financial reporting. The teams received all 3 GFOA awards; the Certificate of Achievement for Excellence in Financial Reporting Award, Distinguished Budget Presentation Award and the Popular Annual Financial Reporting Award. The City of Bentonville was actually the first City in Arkansas to achieve the Triple Crown recognition from the GFOA.
- The Budget/Finance team successfully launched a new budget process for the City which culminated in a new day long public Budget Review Workshop in the fall of 2021. The budget schedule was also revamped to allow for more time throughout the year for City departments to communicate about their budget needs.
- The Accounting, Purchasing, and Budget/Finance Team worked to pass the Fund Balance and Review Policy, the Cash Management and Investment Policy and the Purchasing Policy. All three were passed by City Council in June 2021.

#### **ACCOUNTING**

- Completed the 2020 audit.
- Completed implementation of ExecuTime Advanced Scheduling.
- Completed City-wide Petty Cash Audit
- Processed over \$250 million in payments during 2021. This amount included over \$200 million to suppliers/bond holders, \$34 million to employees and \$15 million related to employee benefits.

#### **PURCHASING**

- Processed nearly 7,000 Requisitions, 882 Purchase Card Statements, and 86 formal competitive sealed solicitations.
- Completed its first test online auction in the later part of 2021 with approximately \$255,530 in gross proceeds from an initial batch of 16 items.
- Began offering Vendor Introduction meetings to outside vendors wanting to do business with the City.

#### **2022 GOALS AND OBJECTIVES**

- Continue to participate in GFOA Award Programs.
- Continue to streamline and improve the annual budget process.
- Complete the 2021 audit.
- Begin implementation of Cash Receipting/Accounts Receivable software conversion.
- Implement an automatic way for outside vendors to sign up and receive solicitation notifications.

## **FUNDS AND DEPARTMENTS**

- Implement bid and contract templates for Departmental and Purchasing use.
- Improve contract tracking.
- Begin posting award results on the Purchasing page of website.

## FUNDS AND DEPARTMENTS

### ACCOUNTING & PURCHASING 2021 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	- -	- -	- -	- -	--
Other Income	3,617	- -	- -	- -	--
<b>Total Revenues</b>	<b>3,617</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	560,987	603,919	869,196	265,277	43.9%
Benefits	240,006	267,050	384,568	117,518	44.0%
Supplies & Materials	13,651	16,010	22,160	6,150	38.4%
Professional Services	62,976	63,500	73,500	10,000	15.7%
Technology Maintenance/Minor Equipment	125,222	136,182	144,482	8,300	6.1%
Property Services	581	1,112	1,262	150	13.5%
Other Services	4,116	16,580	42,750	26,170	157.8%
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>1,007,539</b>	<b>1,104,353</b>	<b>1,537,918</b>	<b>433,565</b>	<b>39.3%</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>1,007,539</b>	<b>1,104,353</b>	<b>1,537,918</b>	<b>433,565</b>	<b>39.3%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ (1,003,922)</b>	<b>\$ (1,104,353)</b>	<b>\$ (1,537,918)</b>	<b>\$ (433,565)</b>	<b>39.3%</b>

## **FUNDS AND DEPARTMENTS**

### **ACCOUNTING & PURCHASING BUDGET SUMMARY**

- Salaries and Wages are up due to the fact that a COLA of 5.9% and three new positions are budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Other Services is up 157.8% due to an estimated increase in the newspaper publications for the Purchasing Department in the current year.

## **FUNDS AND DEPARTMENTS**

### **DISTRICT COURT**

#### **TASK**

To administer the schedule and other activities necessary for the municipal judge and staff to conduct the judicial processes assigned.

#### **2021 ACCOMPLISHMENTS**

- Applied for and was awarded a \$15,000 grant to be used for training costs for DWI Court Team for eighth consecutive year.
- Applied for and was awarded a grant to be used Civil & Small Claims Mediation program (4th year of this grant & program).
- Continued facilitating Mediation Program for Small Claims and Civil cases saving time spent resolving cases in court and resulting in greater satisfaction among parties to lawsuits.
- Implemented multiple safety features throughout the office to ensure the safety of staff and patrons.
- Maintained continuity of operations while also adjusting staffing and standard operating procedure during the pandemic.
- Implemented creative solutions that allowed District Court to offer many online & virtual options to conduct business during the pandemic.
- Increased usage of on-line case resolution software in an effort to both provide an additional option for the public to resolve citations and to reduce the number of cases with active warrants.
- Began the process of implementing Tyler Incode software due to the end of support for current software.
- Began project to transfer legacy Bella Vista Police Department cases to the Bella Vista District Court.

#### **2022 GOALS AND OBJECTIVES**

- Complete implementation and “Go-Live” on Tyler Incode case management software.
- Complete conversion of data from old case management software to Tyler Incode.
- Fully train staff on features of Tyler Incode case management software.
- Complete project to transfer legacy Bella Vista Police Department cases to the Bella Vista District Court.
- Continue bulk scanning of paper files dating from the 1990s forward in an effort to eliminate storage of all closed cases, keeping only paperwork for cases as required under state statute.
- Continue efforts toward paperless possibilities of District Court.
- Increase growth of pilot Mediation Program.
- Coordinate additional training opportunities for DWI Court Team.
- Ongoing evaluation of best use of staff resources, office efficiency and office-wide best practices.
- Continue and expand project to clear a significant number of pending older warrants with a focus on warrants 2009 and older.
- Continue to promote use of on-line case resolution software and other virtual options for case resolution.
- Begin investigating ways in which the District Court can reduce the number of Warrants issued by increasing compliance on the part of the people who frequent our Court.

## **FUNDS AND DEPARTMENTS**

- Continue staff training that will focus on uniformity of process, cross training and enhanced customer service.
- Develop a comprehensive training manual for new hires.

## FUNDS AND DEPARTMENTS

### **DISTRICT COURT** **2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	35,660	47,760	47,760	- -	0.0%
Charge for Services	52,686	53,794	56,298	2,504	4.7%
Special Assessments/Fines	338,123	418,872	338,122	(80,750)	-19.3%
Interest/Rent	1,695	- -	700	700	--
Other Income	18,572	250,000	- -	(250,000)	-100.0%
<b>Total Revenues</b>	<b>446,736</b>	<b>770,426</b>	<b>442,880</b>	<b>(327,546)</b>	<b>-42.5%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	412,322	428,003	505,520	77,517	18.1%
Benefits	204,266	206,710	228,040	21,330	10.3%
Supplies & Materials	9,873	26,800	34,500	7,700	28.7%
Professional Services	30,526	50,500	50,500	- -	0.0%
Technology Maintenance/Minor Equipment	45,618	58,214	109,815	51,601	88.6%
Property Services	48,482	46,150	51,650	5,500	11.9%
Other Services	5,018	27,745	28,192	447	1.6%
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>756,105</b>	<b>844,122</b>	<b>1,008,217</b>	<b>164,095</b>	<b>19.4%</b>
<b>Capital Expenditures</b>					
Capital	153,828	350,000	- -	- -	0.0%
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>153,828</b>	<b>350,000</b>	<b>- -</b>	<b>- -</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>909,933</b>	<b>1,194,122</b>	<b>1,008,217</b>	<b>164,095</b>	<b>13.7%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	100,000	- -	- -	0.0%
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>100,000</b>	<b>- -</b>	<b>- -</b>	<b>0.0%</b>
<b>Net</b>	<b>\$ (463,197)</b>	<b>\$ (323,696)</b>	<b>\$ (565,337)</b>	<b>\$ (491,641)</b>	<b>151.9%</b>

## **FUNDS AND DEPARTMENTS**

### **DISTRICT COURT BUDGET SUMMARY**

- Revenues are down primarily due to the \$250,000 in state automation funds utilized in 2021 to offset the cost of new software. The new software was purchased in 2021 and the expenditure is located in the 2021 capital expenditures which explains that decrease as well.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and one new position are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Technology Maintenance/Minor Equipment is up over 50% due to computer and other equipment replacements as well as an increase in annual software support with a new software provider.

## **FUNDS AND DEPARTMENTS**

### **PLANNING**

#### **TASK**

To provide advice and technical expertise to assist elected officials, the planning commission members, board of adjustment members, public agencies, and citizens in understanding key issues and priorities. To continue to focus our efforts on a long-term commitment to economic vitality, environmental integrity, and development design quality.

#### **2021 ACCOMPLISHMENTS**

##### **CODE ENFORCEMENT**

- Conducted 1,479 property maintenance inspections.
- Responded to 329 cases in Bentonville311.
- Managed 689 total cases as of October 31, 2021.
- Conducted over 249 combined fence inspections and demo finals.
- Posted 151 public hearing signs.

##### **PLANNING**

- Processed over 374 planning applications.
- Processed 40 outdoor vendor permits as of October 31, 2021.
- Processed 225 sign permits as of October 31, 2021.
- Held a joint City Council and Planning Commission work session.
- Adopted the Future Land Use Map and Zoning District Alignment Policy to guide rezoning decisions.
- Updated the Future Land Use Map for consistency with rezonings since 2018.
- Adopted an ordinance requiring a Future Land Use Map amendment when a rezoning does not align with the Future Land Use Map and Zoning District Alignment Policy.
- Adopted an ordinance eliminating the sidewalk standards in the DC Downtown Core and DE Downtown Edge zoning districts that are now being addressed in the recently adopted Master Street Plan.
- Adopted an ordinance eliminating the sidewalk standards in the DC Downtown Core and DE Downtown Edge zoning districts that are now being addressed in the recently adopted Master Street Plan.
- Adopted an ordinance amending lot and setbacks standards for residential zoning districts to better accommodate affordable housing.
- Initiated a process to streamline final platting.
- Began analyzing methods for better tree preservation.

##### **COMPREHENSIVE PLANNING**

- Added seven neighborhoods to the Great Neighborhoods Program, for a total of fourteen participating neighborhoods.
- Held four neighborhood block parties with the Block Party Trailer, as of October 31, 2021.
- Gave away nearly 870 trees to Bentonville residents through the Spring Tree Giveaway and Fall Tree Giveaway events.
- In 2021, the Taxi Punch Card Program has a total of 63 riders who took 1,241 rides. Seventeen of those riders were new to the program. For 2021, a total of 7,686 punches were redeemed, amounting to \$15,542 in transportation assistance.

## **FUNDS AND DEPARTMENTS**

- Coordinated four ward meetings to provide an opportunity for citizens to learn more about the City and meet city staff and officials.
- Assisted in the approval and coordination of one public art piece at Train Station Park, Guide These, My Hands by artists Danielle Hatch and Traci Rae Manos.
- Began implementation of recommendations in the Zoning and Development Code Diagnostic study.
- Researched short term rental regulations and presented to City Council.
- Adopted a five year Public Art Strategic Plan.
- Promoted #CityHallSelfie Day.
- Supported the Bentonville Together Task Force for Diversity, Equity and Inclusion.
- Continued to manage agendas, meetings and minutes for the Neighborhood Advisory Committee, Tree and Landscape Advisory Committee, and the Public Art Advisory Committee.

## **2022 GOALS AND OBJECTIVES**

### **CODE ENFORCEMENT**

- Actively respond to and maintain Bentonville311 issues.
- Continue to patrol the city and respond to citizens' complaints in a timely manner.
- Implement the lien process to streamline compliance with the property maintenance code.

### **PLANNING**

- Develop orientation guides for new Planning Commissioners and Board of Adjustment members.
- Amend the Landscaping Regulations to encourage tree preservation.
- Adopt regulations for electric charging stations
- Update the city's planning area boundaries

### **COMPREHENSIVE PLANNING**

- Expand the Great Neighborhoods Partnership with a Great Neighborhood Award and an annual event.
- Implement Business Licenses.
- Implement Special Event Permits.
- Work to implement the Bentonville Together plan for diversity, equity and inclusion.

## FUNDS AND DEPARTMENTS

### PLANNING 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	116,175	82,575	114,025	31,450	38.1%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	-	-	-	-	--
Other Income	1,438	-	-	-	--
<b>Total Revenues</b>	<b>117,613</b>	<b>82,575</b>	<b>114,025</b>	<b>31,450</b>	<b>38.1%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	638,177	764,935	940,994	176,059	23.0%
Benefits	324,430	326,295	409,174	82,879	25.4%
Supplies & Materials	34,746	38,700	48,100	9,400	24.3%
Professional Services	435,956	371,300	527,100	155,800	42.0%
Technology Maintenance/Minor Equipment	38,660	51,404	66,015	14,611	28.4%
Property Services	38,022	92,537	93,200	663	0.7%
Other Services	53,321	88,345	109,012	20,667	23.4%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>1,563,312</b>	<b>1,733,516</b>	<b>2,193,595</b>	<b>460,079</b>	<b>26.5%</b>
<b>Capital Expenditures</b>					
Capital	-	-	55,000	55,000	--
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>55,000</b>	<b>55,000</b>	<b>--</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>1,563,312</b>	<b>1,733,516</b>	<b>2,248,595</b>	<b>515,079</b>	<b>29.7%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ (1,445,699)</b>	<b>\$ (1,650,941)</b>	<b>\$ (2,134,570)</b>	<b>\$ (483,629)</b>	<b>29.3%</b>

## **FUNDS AND DEPARTMENTS**

### **PLANNING BUDGET SUMMARY**

- Charges for Services is projected to increase 38% due to the actual amount of 2021 filing, zoning & subdivision, and review fees being charged in 2021.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and two new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Professional Services is up 42% (\$155,800) mainly due to three large items: an Impact/Capacity Fee Study projected to cost \$95,000, Landscape Committee Improvements and Great Neighborhoods Program moved from Building and Maintenance account for a total of \$33,000, and an increase in the Ozark Transit and City Taxi/Transit Program of \$30,000.
- Capital Expenditures is budgeted to be \$55,000 for HVAC unit replacement, carpet replacement and a Network Switch replacement.

## **FUNDS AND DEPARTMENTS**

### **ENGINEERING**

#### **TASK**

To provide advice and technical expertise to assist elected officials, planning commission, public agencies, and citizens in understanding key issues and prioritizing projects. To review development plans, maintain design and construction specifications, conduct field inspections, and insure all work conforms to City codes to provide quality developments and growth consistent with our long-term commitment to economic vitality and environmental sustainability.

#### **2021 ACCOMPLISHMENTS**

- 45 projects accepted as complete through September.
- Supported the Street Department on sidewalk improvements, street improvements, and drainage projects.
- Supported the approval of the Street and Drainage Bond Approval.
- Kicked off Design of the Bond Projects.
- Started construction of Watertower Road.
- Completed Town Vu and SW I Improvements.
- Bid Cub Circle Sidewalk, Tiger and Walton Signal, South Main Improvements, and 8th Street
- Supported the preparation of the Master Street Plan.
- Supported the revised flood mapping for Little Osage Creek Tributary II.
- Prepared Drainage and Street ordinance revisions.

#### **2022 GOALS AND OBJECTIVES**

- Expedite execution of the Bond Projects.
- Finalize approval of Drainage and Street ordinance revisions.
- Continue development of a regional detention network.
- Manage Capital Improvement Projects for street, drainage, and signal improvements
- Support the Street Department on sidewalk improvements, street improvements, and drainage projects.

## FUNDS AND DEPARTMENTS

### ENGINEERING 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	2,600	-	2,600	2,600	--
Intergovernmental Revenue	198,839	-	-	-	--
Charge for Services	8,650	5,295	8,650	3,355	63.4%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	-	-	-	-	--
Other Income	68,000	-	-	-	--
<b>Total Revenues</b>	<b>278,089</b>	<b>5,295</b>	<b>11,250</b>	<b>5,955</b>	<b>112.5%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	597,478	626,658	781,326	154,668	24.7%
Benefits	242,238	248,188	310,986	62,798	25.3%
Supplies & Materials	12,850	21,700	50,700	29,000	133.6%
Professional Services	220,750	66,806	68,736	1,930	2.9%
Technology Maintenance/Minor Equipment	17,455	17,782	30,585	12,803	72.0%
Property Services	17,991	15,535	12,035	(3,500)	-22.5%
Other Services	9,418	20,900	19,900	(1,000)	-4.8%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>1,118,180</b>	<b>1,017,569</b>	<b>1,274,268</b>	<b>256,699</b>	<b>25.2%</b>
<b>Capital Expenditures</b>					
Capital	529,190	80,000	1,195,000	1,115,000	1393.8%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>529,190</b>	<b>80,000</b>	<b>1,195,000</b>	<b>1,115,000</b>	<b>1393.8%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>1,647,370</b>	<b>1,097,569</b>	<b>2,469,268</b>	<b>1,371,699</b>	<b>125.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	1,125,000	1,125,000	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>1,125,000</b>	<b>1,125,000</b>	<b>--</b>
<b>Net</b>	<b>\$ (1,369,281)</b>	<b>\$ (1,092,274)</b>	<b>\$ (1,333,018)</b>	<b>\$ (240,744)</b>	<b>22.0%</b>

## **FUNDS AND DEPARTMENTS**

### **ENGINEERING BUDGET SUMMARY**

- Salaries and Wages are up due to the fact that a COLA of 5.9% and three new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Supplies and Materials is up due to new office furniture being purchased for new personnel and to replace damaged furniture.
- Reserves of \$1,125,000 are budgeted to be used for sidewalk improvements and the SW Nutmeg Flooding Redesign.

## **FUNDS AND DEPARTMENTS**

### **AIRPORT**

#### **TASK**

To operate the municipal airport to best serve its users and to seek to improve the service and facilities through grants and other options that are available.

NOTE: The airport has no city staff, but is operated through a contract with a Fixed Base Operator (FBO) and under the direction of the Airport Advisory Board. Various employees assist with day-to-day operations when necessary.

#### **2021 ACCOMPLISHMENTS**

- East Taxiway Construction underway
- Pedestrian Tunnel (Private Funding) – design complete
- Game Composites Expansion (Private Funding) – construction began
- East Hangar Construction (Private Funding) – construction began
- Runway 36 Extension (Private Funding) – construction began
- Runway 18-36 Widening – preliminary design

#### **2022 GOALS AND OBJECTIVES**

- Complete East Taxiway Construction
- Begin construction on Pedestrian Tunnel (Private Funding)
- Complete construction on Game Composites Expansion (Private Funding)
- Complete construction on East Hangar Construction (Private Funding)
- Complete construction on Runway 36 Extension (Private Funding)
- Complete construction on Runway 18-36 Widening (Private Funding)
- Begin Dirt Removal on Westside of Airport.

## FUNDS AND DEPARTMENTS

### AIRPORT 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 21,039	\$ 19,577	\$ 26,947	\$ 7,370	37.6%
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	536,526	-	-	-	--
Charge for Services	19,751	13,580	18,620	5,040	37.1%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	51,437	60,000	45,000	(15,000)	-25.0%
Other Income	75,598	75,000	82,000	7,000	9.3%
<b>Total Revenues</b>	<b>704,351</b>	<b>168,157</b>	<b>172,567</b>	<b>4,410</b>	<b>2.6%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	69,876	53,000	86,000	33,000	62.3%
Professional Services	62,700	100,000	42,000	(58,000)	-58.0%
Technology Maintenance/Minor Equipment	1,092	16	80	64	400.0%
Property Services	26,926	22,700	52,700	30,000	132.2%
Other Services	5,566	9,043	7,526	(1,517)	-16.8%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>166,160</b>	<b>184,759</b>	<b>188,306</b>	<b>3,547</b>	<b>1.9%</b>
<b>Capital Expenditures</b>					
Capital	166,710	-	-	-	--
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>166,710</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>332,870</b>	<b>184,759</b>	<b>188,306</b>	<b>3,547</b>	<b>1.9%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 371,481</b>	<b>\$ (16,602)</b>	<b>\$ (15,739)</b>	<b>\$ 863</b>	<b>-5.2%</b>

## **FUNDS AND DEPARTMENTS**

### **AIRPORT BUDGET SUMMARY**

- The increase in Supplies and Maintenance is due to the increase in property taxes for leased buildings.
- Professional Services is down due to there no longer being a contract for an Airport Manager. This role was taken over by the City's Director of Administration.
- The increase of \$30,000 in Property Services is related to the increase in costs related to Building and Grounds maintenance.

## **FUNDS AND DEPARTMENTS**

### **POLICE**

#### **TASK**

To make citizens and visitors feel free of the fear of crime and safe from crime and disorder.

#### **2021 ACCOMPLISHMENTS**

- Added one police officer in 2021 budget-based on certified officer on military leave for two years.
- Completed a review and adjusted telecommunicator's salary to be competitive with surrounding agencies and in-line with training requirements for advancement in job families.
- Added a First Arriving dashboard as an internal means to communicate to employees and increase situational awareness.
- Worked with consultant for new public radio system for the city, with AWIN connectivity.
- Partnered with the Fire Department for a mass notification system which has been employed already at several city events.
- Selected and purchased a software to revise police department policy manual to meet full State Accredited ALEAP standards.
- Expanded community outreach programs while navigating COVID concerns to include Coffee with a Cop, Citizens Police Academy, National Night Out (2022), Youth Academy (2022), Reserve Program.
- According to the United States Secret Service Forensic Reporting Partnership reporting system, this agency had handled more device examinations than any other reporting agency in the state. Specifically, this agency handled almost three times the amount of any other agency in Arkansas. This would be the second year in a row that the Bentonville Police Department has handled more device examinations than any other agency according the USSS reporting statistics.
- Upgraded our digital forensics software with support from the Benton County Prosecutors Office.

#### **2022 GOALS AND OBJECTIVES**

- Complete the law enforcement training facility from 2021 bond extension - approximate completion date no later than July 2022.
- Recruit, hire and train 7 sworn officers, 1 dispatcher, and 2 police clerks.
- Complete selection of public safety radio system through consultant and move into contract - 18 months for completion upon contract.
- Increase in-service training by using train-the-trainers, making training a priority to increase officer development and to meet all State and department training requirements.
- Increase command staff training to include command staff college and/or FBI National Academy.
- Replace bomb squad primary response vehicle through an approved grant from the state.
- Update the police department website to aid in recruiting and communication to the community.
- Replace aging equipment set on rotation to include firearms, uniforms, and vehicles.
- Add an armored SUV to eliminate government military surplus vehicles to increase availability of the equipment for all officers to use if needed and maintain the professional image of the police department.
- Receive and train officers on the virtual simulator approved by the 2021 bond extension.

## **FUNDS AND DEPARTMENTS**

- Implement a mental health/officer wellness app that was approved in 2022 budget for all current and retired employees (Cordico Wellness App through Lexipol).

## FUNDS AND DEPARTMENTS

### POLICE 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 459,960	\$ 459,959	\$ 465,033	\$ 5,074	1.1%
Licenses & Permits	2,734	4,523	2,734	(1,789)	-39.6%
Intergovernmental Revenue	704,150	167,550	480,000	312,450	186.5%
Charge for Services	624,255	907,000	898,690	(8,310)	-0.9%
Special Assessments/Fines	21,835	24,500	21,834	(2,666)	-10.9%
Interest/Rent	-	-	-	-	--
Other Income	391,934	-	-	-	--
<b>Total Revenues</b>	<b>2,204,868</b>	<b>1,563,532</b>	<b>1,868,291</b>	<b>304,759</b>	<b>19.5%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	7,297,738	7,464,094	8,418,564	954,470	12.8%
Benefits	3,388,836	3,456,827	3,894,513	437,686	12.7%
Supplies & Materials	567,929	683,034	683,180	146	0.0%
Professional Services	208,988	190,222	278,722	88,500	46.5%
Technology Maintenance/Minor Equipment	683,090	317,487	362,090	44,603	14.0%
Property Services	670,730	549,444	617,032	67,588	12.3%
Other Services	212,915	335,040	360,106	25,066	7.5%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>13,030,226</b>	<b>12,996,148</b>	<b>14,614,207</b>	<b>1,618,059</b>	<b>12.5%</b>
<b>Capital Expenditures</b>					
Capital	520,645	1,021,125	1,407,010	385,885	37.8%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>520,645</b>	<b>1,021,125</b>	<b>1,407,010</b>	<b>385,885</b>	<b>37.8%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>13,550,871</b>	<b>14,017,273</b>	<b>16,021,217</b>	<b>2,003,944</b>	<b>14.3%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	690,643	-	-	-	--
Use of Reserves	-	-	250,000	250,000	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	13,500	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>704,143</b>	<b>-</b>	<b>250,000</b>	<b>250,000</b>	<b>--</b>
<b>Net</b>	<b>\$ (10,641,860)</b>	<b>\$ (12,453,741)</b>	<b>\$ (13,902,926)</b>	<b>\$ (1,449,185)</b>	<b>11.6%</b>

## **FUNDS AND DEPARTMENTS**

### **POLICE BUDGET SUMMARY**

- Intergovernmental Revenue is projected to be up approximately \$312,000 based upon 2021 actuals.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and ten new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Professional Services is up 46.5% due to a monthly contract fee with Centerton Animal Shelter until the City's Animal Shelter opens in early 2023.
- Capital Expenditures are up due to police vehicle replacements due to age and mileage.
- Reserves of \$250,000 are being used in order to purchase a specialty vehicle.

## **FUNDS AND DEPARTMENTS**

### **FIRE**

#### **TASK**

To provide fire protection, advanced life support ambulance service, and other emergency services for the citizens of Bentonville and surrounding rural areas.

#### **2021 ACCOMPLISHMENTS**

- In 2021, two new ALS Ambulances were ordered and received. This brings the total number to four ambulances that provide an enhanced, controlled environment that eliminates viruses and bacteria.
- The fire department ordered two new fire apparatus that will meet the future needs and trends of the city. The first is an articulating aerial that will allow the department to access current and future buildings in the city. The second will be the first Aircraft Rescue Fire Fighting vehicle (ARFF) to be located at Station 6. This vehicle is specifically designed for aircraft emergencies. The ARFF was secured using an \$800,000 grant from the Runway Group.
- The new fire engine for Station 5 was received and placed into service. This unit (Advanced Life Support Engine) is the second of its kind for the City of Bentonville in being capable of offering initial, lifesaving paramedic response in advance of an ambulance.
- The Bentonville Fire Department and Bentonville Police Department placed a Mass Notification System in service for the protection of the citizens at large events in Bentonville.
- Administered over 6,000 COVID vaccines to the public and City employees. The Bentonville Fire Department was awarded the “Spirit of Bentonville” award for their hard work and dedication to the COVID vaccine clinics.
- The Bentonville Fire Department’s drone program was placed in service and is operational.
- The Fire Training Division conducted 46,598 hours of training for 1% increase over 2020.
- The Building and Fire Division saw a 10 % increase in building permits (4,741), 45% increase in permit fees (\$2,367,368.00) and 52.6% increase in permit value at \$1,117,303,480.

#### **2022 GOALS AND OBJECTIVES**

- Hire nine additional new personnel
- Hire two additional Fire Inspectors for the Building and Fire Department.
- Implement a bike patrol for the Bentonville Trail system, this will be accomplished using the Walton Foundation grant.
- Receive and in-service a new ladder truck for the City, should receive this apparatus mid to late summer.
- Receive and in-service an Aircraft Rescue Firefighting (ARFF) apparatus to support our municipal airport. This purchase was made available through a grant by the Runway Group. Should receive this apparatus late summer early fall.
- Complete the construction of the Bentonville Fire Department Training Facility.
- Complete and occupy a 1600 sq. ft. +/- addition to Station 3 to accommodate staffing.
- Upgrade and implement a new Records Management Software (RMS) system for the fire department. The software used today will no longer be maintained by the company.
- Prepare specs and build a “Quick Response Apparatus” for fighting car fires in our numerous parking garages around the City.

## **FUNDS AND DEPARTMENTS**

- Purchase and place in-service a new ambulance, this purchase will finish our replacement program for all front-line ambulances.
- Purchase and place in-service eight new heart monitors, our existing heart monitors have reached end of life. Physio Control will no longer service our existing heart monitors.
- Purchase two new trail and event vehicles.

## FUNDS AND DEPARTMENTS

### FIRE 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 1,181,847	\$ 1,125,312	\$ 1,305,625	\$ 180,313	16.0%
Licenses & Permits	1,873,568	1,248,500	1,651,084	402,584	32.2%
Intergovernmental Revenue	291,866	12,989	13,259	270	2.1%
Charge for Services	1,739,651	1,124,110	1,217,414	93,304	8.3%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	296	-	-	-	--
Other Income	115,217	13,000	20,000	7,000	53.8%
<b>Total Revenues</b>	<b>5,202,445</b>	<b>3,523,911</b>	<b>4,207,382</b>	<b>683,471</b>	<b>19.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	7,434,966	7,331,237	8,443,923	1,112,686	15.2%
Benefits	3,258,895	3,335,085	3,773,487	438,402	13.1%
Supplies & Materials	659,536	570,782	653,235	82,453	14.4%
Professional Services	318,826	351,241	422,697	71,456	20.3%
Technology Maintenance/Minor Equipment	218,602	327,257	246,476	(80,781)	-24.7%
Property Services	329,017	422,777	526,510	103,733	24.5%
Other Services	164,442	269,205	324,107	54,902	20.4%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>12,384,284</b>	<b>12,607,584</b>	<b>14,390,435</b>	<b>1,782,851</b>	<b>14.1%</b>
<b>Capital Expenditures</b>					
Capital	1,051,958	2,865,153	2,564,246	(300,907)	-10.5%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>1,051,958</b>	<b>2,865,153</b>	<b>2,564,246</b>	<b>(300,907)</b>	<b>-10.5%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>13,436,242</b>	<b>15,472,737</b>	<b>16,954,681</b>	<b>1,481,944</b>	<b>9.6%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	1,750,000	1,050,000	(700,000)	-40.0%
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	6,525	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>6,525</b>	<b>1,750,000</b>	<b>1,050,000</b>	<b>(700,000)</b>	<b>-40.0%</b>
<b>Net</b>	<b>\$ (8,227,272)</b>	<b>\$ (10,198,826)</b>	<b>\$ (11,697,299)</b>	<b>\$ (1,498,473)</b>	<b>14.7%</b>

## **FUNDS AND DEPARTMENTS**

### **FIRE BUDGET SUMMARY**

- Licenses and Permits and Charges for Services are both estimated to be up due to a change in the forecasting method used for Building Permits this year.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and nine new Firefighters and two Fire Inspectors are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Property Services is up 24.5% due to the shrubbery at Fire Station #1 being diseased and having to be removed and replaced. In addition, the service and maintenance of the storm warning system needs to be contracted out to a third-party due to the Electric Department being too busy to service and maintain the system.
- Capital Expenditures are up due to the proposed expansion to Fire Station #3 to accommodate required personnel, eight Physio Control Heart Monitors need to be purchased due to the ones the department currently has being outdated and no longer able to be serviced, and the upgrade to a new Records Management System (RMS) software.
- Reserves are being used to fund the Fire Station #3 addition and a new Rapid Response Vehicle.

## **FUNDS AND DEPARTMENTS**

### **PUBLIC WORKS MAINTENANCE**

#### **TASK**

The Bentonville Public Works Maintenance Department through its dedicated employees provide responsive, thorough and efficient facility maintenance, grounds maintenance and janitorial services. We also provide essential cemetery services to families and individuals with compassion and dignity.

#### **2021 ACCOMPLISHMENTS**

- In August 2021, the Public Works Maintenance Department moved into our new 12,800 sq. ft. facility.
- Maintenance staff completed year three of a four-year commitment to convert city facilities to LED bulbs and is on track to complete this conversion by the end of February 2022.

#### **2022 GOALS AND OBJECTIVES**

- Complete the four-year commitment to convert city facilities to LED bulbs.
- Continue maintenance on over 9,000 headstones at the City cemetery.
- Continue mowing and edging of 35 miles of right-of-ways throughout the City.
- Continue the responsibility of maintaining over 3,500 make-a-difference trees planted in City's right-of-ways.
- Continue the mowing, janitorial and general maintenance on public facilities located throughout the City.

## FUNDS AND DEPARTMENTS

### **PUBLIC WORKS MAINTENANCE 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	66,986	56,000	66,986	10,986	19.6%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	84	-	-	-	--
Other Income	6,825	-	-	-	--
<b>Total Revenues</b>	<b>73,895</b>	<b>56,000</b>	<b>66,986</b>	<b>10,986</b>	<b>19.6%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	1,114,282	1,124,528	1,103,456	(21,072)	-1.9%
Benefits	519,229	515,730	506,406	(9,324)	-1.8%
Supplies & Materials	126,129	143,600	150,500	6,900	4.8%
Professional Services	344,695	441,500	431,500	(10,000)	-2.3%
Technology Maintenance/Minor Equipment	6,217	5,582	13,775	8,193	146.8%
Property Services	106,966	169,500	158,750	(10,750)	-6.3%
Other Services	20,157	13,200	14,025	825	6.3%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>2,237,675</b>	<b>2,413,640</b>	<b>2,378,412</b>	<b>(35,228)</b>	<b>-1.5%</b>
<b>Capital Expenditures</b>					
Capital	1,756,277	84,500	142,000	57,500	68.0%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>1,756,277</b>	<b>84,500</b>	<b>142,000</b>	<b>57,500</b>	<b>68.0%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>3,993,952</b>	<b>2,498,140</b>	<b>2,520,412</b>	<b>22,272</b>	<b>0.9%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ (3,920,057)</b>	<b>\$ (2,442,140)</b>	<b>\$ (2,453,426)</b>	<b>\$ (11,286)</b>	<b>0.5%</b>

## **FUNDS AND DEPARTMENTS**

### **PUBLIC WORKS MAINTENANCE BUDGET SUMMARY**

- Charges for services is up due to increasing projected revenue based upon actual results of the City's cemetery lot sales.
- Salaries/Wages and Benefits are down approximately 2% due to eleven janitors being transferred to the Parks and Recreation department in the prior year plus a 5.9% increase in COLA and only one new position being budgeted for 2022.
- Capital expenditures is budgeted to be up \$57,500 due to design fees for a columbarium and committal shelter. These items will give maintenance staff and funeral homes more consistency and efficiency for funerals. In addition, there are three mowers that are budgeted to be replaced in the current year.

## **FUNDS AND DEPARTMENTS**

### **PARKS & RECREATION**

#### **TASK**

The mission of Bentonville Parks and Recreation is to “Enrich lives through recreation, leisure and culture.”

#### **2021 ACCOMPLISHMENTS**

- While COVID-19 continued to have a major impact our department, Bentonville Parks and Recreation was able to operate safe, high quality programs, events, and facilities to the community. Over 160,000 people participated in our programs and events in 2021 and over 275,000 patrons visited the Bentonville Community Center. Through these amenities, we were able to generate over 3.1 million dollars in revenue.
- As we saw in 2020, our outdoor parks and trails continued to be a vital resource for the community. Despite the Applegate Trail and Bella Vista Lake Trail being closed since the floods in March, more than 3.5 million people utilized our trail system in 2021.
- On August 2nd, Old Tiger Track was re-opened after a facility improvement project which provided a resurfaced running and walking track with lights, a new restroom, trail connections, and picnic table and seating area. In 2022, a new pavilion will be installed at the park to complete the project.
- The infields at Merchants Park received a much needed improvement over the summer. All four infields at the complex were reconstructed and new ballfield dirt infill was brought in to provide a higher quality playing surface. This improvement will allow the fields to play better and also drain better, preventing fewer rain out dates for the boys and girls playing softball and baseball at the park.
- Durham Park received a new play structure in 2021. The old structure had become outdated and in need of replacement. The new boulder and climbing structure was installed to provide kids a safe place to climb and play at the neighborhood park.
- Parks and Recreation completed and Council approved the master plans for Bella Vista Lake and the Connect Bentonville Bike & Pedestrian Master Plan. These plans will shape the character of Bentonville and will offer much needed community and amenity connections, dynamic play, leisure, and cultural experiences for our citizens and visitors for generations.

#### **2022 GOALS AND OBJECTIVES**

- Begin and complete construction on the addition of a new dog park and playground at Orchards Park.
- Begin construction of park on SW 28th Street Park and adjacent trails.
- Town Branch Park – Design and begin construction on park improvements at Town Branch Park.
- Complete the Feasibility Study for an Adult Wellness Center in Bentonville.
- Partner with City Engineering Department to construct vital sidewalk connections through the community.
- Successfully promote and produce safe and community focused programming and events.

## FUNDS AND DEPARTMENTS

### **PARKS & RECREATION** **2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	1,622,399	3,043,715	3,819,000	775,285	25.5%
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	90	- -	- -	- -	--
Other Income	1,889,213	- -	- -	- -	--
<b>Total Revenues</b>	<b>3,511,702</b>	<b>3,043,715</b>	<b>3,819,000</b>	<b>775,285</b>	<b>25.5%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	2,921,142	3,143,873	4,023,851	879,978	28.0%
Benefits	1,083,184	1,264,692	1,467,830	203,138	16.1%
Supplies & Materials	620,680	897,420	1,036,640	139,220	15.5%
Professional Services	1,482,415	1,458,737	1,745,622	286,885	19.7%
Technology Maintenance/Minor Equipment	41,855	25,700	33,680	7,980	31.1%
Property Services	612,609	720,970	780,315	59,345	8.2%
Other Services	77,631	193,271	193,666	395	0.2%
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>6,839,516</b>	<b>7,704,663</b>	<b>9,281,604</b>	<b>1,576,941</b>	<b>20.5%</b>
<b>Capital Expenditures</b>					
Capital	1,012,278	1,070,925	1,949,155	878,230	82.0%
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>1,012,278</b>	<b>1,070,925</b>	<b>1,949,155</b>	<b>878,230</b>	<b>82.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>7,851,794</b>	<b>8,775,588</b>	<b>11,230,759</b>	<b>2,455,171</b>	<b>28.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	100,875	80,000	- -	(80,000)	-100.0%
Use of Reserves	- -	- -	450,000	450,000	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>100,875</b>	<b>80,000</b>	<b>450,000</b>	<b>370,000</b>	<b>462.5%</b>
<b>Net</b>	<b>\$ (4,239,217)</b>	<b>\$ (5,651,873)</b>	<b>\$ (6,961,759)</b>	<b>\$ (1,309,886)</b>	<b>23.2%</b>

## **FUNDS AND DEPARTMENTS**

### **PARKS & RECREATION BUDGET SUMMARY**

- Revenues are up due to the negative impact COVID-19 had on the Parks and Recreation department in the past two years and that facilities are now open to the community and classes and services are back to being offered again in the current year.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and four new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Supplies and Maintenance are up due to more minor equipment needed for the different park locations and the community center for the current year.
- The Professional Services line item is budgeted to increase due to a higher marketing/promotional budget and there being more Rec Program options offered in the current year as compared to the previous two years due to the pandemic.
- Capital Expenditures are budgeted to have an 82% increase due to the design fees for the Bentonville Green and an increase in the sidewalks improvement line item for the current year.
- Reserves of \$450,000 is budgeted to be used for sidewalks improvements and on the design of the Bentonville Green (see Capital Expenditures above).

## **FUNDS AND DEPARTMENTS**

### **LIBRARY**

#### **TASK**

To engage our community, encourage discovery and promote literacy by offering lifelong learning opportunities.

#### **2021 ACCOMPLISHMENTS**

- In 2021, the Library recorded 694,674 checkouts and 169,190 library visits. Program attendance, both in-person and virtual participation, totaled more than 11,870 patrons.
- BPL completed a Needs Assessment study to serve as a guiding framework for the Library's future expansion. The report implemented several public engagement techniques, Bentonville-specific data and national library trends. The study was prepared by MSR Design and funded by a grant from the Walton Family Foundation. With funding from the 2021 bond election, the Library began its expansion project by contracting with MSR Design for design services and Flintco for preconstruction services.
- The Library built six learning gardens through a partnership with the Master Gardeners of Benton County. Fresh vegetables, herbs and flowers were planted, maintained and harvested by BPL teen volunteers and shared with the community. The project was funded by the Friends of the Bentonville Library and earned the City of Bentonville an honorable mention as a Trendsetter City for Environmental/Green Management Practices by Arkansas Business.
- BPL's Backyard was also the perfect place to host special events for the community! Bentonville Public Library collaborated with the Library Foundation, Ozark Outdoor Foundation and several other community partners to present two festivals that featured books, crafts, music, food, yoga and special bike activities for children. The outdoor celebrations were attended by 2,500 people.
- In October, the Library celebrated 15 years at 405 South Main Street with more than 8.2 million checkouts, over 4 million visits and programs were attended by more than half-a-million people, among other accomplishments. The anniversary was a fitting time to honor volunteers for their service to the Library and for the Library Foundation to kick-off the capital campaign supporting BPL's expansion.
- BPL was the recipient of grant funds totaling \$175,769, allowing the library to purchase remoteLockers, improve WIFI connectivity and expand its ebook collection. The grants were made possible through the American Rescue Plan Act (ARPA) and the CARES Act and distributed by the Arkansas State Library and the Arkansas Department of Finance and Administration.
- Several new books about American art were donated to Bentonville Public Library as part of a unique pilot project to distribute art books to Arkansas libraries. The contribution was made possible through a gift by the Alice L. Walton Foundation through the Arkansas State Library and Arkansas Center for the Book in collaboration with Crystal Bridges Museum of American Art. BPL featured the materials with a book display and complementary library programs.
- The Library debuted The Mayor's Book Club with a panel discussion and book club discussion for the public and City staff. The Mayor's Book Club is sponsored by the Library Foundation and is expanding to a quarterly program in 2022.
- Bentonville Public Library participated in the Northwest Arkansas Community College's Spring Arts and Culture Festival with special storytimes, a book discussion and an artist presentation.
- BPL upgraded its server and integrated library system, meeting room and event calendar software, and print management tools.

## **FUNDS AND DEPARTMENTS**

- The Library debuted a new mobile app that is user-friendly and provides patrons several new options to access their account.
- The Library launched new Discovery Kits, adding to its “Library of Things” for patron checkout, to include: STEAM, hobbies, technology and other subjects for all ages.
- The City of Bentonville Public Works Department supported the Library with a LED lighting conversion of the facility.
- Bentonville Public Library was again a designated site for Bentonville Schools’ and Aramark’s Summer Feeding Program.
- BPL’s Tech Card program continued into its eighth year. The Walmart ROC Team provided volunteer support for packet preparation.
- The Library continued its response to the COVID-19 Pandemic to protect the health and safety of staff and patrons, as well as help reduce the spread of the COVID-19 virus in our community by promoting digital services, offering virtual programs and presenting outdoor events.

## **2022 GOALS AND OBJECTIVES**

- With the professional services provided by MSR Design and Flintco, Bentonville Public Library will complete architectural designs and preconstruction activities for an expanded facility.
- BPL staff will implement new initiatives and expand services to improve public offerings, including: ecommerce, remoteLockers, WIFI connectivity, the Mayor’s Book Club and the library’s ebook collection.
- The Library will also upgrade its selfCheck terminals to include payment options, streamlining the checkout experience for patrons.
- Bentonville Library will again partner with the Northwest Arkansas Community College to present sessions for the Spring Arts and Culture Festival.
- The Library will host Thinking Money for Kids, a national traveling exhibit. It is a museum-quality exhibition, brought to communities nationwide by the FINRA Investor Education Foundation and the American Library Association (ALA) Public Programs Office. BPL is one of fifty libraries selected to host the exhibit.
- Working with the Mayor of Bentonville, the Library will collaborate with the Bentonville Parks Department and other partners on a pilot project to install a “Lil’ Library in the Park” to broaden access to books and promote literacy.
- BPL will continue to offer quality services and programs for children, teenagers, adults and families as COVID-19 conditions allow.
- Library staff will continue to offer outreach activities and partnerships with community organizations to broaden the library’s reach in our community, as conditions allow.
- As appropriate to COVID-19 conditions, BPL will continue to present signature library events for our community, such as Bentonville’s Literature Festival, GeekCon, Bike and Book Fest, Fat Tire Crit and other annual initiatives.
- BPL will continue collection development, in the form of physical materials and digital resources, to support the educational and life-enriching needs of our library patrons.
- Librarians will continue to implement standards that promote stewardship of resources, such as the Materials Recovery Program, and adapt services to change and grow with our community.
- Library staff will continue to focus on facility maintenance to keep the library building and grounds in excellent condition.

## FUNDS AND DEPARTMENTS

### **LIBRARY** **2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	12,150	27,450	18,000	(9,450)	-34.4%
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	28,584	55,000	40,000	(15,000)	-27.3%
Interest/Rent	4,820	5,700	11,400	5,700	100.0%
Other Income	123,391	6,750	8,000	1,250	18.5%
<b>Total Revenues</b>	<b>168,945</b>	<b>94,900</b>	<b>77,400</b>	<b>(17,500)</b>	<b>-18.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	895,597	925,647	1,066,603	140,956	15.2%
Benefits	272,650	273,844	323,578	49,734	18.2%
Supplies & Materials	201,453	213,500	223,500	10,000	4.7%
Professional Services	86,198	25,250	27,500	2,250	8.9%
Technology Maintenance/Minor Equipment	197,854	228,958	262,425	33,467	14.6%
Property Services	93,095	97,725	129,985	32,260	33.0%
Other Services	31,106	53,802	59,886	6,084	11.3%
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>1,777,953</b>	<b>1,818,726</b>	<b>2,093,477</b>	<b>274,751</b>	<b>15.1%</b>
<b>Capital Expenditures</b>					
Capital	866,227	82,500	22,500	(60,000)	-72.7%
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>866,227</b>	<b>82,500</b>	<b>22,500</b>	<b>(60,000)</b>	<b>-72.7%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>2,644,180</b>	<b>1,901,226</b>	<b>2,115,977</b>	<b>214,751</b>	<b>11.3%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	60,000	- -	(60,000)	-100.0%
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>60,000</b>	<b>- -</b>	<b>(60,000)</b>	<b>-100.0%</b>
<b>Net</b>	<b>\$ (2,475,235)</b>	<b>\$ (1,746,326)</b>	<b>\$ (2,038,577)</b>	<b>\$ (292,251)</b>	<b>16.7%</b>

## **FUNDS AND DEPARTMENTS**

### **LIBRARY BUDGET SUMMARY**

- Special Assessments/Fines are down to reflect actual collections over a 3 year average.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and the additions of two part-time Library Clerks and a Library Specialist-Marketing being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Technology Maintenance/Minor Equipment is up due to replacements of computers and related equipment as well as increases in annual software costs.
- Property Services is up due to a landscape refresh including design, materials, and removal of existing and installation of new plants, shrubs, and trees. In addition, the 2022 budget year will be the first year that costs related to the Train Station such as pest/termite services, repairs/maintenance, and property insurance.
- Capital expenditures is down 72.7% due to four Biblioteca Self-Check kiosks being purchased in the prior year and one only being budgeted to be purchased in the current year.

## **FUNDS AND DEPARTMENTS**

### **ANIMAL SERVICES**

#### **TASK**

The mission of the Bentonville Animal Services is to improve and save animal lives by promoting quality care and compassion through adoption and responsible pet ownership.

#### **2020 ACCOMPLISHMENTS**

- On March 8th, the Animal Services Manager was hired. On July 13th, City Council authorized a Guaranteed Maximum Price for the new facility for \$3,568,512.
- On December 1st, the Animal Services Department held a Groundbreaking Ceremony for the new Animal Services & Adoption Center. City Council members, city employees, CR Crawford & Hight Jackson employees, and key animal-related partners attended. The desired opening date for the facility is January of 2023.
- Animal Services partnered with the Parks & Recreation Department to hold microchip clinics at Yappy Hours, held once a month, June through September. We microchipped 36 pets and registered 47 pets for free that were already microchipped. Around 300 pet owners attended each event.
- The Bentonville Pet-Friendly Business Program rolled out in October. This program is open to businesses within city limits that allow pets inside or on the patio. Five businesses joined the program.
- The Animal Services Officers went on a total of 2,060 calls in 2021. This is a 13% increase from 2020. They completed 76 cases and wrote 96 citations, a 23% increase and 50% decrease, respectively, from 2020.
- In 2021, 215 dogs were taken to the Centerton Animal Shelter, with 93 reunited with their pet parents. The return-to-owner rate is 43%, a 17% decrease from 2020.
- A total of \$510,933.72 were raised in donations for the Animal Services Department and facility. \$510,000 was raised from two sponsors, \$743.72 was raised from miscellaneous contributions from the community, and \$250 was raised from the Bentonville Pet-Friendly Business program.

#### **2022 GOALS AND OBJECTIVES**

- Train all staff members to be able to microchip pets.
- Increase the number of pets we microchip and register in our system.
- Update the Animal Services field standard operating procedures and create SOP's for the new shelter and update the city ordinances to reflect these changes and additions.
- Partner with a local veterinarian to start a spay and neuter program.
- Secure five more facility sponsorships.
- Obtain ten more businesses to be part of the Bentonville Pet-Friendly Business Program.
- Plan and execute two more pet-related events to increase awareness for the department while continuing the Yappy Hours and microchipping clinics.

## FUNDS AND DEPARTMENTS

### **ANIMAL SERVICES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	- -	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	96,801	96,801	--
Benefits	- -	- -	39,257	39,257	--
Supplies & Materials	- -	- -	29,500	29,500	--
Professional Services	- -	- -	40,000	40,000	--
Technology Maintenance/Minor Equipment	- -	- -	32,625	32,625	--
Property Services	- -	- -	29,600	29,600	--
Other Services	- -	- -	4,250	4,250	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>272,033</b>	<b>272,033</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	25,000	25,000	--
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>25,000</b>	<b>25,000</b>	<b>--</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>297,033</b>	<b>297,033</b>	<b>--</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (297,033)</b>	<b>\$ (297,033)</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **ANIMAL SERVICES BUDGET SUMMARY**

- The 2022 Budget year is the first year for the Animal Services department. They are hoping to open the new location at the beginning of 2023.
- Salaries/Wages and Benefits contain the new Animal Services Manager position for the entire year and three other new positions which are prorated based upon the anticipated opening date of the Animal Services building.
- Professional Services includes contracts with veterinarians to provide medical care as needed, microchipping, clinic services, and spay/neuter program.
- Capital Expenditures include new network switches for the Animal Services building and a video camera storage server.

## **FUNDS AND DEPARTMENTS**

### **UTILITY FUND**

The Utility Fund is used to account for activities that are similar to those that may be found in the private sector. It is financed primarily through user charges from both residential and commercial customers. The activities include the departments associated with the Electric, Water, Sewer, and Wastewater systems of the city. Other departments, in addition to those mentioned, are Inventory, Utility Billing & Collection, and Sanitation. The last one listed is not a staffed, operational department, but reflects revenue and expenses related to the city's contract with a waste disposal company.

The pages in this section present a two-page summary for each department that operates as part of the Utility Fund. The first page for each department provides a brief statement of the task of the department, some accomplishments for the past year, goals and objectives for the budget year, and a simple organization chart. The second page for each department shows a financial summary showing the information for the last two years and the budget year, including the change in dollars and percent from the previous year to the budget year. That is followed by explanations for the more significant changes.

The following departments are in the Utility Fund:

- Electric
- Water
- Wastewater
- Sewer Rehab
- Sanitation/Trash
- Inventory
- Utility Billing and Meter

## **FUNDS AND DEPARTMENTS**

### **ELECTRIC DEPARTMENT**

#### **TASK**

To provide and maintain a safe, reliable and efficient source of electrical power; to be responsive to electrical emergencies and outages; and to represent the City of Bentonville in a courteous manner.

#### **2021 ACCOMPLISHMENTS**

- Continued to provide 99.99% reliability rate, with continued increase in customers.
- Utility Board became a voting body to great success.
- Utilizing Text Power, sent 67,614 texts and received 1,243 texts from customers.
- Addressed over 400 Street Light 311-Tickets.
- Set 666 new meters, including 64 new net meters for solar installations.
- Continued upgrading street lights to LED. Hired contractor to assist with change out.
- Completed installation of Priority 1 for the new City Fiber Loop. Connected 3 substations, 6 buildings, 12 street lights, and provided redundancy in communication.
- Implemented a new rate schedule with net zero impact to customers.
- Completed engineering to expand Substation "I".
- Took over multiple CECC customers in the SW portion of Bentonville.
- Began construction on WMT campus improvements – expansion of 2 substation, multiple underground installations, placed transmission line underground (first in Bentonville).
- In addition to the campus, placed infrastructure to allow for 8th St electric to be placed underground.

#### **2022 GOALS AND OBJECTIVES**

- Additional meeting date for Utility Board to lessen time between City Councils.
- Finalize WMT Campus improvements and energize the new "B" Sub, and 2nd "E" Sub transformer.
- Remove all overhead infrastructure along 8th Street.
- Begin construction on Substation "I" Expansion.
- Revise/Edit Franchise Agreements to continue to protect City infrastructure.
- Receive/Review/Begin implementation of a new, electric AMI system to replace a non-functioning system.
- Review & Budget for a new Work Order/Asset Management/Inventory software that will work with existing City owned software.
- Complete the Fiber Priority II engineering and hopefully begin installation.
- Continue to provide above a 99% reliability rate even with continued growth.
- Continue to acquire CECC accounts/infrastructure in the SW portion of town.
- Finalized the revised CECC/Bentonville territory map and purchase procedure.
- Work with new, large developments in Bentonville to provide the properly sized electric service.
- Fill all new positions continue to modify the way BEUD operates to become the most efficient utility it can.

## FUNDS AND DEPARTMENTS

### **ELECTRIC DEPARTMENT** **2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	68,092,502	66,046,030	76,141,673	10,095,643	15.3%
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	265,243	84,489	60,000	(24,489)	-28.98%
Other Income	536,151	- -	9,701	9,701	--
<b>Total Revenues</b>	<b>68,893,896</b>	<b>66,130,519</b>	<b>76,211,374</b>	<b>10,080,855</b>	<b>15.2%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	3,692,496	4,468,591	4,984,749	516,158	11.6%
Benefits	1,443,234	1,651,144	1,901,888	250,744	15.2%
Supplies & Materials	233,634	406,150	391,250	(14,900)	-3.7%
Professional Services	638,122	237,120	237,055	(65)	0.0%
Technology Maintenance/Minor Equipment	120,422	165,503	208,563	43,060	26.0%
Property Services	971,023	791,072	841,056	49,984	6.3%
Other Services	148,370	273,813	293,355	19,542	7.1%
Utility Cost of Goods	48,987,671	50,350,122	56,529,533	6,179,411	12.3%
<b>Total Operations and Maintenance</b>	<b>56,234,972</b>	<b>58,343,515</b>	<b>65,387,449</b>	<b>7,043,934</b>	<b>12.1%</b>
<b>Capital Expenditures</b>					
Capital	4,994,202	6,465,000	8,410,000	1,945,000	30.1%
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>4,994,202</b>	<b>6,465,000</b>	<b>8,410,000</b>	<b>1,945,000</b>	<b>30.1%</b>
<b>Other</b>					
Debt Service	- -	- -	1,348,000	1,348,000	--
Depreciation/Amortization	3,123,065	- -	- -	- -	--
<b>Total Other</b>	<b>3,123,065</b>	<b>- -</b>	<b>1,348,000</b>	<b>1,348,000</b>	<b>--</b>
<b>Total Expenditures</b>	<b>64,352,239</b>	<b>64,808,515</b>	<b>75,145,449</b>	<b>10,336,934</b>	<b>15.9%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	500,000	500,000	--
Donated Infrastructure (non-cash item)	1,233,589	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	(31,667)	- -	31,667	-100.0%
<b>Total Other Financing Sources and Uses</b>	<b>1,233,589</b>	<b>(31,667)</b>	<b>500,000</b>	<b>531,667</b>	<b>-1678.9%</b>
<b>Net</b>	<b>\$ 5,775,246</b>	<b>\$ 1,290,337</b>	<b>\$ 1,565,925</b>	<b>\$ 275,588</b>	<b>21.4%</b>

## **FUNDS AND DEPARTMENTS**

### **ELECTRIC DEPARTMENT BUDGET SUMMARY**

- Charges for Services are up based upon projections in the most recent rate study.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and seven new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Technology Maintenance/Minor Equipment is up due to replacements of computers and related equipment as well as increases in annual software costs.
- Utility Cost of Goods is up due to a projected increase in Purchase of Power.
- Capital Expenditures is up due to projected increase in overhead primary construction, machinery and equipment replacements, and new vehicle replacements.
- Reserves of \$500,000 are budgeted to be used to expand G Sub to I Sub Transmission Line.

## **FUNDS AND DEPARTMENTS**

### **WATER**

#### **TASK**

"The mission of Bentonville's Water Utilities dedicated staff is to serve as water and wastewater professionals, providing consistent, reliable and sustainable services for the citizens of Bentonville, AR." Bentonville's water utility staff remains steadfast in assuring the citizens, businesses and guests we serve that quality plans are developed, proper water and wastewater infrastructure is installed and that the future of the water utilities has a solid foundation for generations to come. We are committed to hold true to a high standard of conduct from our team, which will be reflected in the operation and maintenance of Bentonville's water and wastewater systems. We will pursue avenues and set standards that will ensure Bentonville's water and wastewater systems will function properly and provide quality service for today's population and projected growth.

#### **2021 ACCOMPLISHMENTS**

- For the year 2021, the average amount of water purchased daily was 12,894,000 gallons, with the highest day reaching 18,851,000. This is the all-time single highest day.
- Over 6 miles of new water line was installed during 2021.
- The Operations Team completed 11,555 utility locates in 2021. Over 7,800 work orders pertaining to the water system, sanitary sewer system, and water meter maintenance system were completed in 2021.
- The Technical Services team involved in new development attended 48 pre-construction meetings, completed 1,492 plan reviews and conducted 1,348 inspections of water and sewer appurtenances.
- Manage a Cross Connection Control program that includes almost 6,000 backflow devices. The program is in the process of implementing a web based program that will allow testers to upload test results via the internet directly to the program coordinator.
- Published the RFQ for our Water System Master Plan update.
- Improve our Automated Meter Infrastructure, we've spent a lot of time determining the issues and developing a plan to improve the communication of our network of devices.
- Water Meter Performance – we have been identifying and replacing water meters that are not registering all of the consumption.
- Improve our water system, our field crews work every day repairing leaks, upgrading water services and repairing fire hydrants.
- New Development – the technical team spends a lot of man hours to monitor, assist and coordinate the new developments within Bentonville. Due to the work that is put in these projects will perform at a very high level with minimal maintenance for several years.
- GIS Mapping - We have made a conscious effort to improve the accuracy of the water and sewer systems shown on our GIS site. Due to the work of several folks within our department the GIS map is more accurate today than a year ago.
- Collection System Model – Due to a partnership we started a project last year that has been a goal for a long time. The data collection phase of the Wastewater Collection System analysis was completed this year and the consultant is verifying the data and calibrating the collection system model. Once that is complete, we will pinpoint trouble area for our Collection Maintenance team. Once those areas are identified they will be able to make a greater difference with the infiltration and inflow that is taking up capacity within our collection

## **FUNDS AND DEPARTMENTS**

system, this information will be vital as we plan for the future and accommodate additional growth.

### **2022 GOALS AND OBJECTIVES**

- Reduce unaccounted for water.
- Update/Correct our GIS Map.
- Improve our leak detection infrastructure.
- Improve our meter reporting network.
- Maintain and improve water quality.
- Maintain and improve our water storage facilities.
- Improve and update our department literature.
- Improve our customer outreach.
- Improve our customer interaction through social media and our website.

## FUNDS AND DEPARTMENTS

### WATER 2022 BUDGET

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	12,579,026	11,730,504	13,049,226	1,318,722	11.2%
Special Assessments/Fines	72,080	-	-	-	--
Interest/Rent	11,954	24,579	16,762	(7,817)	-31.8%
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>12,663,060</b>	<b>11,755,083</b>	<b>13,065,988</b>	<b>1,310,905</b>	<b>11.2%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	1,489,766	1,606,196	1,738,072	131,876	8.2%
Benefits	695,688	713,512	789,892	76,380	10.7%
Supplies & Materials	124,995	179,650	231,550	51,900	28.9%
Professional Services	100,502	236,300	73,620	(162,680)	-68.8%
Technology Maintenance/Minor Equipment	35,712	62,647	139,943	77,296	123.4%
Property Services	498,668	672,140	678,040	5,900	0.9%
Other Services	75,960	154,509	186,021	31,512	20.4%
Utility Cost of Goods	6,773,953	6,334,817	6,583,825	249,008	3.9%
<b>Total Operations and Maintenance</b>	<b>9,795,244</b>	<b>9,959,771</b>	<b>10,420,963</b>	<b>461,192</b>	<b>4.6%</b>
<b>Capital Expenditures</b>					
Capital	1,090,647	708,000	826,000	118,000	16.7%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>1,090,647</b>	<b>708,000</b>	<b>826,000</b>	<b>118,000</b>	<b>16.7%</b>
<b>Other</b>					
Debt Service	732,390	715,802	732,387	16,585	2.3%
Depreciation/Amortization	1,860,567	-	-	-	--
<b>Total Other</b>	<b>2,592,957</b>	<b>715,802</b>	<b>732,387</b>	<b>16,585</b>	<b>2.3%</b>
<b>Total Expenditures</b>	<b>13,478,848</b>	<b>11,383,573</b>	<b>11,979,350</b>	<b>595,777</b>	<b>5.2%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	1,965,273	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	63,334	-	(63,334)	-100.0%
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>1,965,273</b>	<b>63,334</b>	<b>-</b>	<b>(63,334)</b>	<b>-100.0%</b>
<b>Net</b>	<b>\$ 1,149,485</b>	<b>\$ 434,844</b>	<b>\$ 1,086,638</b>	<b>\$ 651,794</b>	<b>149.9%</b>

## **FUNDS AND DEPARTMENTS**

### **WATER BUDGET SUMMARY**

- Revenue is up based upon projections.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and three new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Professional Services is down due to a Western Corridor Water connection analysis and easement acquisition which was budgeted in the prior year.
- Utility Cost of Goods is up to recognize the need to budget more for water purchases from Beaver Water District.
- Capital Expenditures is up due to a new water storage tank maintenance agreement. Also, replacement and new AMI meters are necessary for all of the new developments being built in Bentonville.

## **FUNDS AND DEPARTMENTS**

### **WASTEWATER**

#### **TASK**

To protect the public health and environment through effective treatment of wastewater.

#### **2021 ACCOMPLISHMENTS**

- Treated in excess of 1 billion gallons of wastewater.
- The grit chamber project was completed this past July and the system is performing exceptionally well.
- The Wastewater Pre-treatment program conducted 132 inspections, verified that 421 grease control devices or sand-oil separators were maintained. A total of 401,000 gallons of Fats Oils and Grease removal from the collection system through grease control devices.
- Completed the In-Vessel Composting Preliminary Engineering and Pilot Study.
- Improve our Wastewater Collection System - Our crews have done a great job maintaining our collection system. The cleaning, televising, manhole lining and sewer main repairs have all contributed to a better performing collection system.
- Three new lift stations came on-line in 2021 with the addition of 2 subdivisions and the Walmart campus.

#### **2022 GOALS AND OBJECTIVES**

- Plans for a plant upgrade are in the planning phase.
- Proceed on implementing the In-Vessel Composting equipment into the Composting Facility.
- Continue maintenance to ensure compliance for safe and efficient operations.
- Replace forklift.
- Replace the 2006 Positive Displacement Vacuum Trailer.
- Purchase generators for Vaughn Lift Station and Rice Road Lift Station to prevent power outages.
- Replace the Influent Grit Classifier in order to continue proper grit removal for downstream process.

## FUNDS AND DEPARTMENTS

### **WASTEWATER** **2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	1,100.00	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	14,687,252	13,887,562	15,477,207	1,589,645	11.4%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	36,519	17,853	20,000	2,147	12.0%
Other Income	2,016	-	-	-	--
<b>Total Revenues</b>	<b>14,726,887</b>	<b>13,905,415</b>	<b>15,497,207</b>	<b>1,591,792</b>	<b>11.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	1,091,373	1,211,987	1,243,517	31,530	2.6%
Benefits	541,834	594,002	571,132	(22,870)	-3.9%
Supplies & Materials	261,225	468,450	506,100	37,650	8.0%
Professional Services	175,044	682,285	628,951	(53,334)	-7.8%
Technology Maintenance/Minor Equipment	29,822	23,627	11,145	(12,482)	-52.8%
Property Services	346,915	371,500	474,850	103,350	27.8%
Other Services	59,586	92,611	100,947	8,336	9.0%
Utility Cost of Goods	6,524,236	6,680,000	6,981,000	301,000	4.5%
<b>Total Operations and Maintenance</b>	<b>9,030,035</b>	<b>10,124,462</b>	<b>10,517,642</b>	<b>393,180</b>	<b>3.9%</b>
<b>Capital Expenditures</b>					
Capital	511,868	614,029	740,500	126,471	20.6%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>511,868</b>	<b>614,029</b>	<b>740,500</b>	<b>126,471</b>	<b>20.6%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	868,951	-	-	-	--
<b>Total Other</b>	<b>868,951</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>10,410,854</b>	<b>10,738,491</b>	<b>11,258,142</b>	<b>519,651</b>	<b>4.8%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 4,316,033</b>	<b>\$ 3,166,924</b>	<b>\$ 4,239,065</b>	<b>\$ 1,072,141</b>	<b>33.9%</b>

## **FUNDS AND DEPARTMENTS**

### **WASTEWATER BUDGET SUMMARY**

- Revenues are up due to growth in the City.
- Salaries and Wages are up due to the fact that a COLA of 5.9% is being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Property Services is up due to an increase in unexpected repairs and supplies for plant and lift stations (this item is typically overdrawn every year due to incidentals), the “I Street” Lift Station fence installation due to this being a public hazard, and a replacement for a stainless steel ladder in Digester 5.
- Utility Cost of Goods is budgeted to increase in order to recognize the need to budget more for treatment services from the NACA treatment plant.
- Capital Expenditures increased primarily due to the needed replacement of the 2006 Positive Displacement Vacuum Trailer.

## **FUNDS AND DEPARTMENTS**

### **SEWER REHAB**

#### **TASK**

To provide citizens of Bentonville prompt professional service in the collection of wastewater in an environmentally sound manner.

#### **2021 ACCOMPLISHMENTS**

- Increased our sewer system by 7.5 miles making our total sewer system approximately 322 miles of pipe.
- Hydro cleaned almost 1.5 million feet (approximately 280 miles) of sewer main.
- Video inspected a little over 27 miles of sewer main.
- Nomad Sewer Interceptor – this project consist of installing 9,243 feet of sanitary sewer line varying between 12" and 24" in diameter from Nomad Creek and going northeast to Morningstar Road. This sewer main extension will allow us to better serve additional growth in the Southwest part of town. This project was competed and put into service in 2021.
- Over 9.5 miles of offsite easements along our sanitary sewer mains were cleared and made accessible.

#### **2022 GOALS AND OBJECTIVES**

- Reduce inflow and infiltration.
- Identify sources of fats, oils, and grease.
- Repair/Replace sewer main line deficiencies.
- Improve and update our department literature.
- Improve our customer outreach.

## FUNDS AND DEPARTMENTS

### **SEWER REHAB 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	13,770	- -	- -	- -	--
Special Assessments/Fines	280,000	- -	- -	- -	--
Interest/Rent	1,112	- -	- -	- -	--
Other Income	300,000	- -	- -	- -	--
<b>Total Revenues</b>	<b>594,882</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	847,063	1,063,951	1,223,136	159,185	15.0%
Benefits	439,948	547,159	556,846	9,687	1.8%
Supplies & Materials	71,689	104,300	111,900	7,600	7.3%
Professional Services	8,034	21,250	20,000	(1,250)	-5.9%
Technology Maintenance/Minor Equipment	2,150	6,150	9,950	3,800	61.8%
Property Services	246,644	322,900	326,300	3,400	1.1%
Other Services	11,424	58,400	59,000	600	1.0%
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>1,626,952</b>	<b>2,124,110</b>	<b>2,307,132</b>	<b>183,022</b>	<b>8.6%</b>
<b>Capital Expenditures</b>					
Capital	1,697,217	395,000	462,000	67,000	17.0%
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>1,697,217</b>	<b>395,000</b>	<b>462,000</b>	<b>67,000</b>	<b>17.0%</b>
<b>Other</b>					
Debt Service	546,532	433,432	392,701	(40,731)	-9.4%
Depreciation/Amortization	1,283,454	- -	- -	- -	--
<b>Total Other</b>	<b>1,829,986</b>	<b>433,432</b>	<b>392,701</b>	<b>(40,731)</b>	<b>-9.4%</b>
<b>Total Expenditures</b>	<b>5,154,155</b>	<b>2,952,542</b>	<b>3,161,833</b>	<b>209,291</b>	<b>7.1%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	951,000	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	1,259,468	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>2,210,468</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ (2,348,805)</b>	<b>\$ (2,952,542)</b>	<b>\$ (3,161,833)</b>	<b>\$ (209,291)</b>	<b>7.1%</b>

## **FUNDS AND DEPARTMENTS**

### **SEWER REHAB BUDGET SUMMARY**

- Salaries and Wages are up due to the fact that a COLA of 5.9% and two new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Capital Expenditures is up due to replacement of an eleven year old combination Sewer Cleaner/Vacuum Truck, additional camera assembly and transporter, replacement of a 2.5 ton truck with dumb bed, and manhole rebuilds, replacements, and relining (this is necessary to reduce infiltration that is associated with existing manholes).

## **FUNDS AND DEPARTMENTS**

### **SANITATION**

#### **TASK**

The Sanitation department provides for recording revenue and expenses associated with the provision of trash service in the city. There are no personnel assigned to this department. The two departments of Billing & Collection and Accounting & Purchasing perform necessary tasks, with assistance from various departments.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

## FUNDS AND DEPARTMENTS

### **SANITATION** **2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	5,799,565	5,395,836	5,799,562	403,726	7.5%
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	19,058	6,212	5,500	(712)	-11.5%
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>5,818,623</b>	<b>5,402,048</b>	<b>5,805,062</b>	<b>403,014</b>	<b>7.5%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	4,177	11,680	- -	(11,680)	-100.0%
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	5,000	10,000	5,000	100.0%
Other Services	17,650	74,500	28,500	(46,000)	-61.7%
Utility Cost of Goods	5,274,725	4,911,654	5,274,724	363,070	7.4%
<b>Total Operations and Maintenance</b>	<b>5,296,552</b>	<b>5,002,834</b>	<b>5,313,224</b>	<b>310,390</b>	<b>6.2%</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>5,296,552</b>	<b>5,002,834</b>	<b>5,313,224</b>	<b>310,390</b>	<b>6.2%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ 522,071</b>	<b>\$ 399,214</b>	<b>\$ 491,838</b>	<b>\$ 92,624</b>	<b>23.2%</b>

## **FUNDS AND DEPARTMENTS**

### **SANITATION BUDGET SUMMARY**

- Revenues are up due to growth in the City.
- Other Services has decreased from the prior year since the previous year the Benton County Solid Waste District requested additional funds to help offset revenue decreases in their programs so that the programs can stay available for citizens and did not request again in the current year.
- Utility Cost of Goods is likewise up based on the increased revenue.

## **FUNDS AND DEPARTMENTS**

### **INVENTORY**

#### **TASK**

To provide, maintain and organize inventory for all City of Bentonville department needs.

#### **2021 ACCOMPLISHMENTS**

- Maintain inventory accuracy.
- Preventing dead stock or non-movable material.
- Maintaining a large inventory with success.

#### **2022 GOALS AND OBJECTIVES**

- Increase knowledge, understanding and training of material.
- Continue to reduce costs by negotiating competitive bids.
- Increase productivity and reduce overall costs by pulling material for city crews (new software implementation must happen first).

## FUNDS AND DEPARTMENTS

### **INVENTORY 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	- -	- -	- -	- -	--
Other Income	318	- -	- -	- -	--
<b>Total Revenues</b>	<b>318</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	160,181	191,788	193,970	2,182	1.1%
Benefits	76,974	79,279	97,621	18,342	23.1%
Supplies & Materials	25,430	39,000	36,000	(3,000)	-7.7%
Professional Services	681	8,000	8,000	- -	0.0%
Technology Maintenance/Minor Equipment	9,185	11,929	14,230	2,301	19.3%
Property Services	21,075	20,500	20,000	(500)	-2.4%
Other Services	6,655	6,348	6,348	- -	0.0%
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>300,181</b>	<b>356,844</b>	<b>376,169</b>	<b>19,325</b>	<b>5.4%</b>
<b>Capital Expenditures</b>					
Capital	- -	150,000	- -	(150,000)	-100.0%
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>150,000</b>	<b>- -</b>	<b>(150,000)</b>	<b>-100.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	102,913	- -	- -	- -	--
<b>Total Other</b>	<b>102,913</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>403,094</b>	<b>506,844</b>	<b>376,169</b>	<b>(130,675)</b>	<b>-25.8%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	37,498	- -	(37,498)	-100.0%
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>37,498</b>	<b>- -</b>	<b>(37,498)</b>	<b>-100.0%</b>
<b>Net</b>	<b>\$ (402,776)</b>	<b>\$ (469,346)</b>	<b>\$ (376,169)</b>	<b>\$ 93,177</b>	<b>-19.9%</b>

## **FUNDS AND DEPARTMENTS**

### **INVENTORY BUDGET SUMMARY**

- Salaries and Wages are up due to the fact that a COLA of 5.9% is being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Capital Expenditures are down due to their not being any capital requests in the current budget year.

## **FUNDS AND DEPARTMENTS**

### **UTILITY BILLING & METER READING**

#### **TASK**

To provide courteous service to customers, and to accurately maintain all billing records, issue utility bills, and collect money due to the city.

#### **2021 ACCOMPLISHMENTS**

- Maintained meter reading, customer service and billing operations while continuing to face challenges of COVID-19.
- Relocated the Utility Billing and Meter Departments, including the Utility Drive-thru, from the former City Hall and Drive-thru/Training Building in downtown to the new Administrative Services Building at 1000 SW 14th Street.
- Extended the solid waste contract for three years to September 30, 2025 to allow a regional effort to enhance and harmonize recycling across Northwest Arkansas to mature allowing the City's next contract to take those efforts into consideration.
- Added one Meter Reader and mid-year reorganized the Department's staffing structure. The reorganization included designating a Lead Billing Representative, Lead Customer Service Rep, an Online Account Specialist and Field Service Technician.
- Developed a five-year personnel plan for the Department.
- Mailed 2.28% (5,424) fewer bills than 2020 while active accounts grew by 1.7% (559) additional account through paperless billing.
- Maintained meter reading with minimized estimations due to increased manual reading demands due to automated meter reading system challenges.

#### **2021 GOALS AND OBJECTIVES**

- Integrate the new positions in the 2022 budget to office operations. The additional Customer Service Representative will assist our customers, addressing the challenges of growing number of accounts, and reduce wait times. The new Collection Specialist will focus primarily on active and final delinquent account processes to ensure we are able to collect on funds due the City.
- Select a new collection agency for the City to assist the City collect on bad debt from closed accounts.
- Complete an assessment and plan for the non-staffing related needs of the department to manage the growth of the City.
- Participate in selection of new Electric automated meter reading system selection and implementation of system.
- Implement individualized training program for each team member to help each employee grow in job knowledge and abilities.
- Implement Tyler Cashiering and assist in implementation of Munis Accounts Receivable and General Billing.
- Review Terms and Conditions of Service for any revisions brought to light by the COVID-19 pandemic.
- Split, combine and/or create meter reading routes to refine and balance workloads due to growth.

## FUNDS AND DEPARTMENTS

### **UTILITY BILLING AND METER READING 2021 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	614,726	924,775	922,000	(2,775)	-0.3%
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	-	-	-	-	--
Other Income	59,552	38,780	38,000	(780)	-2.0%
<b>Total Revenue</b>	<b>674,278</b>	<b>963,555</b>	<b>960,000</b>	<b>(3,555)</b>	<b>-0.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	943,471	970,689	1,086,496	115,807	11.9%
Benefits	374,242	395,510	429,075	33,565	8.5%
Supplies & Materials	664,178	275,043	280,600	5,557	2.0%
Professional Services	514,171	559,025	654,500	95,475	17.1%
Technology Maintenance/Minor Equipment	350,746	430,743	773,146	342,403	79.5%
Property Services	49,563	69,884	90,540	20,656	29.6%
Other Services	36,492	19,320	19,900	580	3.0%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>2,932,863</b>	<b>2,720,214</b>	<b>3,334,257</b>	<b>614,043</b>	<b>22.6%</b>
<b>Capital Expenditures</b>					
Capital	23,703	109,500	59,000	(50,500)	-46.1%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>23,703</b>	<b>109,500</b>	<b>59,000</b>	<b>(50,500)</b>	<b>-46.1%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	493,075	-	-	-	--
<b>Total Other</b>	<b>493,075</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>3,449,641</b>	<b>2,829,714</b>	<b>3,393,257</b>	<b>563,543</b>	<b>19.9%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ (2,775,363)</b>	<b>\$ (1,866,159)</b>	<b>\$ (2,433,257)</b>	<b>\$ (567,098)</b>	<b>30.4%</b>

## **FUNDS AND DEPARTMENTS**

### **UTILITY BILLING AND METER READING BUDGET SUMMARY**

- Salaries and Wages are up due to the fact that a COLA of 5.9% and two new positions are being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Professional Services is up due in part to higher credit card fees expected to increase due to more customers paying by credit card.
- Technology Maintenance/Minor Equipment is up due to replacements of computers and related equipment as well as increases in annual software costs.
- Capital Expenditures is down from the prior year due to less vehicles needing to be replaced in the current year.

## **FUNDS AND DEPARTMENTS**

### **OTHER FUNDS**

This section includes the Street Fund, Fire Impact Fee, Parks Impact Fee, Water Capacity Fee, and Wastewater Capacity Fee and the Debt Service Fund. Most of these are Special Revenues Funds and are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes. A good example is state turnback funds for streets. Those funds cannot be used for any other function. Each of these funds has such restricted funds, which may be supplemented by transfers from the General Fund upon approval of the City Council.

There is one department in each of these funds. The pages in this section present a summary for each of those departments. The information includes a brief statement of the task of the department, some accomplishments for the past year, goals and objectives for the budget year, and an organization chart. Also provided are explanations for some of the expenses, and a financial summary showing information for the past two years and the budget year, along with the change in dollars and percent from the previous year to the budget year.

This section also includes information for capacity and impact fees. Until 2005, these were reported within the respective departments, but reporting and tracking was a bit cumbersome. Now we are keeping each of these in separate “departments” and funds are transferred as appropriate to their “target” departments as they are used in accordance with the provisions of the purpose of the fees.

The Debt Service Fund will track 80% of the capital penny as well as related principal, interest, and service fees.

## **FUNDS AND DEPARTMENTS**

### **POLICE IMPACT FEES**

#### **TASK**

To account for Police Impact fees.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

#### **BUDGET SUMMARY**

These funds can only be used for capital items related to new growth. Police Impact Fees were passed by City Council in July of 2016.

The fees are collected at the time a Certificate of Occupancy is issued, and are transferred to the Police Department when qualifying expenses are incurred. Fees are as follows:

##### **RESIDENTIAL (PER UNIT):**

• SF Detached	\$546
• All Other Residential	\$344

##### **NON-RESIDENTIAL: (Per 1000 sf/per room (Hotel/Motel/Resort Hotel) Commercial/Retail Centers**

• Commercial	\$615
• Office	\$233
• Industrial	\$ 81

## FUNDS AND DEPARTMENTS

### **POLICE IMPACT FEES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	686,146	500,000	500,000	- -	0.0%
Interest/Rent	1,910	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>688,056</b>	<b>500,000</b>	<b>500,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	- -	- -	- -	- -	--
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	- -	- -	- -	--
Other Services	- -	- -	- -	- -	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	500,000	500,000	- -	0.0%
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>500,000</b>	<b>500,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>500,000</b>	<b>500,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	(690,643)	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>(690,643)</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ (2,587)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **FIRE IMPACT FEES**

#### **TASK**

To account for Fire Impact fees.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

#### **BUDGET SUMMARY**

These funds can only be used for capital items related to new growth. Fire Impact Fees were passed by Council in July of 2006.

The fees are collected at the time a Certificate of Occupancy is issued, and are transferred to the Fire Department when qualifying expenses are incurred. Fees are as follows:

##### **RESIDENTIAL (PER UNIT):**

• SF Detached	\$318
• All Other Residential	\$200

##### **NON-RESIDENTIAL: (Per 1000 sf/per room (Hotel/Motel/Resort Hotel) Commercial/Retail Centers**

• Commercial	\$357
• Office	\$135
• Industrial	\$ 47

## FUNDS AND DEPARTMENTS

### **FIRE IMPACT FEES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	399,582	300,000	300,000	- -	0.0%
Interest/Rent	1,024	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>400,606</b>	<b>300,000</b>	<b>300,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	- -	- -	- -	- -	--
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	- -	- -	- -	--
Other Services	- -	- -	- -	- -	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	300,000	300,000	- -	0.0%
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>300,000</b>	<b>300,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>300,000</b>	<b>300,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ 400,606</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **WATER CAPACITY FEES**

#### **TASK**

To account for Water Capacity fees.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

#### **BUDGET SUMMARY**

These fees were discontinued at the end of 2016 by vote of the City Council. They are still presented since the 2020 Actual amounts are necessary for reconciliation purposes.

## FUNDS AND DEPARTMENTS

### **WATER CAPACITY FEES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	2,462	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>2,462</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	- -	- -	- -	- -	--
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	- -	- -	- -	--
Other Services	- -	- -	- -	- -	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ 2,462</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **WASTEWATER CAPACITY FEES**

#### **TASK**

To account for Water Capacity fees.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

#### **BUDGET SUMMARY**

These fees were discontinued at the end of 2016 by vote of the City Council. They are still presented since the 2020 Actual amounts are necessary for reconciliation purposes.

## FUNDS AND DEPARTMENTS

### **WASTEWATER CAPACITY FEES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	- -	- -	- -	- -	--
Interest/Rent	4,136	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>4,136</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	- -	- -	- -	- -	--
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	- -	- -	- -	--
Other Services	- -	- -	- -	- -	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	- -	- -	- -	--
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	(951,000)	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>(951,000)</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ (946,864)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **PARKS & RECREATION IMPACT FEES**

#### **TASK**

To account for Parks & Recreation Impact fees.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

#### **BUDGET SUMMARY**

These funds can only be used for capital items related to new growth. Parks & Recreation Impact Fees were passed by Council in July of 2006.

The fees are collected at the time a Certificate of Occupancy is issued, and are transferred to the Parks & Recreation Department when qualifying expenses are incurred. Fees are as follows:

#### **RESIDENTIAL (PER UNIT):**

• SF Detached	\$2,192
• All Other Residential	\$1,381

## FUNDS AND DEPARTMENTS

### **PARKS & RECREATION IMPACT FEES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	1,639,822	900,000	900,000	- -	0.0%
Interest/Rent	35,336	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>1,675,158</b>	<b>900,000</b>	<b>900,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	- -	- -	- -	- -	--
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	- -	- -	- -	--
Other Services	- -	- -	- -	- -	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	900,000	900,000	- -	0.0%
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>900,000</b>	<b>900,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>900,000</b>	<b>900,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	(100,875)	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>(100,875)</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ 1,574,283</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **LIBRARY IMPACT FEES**

#### **TASK**

To account for Library Impact fees.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

#### **BUDGET SUMMARY**

These funds can only be used for capital items related to new growth. Library Impact Fees were passed by Council in July of 2006.

The fees are collected at the time a Certificate of Occupancy is issued, and are transferred to the Library Department when qualifying expenses are incurred. Fees are as follows:

#### **RESIDENTIAL (PER UNIT):**

• SF Detached	\$178
• All Other Residential	\$112

## FUNDS AND DEPARTMENTS

### **LIBRARY IMPACT FEES 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ -	\$ -	\$ -	\$ -	--
Licenses & Permits	- -	- -	- -	- -	--
Intergovernmental Revenue	- -	- -	- -	- -	--
Charge for Services	- -	- -	- -	- -	--
Special Assessments/Fines	133,086	85,000	85,000	- -	0.0%
Interest/Rent	3,592	- -	- -	- -	--
Other Income	- -	- -	- -	- -	--
<b>Total Revenues</b>	<b>136,678</b>	<b>85,000</b>	<b>85,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	- -	- -	- -	- -	--
Benefits	- -	- -	- -	- -	--
Supplies & Materials	- -	- -	- -	- -	--
Professional Services	- -	- -	- -	- -	--
Technology Maintenance/Minor Equipment	- -	- -	- -	- -	--
Property Services	- -	- -	- -	- -	--
Other Services	- -	- -	- -	- -	--
Utility Cost of Goods	- -	- -	- -	- -	--
<b>Total Operations and Maintenance</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	- -	- -	- -	- -	--
Setasides - Capital Items	- -	85,000	85,000	- -	0.0%
<b>Total Capital Expenditures</b>	<b>- -</b>	<b>85,000</b>	<b>85,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other</b>					
Debt Service	- -	- -	- -	- -	--
Depreciation/Amortization	- -	- -	- -	- -	--
<b>Total Other</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Total Expenditures</b>	<b>- -</b>	<b>85,000</b>	<b>85,000</b>	<b>- -</b>	<b>0.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	- -	- -	- -	- -	--
Use of Reserves	- -	- -	- -	- -	--
Donated Infrastructure (non-cash item)	- -	- -	- -	- -	--
Proceeds from Issuance of Debt	- -	- -	- -	- -	--
Sale of Capital Assets	- -	- -	- -	- -	--
Transfers In	- -	- -	- -	- -	--
Transfers Out	- -	- -	- -	- -	--
<b>Total Other Financing Sources and Uses</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>- -</b>	<b>--</b>
<b>Net</b>	<b>\$ 136,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **FUNDS AND DEPARTMENTS**

### **TRANSPORTATION & STREET FUND**

#### **TASK**

The mission of the City of Bentonville Street Department is to provide safe and efficient routes within the City with roads and sidewalks along with maintaining the City's storm drainage system while also providing support as needed to other City Departments. This mission is accomplished through the prudent use of resources, technology, innovations, teamwork, and coordination with other service providers in the City. The employees strive for a quality product while acting in a professional and courteous way to all citizens and fellow employees.

#### **2021 ACCOMPLISHMENTS**

- Completed 10 miles of pavement preservation (overlay/seal).
- Used 653 tons of asphalt for pothole repairs.
- Repaired over 107 feet of concrete curb.
- Repaired over 530 feet of sidewalk.
- Cleaned 2 miles of drainage ditches.
- Sealed 6.9 miles of pavement crack.
- Placed 12,387 Gal of Salt Brine – 203 tons of Salt applied on roadways.

#### **2022 GOALS AND OBJECTIVES**

- Continue to maintain and improve city wide drainage ways.
- Maintain and improve city streets using industry wide best practices.
- Maintain and improve city sidewalk and trail infrastructure.
- Continue to support other city departments on in-house projects.
- Continue to apply more cost efficient and effective methods for maintaining street infrastructure.

## FUNDS AND DEPARTMENTS

### **TRANSPORTATION & STREET FUND 2022 BUDGET**

Description	2020 Actual	2021 Budget	2022 Request	Change in Dollars	Change in Percent
<b>Revenues</b>					
Taxes	\$ 4,917,908	\$ 4,821,577	\$ 6,104,998	\$ 1,283,421	26.6%
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	316,710	-	-	-	--
Charge for Services	48,800	21,000	29,181	8,181	39.0%
Special Assessments/Fines	338,775	-	-	-	--
Interest/Rent	54,652	27,514	20,979	(6,535)	-23.8%
Other Income	2,613,217	-	-	-	--
<b>Total Revenues</b>	<b>8,290,062</b>	<b>4,870,091</b>	<b>6,155,158</b>	<b>1,285,067</b>	<b>26.4%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	1,296,314	1,391,736	1,638,087	246,351	17.7%
Benefits	635,358	664,318	731,988	67,670	10.2%
Supplies & Materials	1,029,078	155,125	160,500	5,375	3.5%
Professional Services	416,126	119,106	135,142	16,036	13.5%
Technology Maintenance/Minor Equipment	26,889	63,685	58,272	(5,413)	-8.5%
Property Services	532,032	478,102	492,040	13,938	2.9%
Other Services	33,511	50,180	50,270	90	0.2%
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>3,969,308</b>	<b>2,922,252</b>	<b>3,266,299</b>	<b>344,047</b>	<b>11.8%</b>
<b>Capital Expenditures</b>					
Capital	3,666,316	1,542,800	1,914,500	371,700	24.1%
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>3,666,316</b>	<b>1,542,800</b>	<b>1,914,500</b>	<b>371,700</b>	<b>24.1%</b>
<b>Other</b>					
Debt Service	-	-	-	-	--
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Total Expenditures</b>	<b>7,635,624</b>	<b>4,465,052</b>	<b>5,180,799</b>	<b>715,747</b>	<b>16.0%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	(69,165)	-	69,165	-100.0%
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>(69,165)</b>	<b>-</b>	<b>69,165</b>	<b>-100.0%</b>
<b>Net</b>	<b>\$ 654,438</b>	<b>\$ 335,874</b>	<b>\$ 974,359</b>	<b>\$ 638,485</b>	<b>190.1%</b>

## **FUNDS AND DEPARTMENTS**

### **TRANSPORTATION & STREET FUND BUDGET SUMMARY**

- Revenue – Taxes are up compared to the budget the prior year in both property taxes and state turnback funds.
  - Property taxes are estimated to increase based upon the growth in the City – both in the number of properties and the value of properties.
  - State turnback funds are projected to increase due to the growth in the City's population based upon the 2020 Census.
- Salaries and Wages are up due to the fact that a COLA of 5.9% and one new position is being budgeted for 2022.
- Benefits are up due to a projected increase in insurance costs for the department related to added coverage and the additional personnel requested for the 2022 budget year.
- Capital expenditures is up mainly due to replacements of an excavator, bucket truck, and dump truck; the Greenhouse Road design commitment; and street preservation maintenance overlays/mastic seals.

## **FUNDS AND DEPARTMENTS**

### **DEBT SERVICE FUND**

#### **TASK**

To account for 80% of the receipts on the capital penny as well as the principal, interest, and service fees on the bon money.

#### **2021 ACCOMPLISHMENTS**

- N/A

#### **2022 GOALS AND OBJECTIVES**

- N/A

## FUNDS AND DEPARTMENTS

### **DEBT SERVICE FUND 2022 BUDGET**

<b>Description</b>	<b>2020 Actual</b>	<b>2021 Budget</b>	<b>2022 Request</b>	<b>Change in Dollars</b>	<b>Change in Percent</b>
<b>Revenues</b>					
Taxes	\$ 13,531,443	\$ 12,380,335	\$ 14,496,234	\$ 2,115,899	17.1%
Licenses & Permits	-	-	-	-	--
Intergovernmental Revenue	-	-	-	-	--
Charge for Services	-	-	-	-	--
Special Assessments/Fines	-	-	-	-	--
Interest/Rent	25,394	-	-	-	--
Other Income	-	-	-	-	--
<b>Total Revenues</b>	<b>13,556,837</b>	<b>12,380,335</b>	<b>14,496,234</b>	<b>2,115,899</b>	<b>17.1%</b>
<b>Expenditures</b>					
<b>Operations and Maintenance</b>					
Salaries & Wages	-	-	-	-	--
Benefits	-	-	-	-	--
Supplies & Materials	-	-	-	-	--
Professional Services	-	-	-	-	--
Technology Maintenance/Minor Equipment	-	-	-	-	--
Property Services	-	-	-	-	--
Other Services	-	-	-	-	--
Utility Cost of Goods	-	-	-	-	--
<b>Total Operations and Maintenance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Capital Expenditures</b>					
Capital	-	-	-	-	--
Setasides - Capital Items	-	-	-	-	--
<b>Total Capital Expenditures</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Other</b>					
Debt Service	12,999,549	12,380,335	14,496,234	2,115,899	17.1%
Depreciation/Amortization	-	-	-	-	--
<b>Total Other</b>	<b>12,999,549</b>	<b>12,380,335</b>	<b>14,496,234</b>	<b>2,115,899</b>	<b>17.1%</b>
<b>Total Expenditures</b>	<b>12,999,549</b>	<b>12,380,335</b>	<b>14,496,234</b>	<b>2,115,899</b>	<b>17.1%</b>
<b>Other Financing Sources and Uses</b>					
Use of Impact/Capacity Fees	-	-	-	-	--
Use of Reserves	-	-	-	-	--
Donated Infrastructure (non-cash item)	-	-	-	-	--
Proceeds from Issuance of Debt	-	-	-	-	--
Sale of Capital Assets	-	-	-	-	--
Transfers In	-	-	-	-	--
Transfers Out	-	-	-	-	--
<b>Total Other Financing Sources and Uses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>--</b>
<b>Net</b>	<b>\$ 557,288</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>--</b>

## **CAPITAL**

### **CAPITAL INTRODUCTION**

As a part of the budget process, a separate form is completed to request any capital item. To qualify as a capital item the cost must be at least \$5,000 and the item must have an expected useful life of more than one year. The capital request form is available to our department heads in electronic form on our network. The form provides information on whether the item is a replacement or additional item, the cost, an explanation of why the item is needed, information on the item (if any) being replaced, and other pertinent information to justify the request. Each department ranks its requests by priority to enable the Mayor and Finance Director to have a better understanding of the priorities if items must be cut or placed on the "not recommended" list.

In August of 2003, voters approved an additional "one-cent" sales tax with the funds dedicated to capital needs. The tax was effective October 1, 2003, and would have expired September 30, 2013, with at least seventy percent of it dedicated to streets for the first seven and one-half years. In August of 2007, a special election was held that extended the tax for 25 years and authorized the City to issue up to \$110 million in bonds. The first series was issued in November of 2007 in the amount of \$36.3 million. 80% of the capital penny will be used for debt service. Based on current spending of the first series, series two was issued in December of 2009 and series three was issued in November of 2010. At a special election held in April 2021, voters approved \$266 million in bonds for capital projects and for money to refund existing bonds to be financed by extending the City's 1% sales tax. The 1% sales tax was set to expire in 2032, it is now set to expire in 2046. In June 2021, Series 2021A and Series 2021B were issued.

In addition, there are capacity/impact funds for police, parks, library, wastewater/sewer, water, and fire that can only be spent in those respective departments on capital that can be attributed to new growth in the City.

Prioritizing capital projects when faced with limited resources is always challenging for cities. The City of Bentonville takes an analytical approach when reviewing the list of requests.

- Can the project be funded with capacity/impact fees? If so, that money would be used first.
- Is there other money available to assist with funding such as development agreements, grants, sharing ventures with interested parties, set asides from prior years, or regular operating revenues? Debt is not looked to first unless the scope of the project(s) is of such a magnitude that debt is the only solution.

A list of the requested capital items is presented on the following pages. The list is then supplemented by an explanation of significant and non-recurring capital requests.

# CAPITAL

## LIST OF CAPITAL ITEMS **GENERAL FUND**

<b>Department</b>	<b>Description</b>	<b>Estimated Cost</b>	<b>Type</b>	<b>Vehicle Replacement Information</b>
Administration	Microsoft SQL Licensing	\$5,756	Additional	
Administration	Network Switching	\$10,000	Additional	
Administration	Canon Copier Color Inc. Finisher	\$11,000	Replacement	
Administration	Veeam O365 Backup	\$12,000	Additional	
Administration	Windows DataCenter Server Software	\$14,500	Upgrade	
Administration	Cisco Umbrella Subscription	\$15,000	Additional	
Administration	Dell Storage Hard Drives Split with UB	\$25,000	Additional	
Administration	AT&T Building Remodel for GIS - Windows	\$35,000	Additional	
Administration	Network Firewall Replacement	\$35,000	Replacement	
Administration	Office 365 G1 License	\$45,000	Additional	
Administration	Expand City Council Chambers to provide more space for public participation	\$1,950,000	Additional	
<b>Administration Total</b>		<b>\$2,158,256</b>		
Planning	IT - Network Switch Replacement	\$10,000	Replacement	
Planning	HVAC Unit	\$20,000	Replacement	
Planning	Carpet	\$25,000	Replacement	
<b>Planning Total</b>		<b>\$55,000</b>		
Engineering	Replacement Vehicle (replaced vehicle to potentially be used for a fleet vehicle for new personnel in Engineering or other departments, if needed)	\$35,000	Replacement/Ad dition	(1630-09) 2014 Dodge Durango - 24,016 miles
Engineering	Replacement Vehicle	\$35,000	Replacement	(1630-12) 2015 Jeep Patriot - 35,385 miles
Engineering	SW Nutmeg Flooding Redesign	\$425,000	Additional	
Engineering	Pedestrian/Sidewalk Improvements	\$700,000	Additional	
<b>Engineering Total</b>		<b>\$1,195,000</b>		
Police	New Vehicle Mobile radios	\$9,000	Additional	
Police	Message board radar trailer, ATS	\$15,000	Additional	
Police	Trunk boxes for marked Patrol/Uniform Division Tahoes	\$16,500	Additional	
Police	Network Switch Replacements	\$17,049	Replacement	
Police	Panasonic In-Car Camera/Body Camera Replacements	\$18,000	Replacement	
Police	Striping, tint, floor mats (16) marked cars	\$24,000	Additional	
Police	Firewall Replacements	\$24,000	Replacement	
Police	Unmarked Vehicle	\$30,000	Replacement	(2010-93) 2011 Chevrolet Tahoe PPV - 106,000 as of March 31
Police	Unmarked Vehicle	\$30,000	Replacement	(2010-94) 2011 Chevrolet Tahoe PPV - 90,000 as of March 31
Police	Unmarked Vehicle	\$30,000	Additional	
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-17) 2013 Chevrolet Tahoe PPV - 80,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-19) 2014 Chevrolet Tahoe PPV - 80,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-32) 2014 Chevrolet Tahoe PPV - 80,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-38) 2014 Chevrolet Tahoe PPV - 113,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-37) 2014 Chevrolet Tahoe PPV - 106,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-36) 2014 Chevrolet Tahoe PPV - 83,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-35) 2014 Chevrolet Tahoe PPV - 113,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-34) 2014 Chevrolet Tahoe PPV - 82,000+ miles
Police	Marked Vehicle - Uniform Division	\$52,000	Replacement	(2010-31) 2014 Chevrolet Tahoe PPV - 85,000+ miles
Police	Marked Vehicle Addition- Uniform Division	\$52,000	Additional	
Police	Marked Vehicle Addition- Uniform Division	\$52,000	Additional	
Police	Marked Vehicle Addition- Uniform Division	\$52,000	Additional	
Police	Marked Vehicle Addition- Uniform Division	\$52,000	Additional	
Police	Marked Vehicle Addition- Uniform Division	\$52,000	Additional	
Police	Unity Network Storage	\$81,336	Additional	
Police	Tyler Tech. New World Enterprise Records upgrade	\$82,125	Upgrade	
Police	Specialty Vehicle	\$250,000	Replacement	2001 Box Truck used by SWAT Team
<b>Police Total</b>		<b>\$1,407,010</b>		

# CAPITAL

## LIST OF CAPITAL ITEMS

### GENERAL FUND

Department	Description	Estimated Cost	Type	Vehicle Replacement Information
Fire	Hot water pressure washer	\$7,500	Replacement	
Fire	IT - Network Switch Replacement	\$10,000	Replacement	
Fire	Computer operating system for the HVAC at Station 1	\$11,000	Upgrade	
Fire	Positive Pressure fan	\$11,000	Additional	
Fire	Amkus Extrication tool with batteries and charger	\$12,038	Additional	
Fire	SCBA Bottles	\$34,692	Additional	
Fire	Vehicle replacement for building inspector	\$35,000	Replacement	(2050-03) 2013 Chevy 1500 4x4 - 73,528 miles
Fire	Replacement vehicle for Fire Marshal	\$45,000	Replacement	(2020-21) 2013 Chevy 1500 4x4 - 76,025 miles/3,172 hrs
Fire	Replacement Tahoe for Deputy Chief	\$55,000	Replacement	(2020-23) 2013 Tahoe 4x4 - 51,419 miles/2,781 hrs
Fire	Scott Airpacks	\$58,016	Replacement/Additional	
Fire	Inspection vehicles	\$70,000	Additional	
Fire	Replacement trail and event vehicle	\$85,000	Replacement	2011 Trail and Event Special Response Vehicle
Fire	Replace a 2009 trail and event wildland fire vehicle.	\$85,000	Replacement	2009 Trail Wildland Fire Fighting Vehicle
Fire	Upgrade records management system	\$250,000	Upgrade	
Fire	Rapid Attack Vehicle	\$300,000	Additional	
Fire	Physio Control Heart Monitors	\$360,000	Replacement	
Fire	Replacement - Ambulance	\$360,000	Replacement	(2020-31) 2016 Ambulance - 24,935 miles/2,228 hrs
Fire	Addition to fire station # 3	\$750,000	Additional	
Building Inspection	Carpet	\$25,000	Replacement	
<b>Fire Total</b>		<b>\$2,564,246</b>		
Public Works Maintenance	Cemetery Projects - Design South End Colum Barium and Committal Shelter	\$45,000	Additional	
Public Works Maintenance	3/4 Ton 4X4 extended cab with Utility Bed	\$45,000	Replacement	(5020-45) 2013 3/4 Ton 4x4 Extended Cab with Utility Bed - 77,089 miles
Public Works Maintenance	Grasshopper Finish Mower - \$17,000 each	\$52,000	Replacement	(#16) 2014 Grass Hopper - 2007 hrs
	Vertrac Finish Mower \$18,000			(# 3) 2016 Grass Hopper - 1,854 hrs
				(# 7) 2014 Grass Hopper - 1,118 hrs
<b>Public Works Maintenance Total</b>		<b>\$142,000</b>		
Parks and Recreation	UTV (28th Street - New)	\$3,200	Additional	
Parks and Recreation	Small Floor Scrubber BCC	\$5,000	Additional	
Parks and Recreation	Rigid Floor Drain Jetter and Camera (New)	\$7,500	Additional	
Parks and Recreation	Turbine Blower (28th Street - New)	\$8,000	Additional	
Parks and Recreation	OR - Soccer Goals	\$9,855	Additional	
Parks and Recreation	Memorial Park Trail Bridge - Cover to Composite	\$10,000	Additional	
Parks and Recreation	John Deere Gator or Equivalent (Replacement)	\$13,900	Replacement	
Parks and Recreation	UTV (28th Street - New)	\$13,900	Additional	
Parks and Recreation	Toro 72" Zero Turn Mower (Replacement)	\$15,000	Replacement	
Parks and Recreation	Memorial Basketball Fencing Replacement	\$19,000	Replacement	
Parks and Recreation	Smithco Super Line Painter (Replacement)	\$19,000	Replacement	
Parks and Recreation	Memorial Tennis Courts Resurface	\$20,000	Replacement	
Parks and Recreation	DAC - Spin Bikes	\$22,300	Additional	
Parks and Recreation	BCC - Replace Control Link	\$25,000	Replacement	
Parks and Recreation	Forklift (Replacement)	\$26,000	Replacement	
Parks and Recreation	Bobcat Tractor (2011 Replacement)	\$29,000	Replacement	
Parks and Recreation	Ford F250 Truck (or equivalent)	\$29,000	Additional	
Parks and Recreation	Toro 60" Mower (2) (28th St. Replacement)	\$34,000	Replacement	
Parks and Recreation	2010 Ford F-350 Crew Cab 5020-29 (Replacement)	\$34,000	Replacement	(5020-29) 2010 Ford F-350 Crew Cab - 56,580 miles
Parks and Recreation	2010 Ford F-350 Crew Cab 5030-19 (Replacement)	\$34,000	Replacement	(5020-19) 2010 Ford F-350 Crew Cab - 66,000 miles
Parks and Recreation	Truck - Ram 3500 or Equivalent (28th Street - New)	\$34,000	Additional	
Parks and Recreation	2008 Ford F-350 Crew Cab 5020-16 (Replacement)	\$34,000	Replacement	(5020-16) 2010 Ford F-350 Crew Cab - 53,673 miles
Parks and Recreation	Toro Groundmaster 3505-D (Replacement)	\$34,500	Replacement	
Parks and Recreation	BCC - Gym Floor Repair	\$35,000	Replacement	
Parks and Recreation	Ram 3500 Truck (or equivalent)	\$36,000	Additional	
Parks and Recreation	2011 Chevrolet One Ton 5030-02 (Replacement)	\$48,000	Replacement	(5030-02) Chevrolet One Ton - 63,644 miles
Parks and Recreation	Old Tiger Pavilion	\$50,000	Additional	
Parks and Recreation	Gilmore Park Fall Safe Replacement	\$65,000	Replacement	
Parks and Recreation	Park Springs Restroom Replacement	\$80,000	Replacement	
Parks and Recreation	Maintenance - Master Plan	\$150,000	Additional	
Parks and Recreation	Town Branch Park Development	\$175,000	Additional	
Parks and Recreation	BCC - Fitness Equipment Upgrades	\$180,000	Upgrade	
Parks and Recreation	Sidewalk Improvements	\$300,000	Upgrade	
Parks and Recreation	Bentonville Green Design	\$350,000	Additional	
<b>Parks and Recreation Total</b>		<b>\$1,949,155</b>		
Library	Biblioteca Self-Check w/ bill+coin op	\$22,500	Additional	
<b>Library Total</b>		<b>\$22,500</b>		
Animal Services	Video Camera Storage Server	\$5,000	Additional	
Animal Services	IT - Network Switching	\$20,000	Additional	
<b>Animal Services Total</b>		<b>\$25,000</b>		

## **CAPITAL**

### **LIST OF CAPITAL ITEMS**

#### **STREET FUND**

Department	Description	Estimated Cost	Type	Vehicle Replacement Information
Street	IT - Traffic Core network Switch	\$11,000	Additional	
Street	Replacement batteries for 10 Intersections	\$12,000	Replacement	
Street	Ethernet Switches 24 port	\$17,000	Additional	
Street	Edge 2 Video Processors for Signals	\$40,500	Additional	
Street	City wide drainage / Downtown Drainage TBD	\$75,000	Additional	
Street	Sidewalk gap fill in project	\$75,000	Additional	
Street	Replacement of a 2011 Mini Excavator #3810-24	\$125,000	Replacement	
Street	Greenhouse Rd. design commitment to match STBGP-A 2021 Grant.	\$154,000	Additional	
Street	Replacement of a 2006 Bucket Truck for Traffic Signals	\$180,000	Replacement	(3820-12) 2006 Bucket Truck - 41,467 miles
Street	Replacement #3810-20 (2009 Model) 8yd Dump Truck w/ a 4x4 10 yd Dump Truck	\$225,000	Replacement	(3810-20) 2009 Model 8 yd Dump Truck - 36,522 miles
Street	Street Preservation Maintenance Overlays/Mastic Seals	\$1,000,000	Additional	
<b>Street Total</b>		<b>\$1,914,500</b>		

# CAPITAL

## LIST OF CAPITAL ITEMS

### UTILITY FUND

Department	Description	Estimated Cost	Type	Vehicle Replacement Information
Electric	IT - Network Switch Replacement	\$10,000	Replacement	
Electric	Utility Locator	\$15,000	Additional	
Electric	Shelving for Utility Complex	\$25,000	Additional	
Electric	Material Trailer	\$30,000	Additional	
Electric	Easements Purchases	\$50,000	Additional	
Electric	Carroll Purchases	\$50,000	Additional	
Electric	New Pick Up Truck	\$50,000	Additional	
Electric	New Pick Up Truck	\$50,000	Additional	
Electric	4-Reel Wire Tensioner	\$70,000	Additional	
Electric	New Crew Truck	\$75,000	Additional	
Electric	Pick-up - Replace 3010-48 (3/4 ton pick up)	\$80,000	Replacement	(3010-48) 3/4 Ton Pickup - 59,000 miles
Electric	General SCADA Upgrades	\$100,000	Upgrade	
Electric	Substation Electronic Equipment	\$100,000	Additional	
Electric	Pick-up - Replace 3010-63 (small service bucket)	\$260,000	Replacement	(3010-63) Small Service Bucket - 88,556 miles
Electric	L&G Focus Meters	\$300,000	Additional	
Electric	Street Lights - Lighting of Roadways	\$350,000	Additional	
Electric	Pick-up - Replace 3010-45 (digger truck)	\$360,000	Replacement	(3010-45) Digger Truck - 133,640 miles
Electric	G Sub to I Sub Tline Engineering	\$500,000	Additional	
Electric	I63/I67 Double Circuit Extension	\$575,000	Additional	
Electric	Overhead Primary Construction	\$700,000	Additional	
Electric	C70/C13 Rebuild	\$700,000	Additional	
Electric	Transmission Underbuild	\$760,000	Additional	
Electric	Underground Primary Construction	\$3,200,000	Additional	
<b>Electric Total</b>		<b>\$8,410,000</b>		
Water	IT - Network Switch Replacement	\$10,000	Replacement	
Water	Leak Detection Loggers	\$18,000	Additional	
Water	Pentair Water Pump KA	\$31,000	Replacement	
Water	1/2 Ton Truck	\$35,000	Additional	
Water	Pump control valve KA	\$40,000	Replacement	
Water	12" Refill valve KA	\$42,000	Replacement	
Water	Replacement and new AMI meters	\$150,000	Replacement	
Water	Large AMI meters replacement and new	\$150,000	Replacement	
Water	Water storage tank maintenance agreement	\$350,000	Additional	
<b>Water Total</b>		<b>\$826,000</b>		
Wastewater	IT - Network Switch Replacement	\$5,000	Replacement	
Wastewater	Exhaust Ventilator for Influent Building	\$9,500	Additional	
Wastewater	Pump Hoist to Lift Pumps Out of Wet Well	\$10,000	Additional	
Wastewater	Auger for MCKISSIC LS Bar Screen	\$15,000	Additional	
Wastewater	Actuators for MCKISSIC Valves	\$15,000	Additional	
Wastewater	Golf Cart	\$16,000	Additional	
Wastewater	Furniture for Training Room	\$30,000	Replacement	
Wastewater	Replacement Truck	\$35,000	Replacement	(3030-19) 2012 Ford F-150 16,767 Miles
Wastewater	Zero Turn Blower	\$43,000	Additional	
Wastewater	Grinder for MCKISSIC LS Bar Screen	\$47,000	Additional	
Wastewater	Influent Grit Classifier Replacement	\$55,000	Additional	
Wastewater	Generator for Vaughn Lift Station	\$65,000	Additional	
Wastewater	Generator for Rice Road Lift Station	\$65,000	Additional	
Wastewater	Forklift	\$75,000	Upgrade/Replacement	
Wastewater	Skid Steer Loader	\$75,000	Replacement	
Wastewater	Positive Displacement Vacuum Trailer	\$180,000	Replacement	
<b>Wastewater Total</b>		<b>\$740,500</b>		
Sewer Rehab	Additional camera assembly and transporter	\$42,000	Additional	
Sewer Rehab	Manhole rehab	\$70,000	Replacement	
Sewer Rehab	2.5 ton truck with dump bed	\$70,000	Replacement	
Sewer Rehab	Combination sewer cleaner/vacuum truck	\$280,000	Replacement	
<b>Sewer Rehab Total</b>		<b>\$462,000</b>		
Utility Billing and Meter	IT Network Switch replacements	\$10,000	Replacement	
Utility Billing and Meter	MR 1/2 Ton, short bed 4x4, replacement vehicle	\$24,000	Replacement	
Utility Billing and Meter	Dell Storage Hard Drives SPLIT with Admin	\$25,000	Additional	
Utility Billing and Meter Total		<b>\$59,000</b>		

## **CAPITAL**

### **SIGNIFICANT AND NON-RECURRING CAPITAL ITEM EXPLANATIONS**

The capital items listed on the previous pages were discussed individually with the respective department heads in meetings with the Mayor prior to meetings with City Council. They were also covered individually during budget meetings with the Council. Below is a more detailed explanation of capital items that are non-recurring and are considered significant.

Administration	Expand City Council Chambers to provide more space for public participation	\$ 1,950,000
Engineering	SW Nutmeg Flooding Redesign	\$ 425,000
Engineering	Pedestrian/Sidewalk Improvements	\$ 700,000
Police Department	Specialty Vehicle	\$ 250,000
	Replace 2001 Box Truck used by SWAT Team	
Fire Department	Upgrade records management system	\$ 250,000
Fire Department	Rapid Attack Vehicle	\$ 300,000
Fire Department	Physio Control Heart Monitors	\$ 360,000
Fire Department	Replacement - Ambulance	\$ 360,000
	Replace (2020-31) 2016 Ambulance - 24,935 miles/2,228 hrs	
Fire Department	Addition to Fire Station #3	\$ 750,000
Parks and Recreation	Sidewalk Improvements	\$ 300,000
Parks and Recreation	Bentonville Green Design	\$ 350,000
Transportation and Streets	4x4 10 yd Dump Truck	\$ 225,000
	Replace (3810-20) 2009 Dump Truck - 36,522 miles	
Transportation and Streets	Street Preservation Maintenance Overlays/Mastic Seals	\$ 1,000,000
Electric	Replacement - Pickup	\$ 260,000
	Replace (3010-63) Small Service Bucket - 88,556 miles	
Electric	L&G Focus Meters	\$ 300,000
Electric	Street Lights - Lighting of Roadways	\$ 350,000
Electric	Replacement - Pickup	\$ 360,000
	Replace (3010-45) Digger Truck - 133,640 miles	
Electric	G Sub to I Sub Tline Engineering	\$ 500,000
Electric	I63/I67 Double Circuit Extension	\$ 575,000
Electric	Overhead Primary Construction	\$ 700,000
Electric	C70/C13 Rebuild	\$ 700,000
Electric	Transmission Underbuild	\$ 760,000
Electric	Underground Primary Construction	\$ 3,200,000
Water	Water storage tank maintenance agreement	\$ 350,000
Sewer Rehab	Replacement of our 2009 combo vacuum sewer cleaning truck. This purchase will be close to \$500,000. We budgeted \$220,000 in the prior year to setaside funds for the future purchase. This year's amount is the remaining balance.	\$ 280,000

## **CAPITAL**

### **EFFECTS OF CAPITAL ON OPERATING BUDGET**

Most of the capital items will not materially affect operating budgets because they are replacements for current items or they are infrastructure. Others, such as vehicles, will have no material effect on O & M. The following departmental summaries will briefly address those that have some impact, although most are not significant. Most are for new items of equipment that will add insurance, fuel, and/or routine maintenance expenses.

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#### **Administration**

Anticipated increases in utility and maintenance costs associated with the expansion of the City Council Chambers are expected.

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#### **Planning**

No major changes in O & M are anticipated in conjunction with the capital purchases.

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#### **Engineering**

No major changes in O & M are anticipated in conjunction with the SW Nutmeg Flooding Redesign and the Pedestrian/Sidewalk Improvements projects or other capital purchases.

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#### **Police**

No major changes in O & M are anticipated in conjunction with the capital purchases.

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#### **Fire**

No major changes in O & M are anticipated in conjunction with the capital purchases.

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#### **Public Works Maintenance**

No major changes in O & M are anticipated in conjunction with the capital purchases

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#### **Parks and Recreation**

No major changes in O & M are anticipated in conjunction with the capital purchases. The expenditure noted should not increase the maintenance of the fields.

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#### **Library**

No major changes in O & M are anticipated in conjunction with the capital purchases.

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#### **Street**

No major changes in O & M are anticipated in conjunction with the Street Preservation/Mastic Seals project or other capital projects.

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#### **Electric**

No major changes in O & M are anticipated in conjunction Underground Primary Construction project or with other capital purchases

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#### **Water**

No major changes in O & M are anticipated in conjunction with the capital purchases.

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#### **Wastewater**

No major changes in O & M are anticipated in conjunction with the capital purchases.

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#### **Sewer Rehab**

No major changes in O & M are anticipated in conjunction with the capital purchases. Most of the items are routine in nature as we consistently improve and rebuilt the sewer lines around the City.

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#### **Utility Billing**

The network equipment is a shared cost with Administration and will not have an effect on the O and M.

## **STAFFING**

### **PERSONNEL INTRODUCTION**

In the initial budget presented to the Council, personnel dollars for all departments are based on existing staffing and new positions. The Accounting Department utilizes our software to compute the amounts. Live payroll files are copied into the budget module. Related variables are updated for the coming year for retirement, FICA, insurance, and similar variables. Each department head is responsible for reviewing information for his/her department, and either verifying it or seeing that it is corrected.

A separate form is completed, as a part of the budget process, to request any changes in personnel staffing, whether for additional positions or upgrades. The form provides information on why the position is needed, which alternatives have been considered, and the costs, including all benefits and associated costs. The Human Resources Manager reviews those requests. If the position classification requested does not exist, a simple salary "survey" is done, a job description prepared, and the position is assigned to a grade in the pay plan.

The succeeding pages present the following information:

- Personnel requests for 2022
- A list of staffing changes for 2022
- A staffing table for 2022

## STAFFING

### PERSONNEL REQUESTS (ALL REQUESTS WERE APPROVED)

#### **GOVERNMENTAL FUNDS – PERSONNEL ADDITIONS 2022 BUDGET**

<b>Position Additions or Upgrades</b>		
<u>Department</u>	<u>From/To Position</u>	<u>Salary Increase</u>
Administration	HR Specialist - PT to FT	\$21,076
Administration	Upgrade from Accounting Specialist to HR Generalist	\$6,000
Administration	Employee Relations Specialist	\$45,349
Administration	IT Service Desk Coordinator	\$56,758
Administration	IT Facilities Coordinator	\$52,921
Administration	Systems Technician II	\$48,963
Accounting	Payroll Manager	\$61,799
Accounting	Accountant	\$61,799
Accounting	Purchasing Specialist I/II/III	\$48,963
District Court	Administrative Technician	\$45,348
Planning	Business Development Coordinator	\$54,694
Planning	Planning Technician	\$48,963
Engineering	Engineer Project Manager	\$61,799
Engineering	PT Administrative Assistant II	\$24,310
Engineering	Permitting/Project Coordinator	\$52,921
Police	(5) Police Officer II	\$247,220
Police	Police Officer II - Traffic Enforcement	\$49,444
Police	(2) Police Clerk II - Records	\$77,746
Police	Police Officer II - Detective	\$49,444
Police	Telecommunicator	\$39,102
Fire	(9) Firefighter II	\$486,941
Fire	(2) Fire Inspector	\$121,264
Public Works Maintenance	Custodial Crew Leader	\$45,349
Parks and Rec	Mechanic - Parks	\$48,963
Parks and Rec	Recreation Specialist - PT to FT	\$21,027
Parks and Rec	Parks Maintenance Worker II	\$36,013
Parks and Rec	Trails Maintenance Worker II - Trails	\$36,013
Library	(2) Part-Time Library Clerk II	\$23,700
Library	Library Specialist II - Marketing	\$41,226
Animal Services	Administrative Assistant *	\$37,877
Animal Services	(2) Kennel Technician *	\$70,116
Street	Apprentice Traffic Technician	\$44,512

\* These positions are shown in the budget prorated based upon the anticipated opening date of the Animal Services building.

## **STAFFING**

### **PERSONNEL REQUESTS (ALL REQUESTS WERE APPROVED)**

<b>Position Transfers</b>		
<u>From Department</u>	<u>To Department</u>	<u>Position</u>
Parks and Rec	Animal Services	Manager

## **STAFFING**

### **PERSONNEL REQUESTS (ALL REQUESTS WERE APPROVED)**

#### **ENTERPRISE FUNDS – PERSONNEL ADDITIONS 2022 BUDGET**

<b>Full-Time Additions</b>		
<u>Department</u>	<u>Position</u>	<u>Salary</u>
Electric	Electric Technician	\$55,224
Electric	(2) Electric Technicians - Locators	\$88,338
Electric	(4) Journeyman Lineman	\$358,176
Water	Meter System Foreman	\$56,399
Water	Water Controller Foreman	\$56,118
Water	Water Distribution Operator	\$37,003
Water/Sewer Rehab	Construction Inspector	\$55,640
Sewer Rehab	WW Collection Operator	\$37,003
Utility Billing & Meter	Collections Specialist	\$44,512
Utility Billing & Meter	Customer Service Rep II	\$48,110

## **STAFFING**

### **STAFFING CHANGES**

For 2022, the City Council approved a Cost of Living Adjustment (COLA) of 5.9%.

#### **ADMINISTRATION**

A part-time HR Specialist was upgraded to full-time HR Specialist to help manage the onboarding of new employees.

An Accounting Specialist was upgraded to a HR Generalist to focus on the human resource side of things.

The HR Department has requested a new position for an Employee Relations Specialist to help manage the onboarding of new employees.

The IT Department has requested three new positions for a Service Desk Coordinator, a Facilities Coordinator, and a Systems Technician II to help coordinate and manage the City's increased use and reliance on technology.

The Accounting Department requested three new positions for a Payroll Manager, an Accountant, and a Purchasing Specialist for additional help in managing the 2021 Bond Issue, the funds received from the American Rescue Plan Act, along with the normal day-to-day operations coinciding with the fast-paced growth of the City.

#### **DISTRICT COURT**

District Court requested an Administrative Technician position to help better manage the growing responsibilities of the department.

#### **PLANNING**

The Planning Department has requested two new positions for a Business Development Coordinator and Planning Technician to help manage the growing workload in the department due to the fast-paced growth in the City.

#### **ENGINEERING**

Engineering requested 3 new positions for an Engineering Project Manager, a Permitting/Project Coordinator, and a part-time Administrative Assistant to help manage the workload in the Engineering Department related to growth in construction throughout the City.

#### **POLICE DEPARTMENT**

The Police Department has requested seven additional Police Officers, two Records Clerks, and a Telecommunicator to help as the population grows and increases the demands on public safety.

#### **FIRE DEPARTMENT**

The Fire Department requested nine new Firefighters to help manage the growing workload of the demands on public safety due to growth within the City.

The Fire Department also has requested the addition of two new Fire Inspectors to help manage the number of fire inspections. The Building Inspection department will be combined into the Fire Department in the current budget year.

#### **PUBLIC WORKS MAINTENANCE**

Public Works Maintenance has requested a Custodial Crew Leader to help better manage the growing city facilities and responsibilities of the department.

## **STAFFING**

### **PARKS AND RECREATION**

A part-time Recreation Specialist was upgraded to full-time Recreation Specialist to help coordinate the number of additional Recreation Programs being added.

The Parks and Recreation Department has also requested a Parks Mechanic, a Parks Maintenance Worker, and a Trails Maintenance Worker to help with proper upkeep of the City Parks and the Trails System.

### **LIBRARY**

The Library has requested two additional part-time Library Clerk positions to help with the growing attendance and usage of the Library.

The Library has also requested a Library Specialist – Marketing to help promote the Library and the different activities and programs they offer.

### **ANIMAL SHELTER**

This department is new in the current budget year. The Animal Services Manager is being transferred from the Parks Department to this new department. In addition, two new Kennel Technicians and an Administrative Assistant are being requested for the current year. These three new positions are shown in the budget prorated based upon the anticipated opening date of the Animal Services building.

### **STREET**

The Street Department has requested a new position for an Apprentice Traffic Technician to help the current Traffic Technicians manage the traffic signals around the City.

### **ELECTRIC DEPARTMENT**

The Electric Department has requested three new Electric Technicians and four additional Journeyman Lineman positions to help manage the growth of workload related to construction in the City.

### **WATER DEPARTMENT**

The Water Department has requested four new positions for a Meter System Foreman, a Water Controller Foreman, a Water Distribution Operator, and a Construction Inspector to help manage the growth of workload related to construction in the City.

### **SEWER REHAB**

Sewer Rehab has requested a new Construction Inspector position due to the fast-paced growth in the City and related construction.

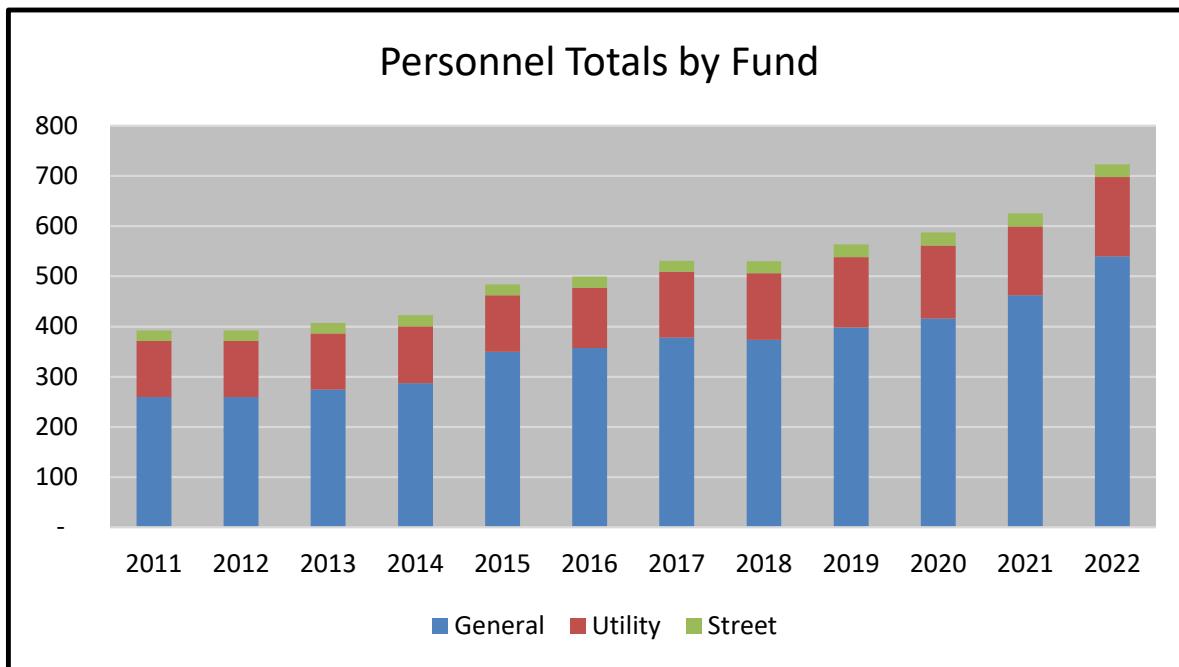
### **UTILITY BILLING AND METER**

Utility Billing and Meter requested two new positions for a Collections Specialist and a Customer Service Rep to help manage the growing responsibilities of the department.

## **STAFFING**

### **FULL TIME EQUIVALENTS (FTEs)**

The following graph shows the FTE strength by fund as shown in the table on the next page. The growth trend is clearly shown as employees have been added to be able to maintain service levels as our population grew from around 35,000 in 2010 to a population of close to 55,000 in 2020.



## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

<b>Authorized - Total FTEs</b>			
<b>Year</b>	<b>2021</b>	<b>Change</b>	<b>2022</b>
<b>General Fund</b>			
Administration	17.5	7.0	24.5
Accounting	10.0	3.0	13.0
District Court	8.5	2.0	10.5
Planning	8.0	2.0	10.0
Engineering	8.0	3.5	11.5
Police	115.0	13.0	128.0
Fire	113.0	26.0 *	139.0
Public Works Maintenance	20.0	2.0	22.0
Parks	115.0	25.0	140.0
Library	37.0	0.5	37.5
Animal Services	-	4.0	4.0
<b>Fund Total</b>	<b>462.0</b>	<b>88.0</b>	<b>540.0</b>
<b>Utility Fund</b>			
Electric	48.0	8.0	56.0
Sewer Rehab	15.0	1.0	16.0
Water	29.0	7.0	36.0
Wastewater	22.0	-	22.0
Inventory Warehouse	3.0	-	3.0
Utility Billing/Collection	20.5	4.0	24.5
<b>Fund Total</b>	<b>137.5</b>	<b>20.0</b>	<b>157.5</b>
<b>Street</b>	<b>26.0</b>	<b>-</b>	<b>26.0</b>
<b>City Total</b>	<b>625.5</b>	<b>108.0</b>	<b>723.5</b>

\* Building Inspection was combined into the Fire Department.

## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

	Full-time	Other	Total
<b>Administration</b>			
Administrative Assistant	1.0		1.0
GIS Analyst	1.0		1.0
GIS Coordinator	1.0		1.0
GIS Tech	1.0		1.0
HR Generalist	1.0		1.0
Employee Relations Specialist	1.0		1.0
Human Resources Specialist	1.0		1.0
Human Resources Manager	1.0		1.0
Staff Attorney	2.0		2.0
Paralegal	1.0		1.0
PT/SN Legal Intern		0.5	0.5
Mayor	1.0		1.0
Director of Administration	1.0		1.0
Executive Assistant	1.0		1.0
IT Service Desk Coordinator	1.0		1.0
IT Facilities Coordinator	1.0		1.0
Application Administrator	1.0		1.0
Network Administrator	1.0		1.0
IT Director	1.0		1.0
Systems Technician	5.0		5.0
<b>Department Total</b>	<b>24.0</b>	<b>0.5</b>	<b>24.5</b>
<b>Accounting and Purchasing</b>			
Accountant	2.0		2.0
Accounting Specialist III (Accounts Payable)	2.0		2.0
Accounting Specialist III (Payroll Clerk)	1.0		1.0
Accounting Specialist III (Purchasing)	1.0		1.0
Accounting Specialist III (Accounts Receivable)	1.0		1.0
Purchasing Specialist	1.0		1.0
Payroll Manager	1.0		1.0
Assistant Finance Director	1.0		1.0
Financial Analyst	1.0		1.0
Finance Director	1.0		1.0
Purchasing Manager	1.0		1.0
<b>Department Total</b>	<b>13.0</b>	-	<b>13.0</b>
<b>District Court</b>			
Chief Court Clerk	1.0		1.0
Chief Deputy Court Clerk	1.0		1.0
Deputy Court Clerk	6.0		6.0
Administrative Technician	1.0		1.0
Part Time Court Clerk		0.5	0.5
Probation Officer/Bailiff	1.0		1.0
<b>Department Total</b>	<b>10.0</b>	<b>0.5</b>	<b>10.5</b>

## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

	Full-time	Other	Total
<b>Fire</b>			
Assistant Fire Marshall/Paramedic	2.0		2.0
Fire Battalion Chief	3.0		3.0
Battalion Chief/Paramedic	2.0		2.0
Deputy Fire Chief/Paramedic	2.0		2.0
Division Chief - Fire Marshall	1.0		1.0
Division Chief - Training	1.0		1.0
Fire Chief	1.0		1.0
Fire Inspector	4.0		4.0
Firefighter	85.0		85.0
PT Basic Firefighters		5.0	5.0
Fire Captains	21.0		21.0
Administrative Assistant	1.0		1.0
Building Inspector	5.0		5.0
Chief Building Inspector	1.0		1.0
Code Enforcement Officer	1.0		1.0
Building Permit Clerk	3.0		3.0
Building Permit Administrator	1.0		1.0
<b>Department Total</b>	<b>134.0</b>	<b>5.0</b>	<b>139.0</b>
<b>Police</b>			
Animal Control Supervisor	1.0		1.0
Animal Control Officer	2.0		2.0
Telecommunications Manager	1.0		1.0
Dispatchers	19.0		19.0
Telecommunications Supervisors	3.0		3.0
Police Chief	1.0		1.0
Police Captains	4.0		4.0
Police Clerk	5.0		5.0
Police Corporal	34.0		34.0
Police Lieutenant	6.0		6.0
Police Officers	34.0		34.0
Police Records Supervisor	1.0		1.0
Police Sergeant	12.0		12.0
Trainer	1.0		1.0
Administrative Technicians	3.0		3.0
Executive Assistant	1.0		1.0
<b>Department Total</b>	<b>128.0</b>	-	<b>128.0</b>

## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

	Full-time	Other	Total
<b>Planning</b>			
Community Development Director	1.0		1.0
Administration Assistant	1.0		1.0
Comprehensive Planning Manager	1.0		1.0
Business Development Coordinator	1.0		1.0
Planning Services Manager	1.0		1.0
Senior Planner	2.0		2.0
Planning Technician	3.0		3.0
<b>Department Total</b>	<b>10.0</b>	-	<b>10.0</b>
<b>Engineering</b>			
City Engineer	1.0		1.0
Construction Inspector	3.0		3.0
Engineering Project Manager	2.0		2.0
Staff Engineer	2.0		2.0
Engineering Permitting/Project Coordinator	2.0		2.0
Stormwater Coordinator	1.0		1.0
Administrative Assistant		0.5	0.5
<b>Department Total</b>	<b>11.0</b>	<b>0.5</b>	<b>11.5</b>
<b>Electric</b>			
Electric CAD Technician	1.0		1.0
Electric Director	1.0		1.0
Development Coordinator	1.0		1.0
Assistant Electric Engineering Manager	1.0		1.0
Substation Technician	1.0		1.0
Administrative Assistant	2.0		2.0
Apprentice Electric Engineering Tech	1.0		1.0
Apprentice Lineman	3.0		3.0
Assistant Elec Utility Manager	2.0		2.0
Construction Coordinator	1.0		1.0
Safety Compliance Officer	1.0		1.0
Engineering Technician	3.0		3.0
New Service Coordinator	1.0		1.0
Electric Field Supervisor	3.0		3.0
Electric Technician	6.0		6.0
Tree Trimmer	3.0		3.0
Electric Crew Leaders	6.0		6.0
J Journeyman Electrician	19.0		19.0
<b>Department Total</b>	<b>56.0</b>	-	<b>56.0</b>

## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

	Full-time	Other	Total
<b>Sewer Rehab</b>			
Assistant Manager - Construction	1.0		1.0
Crew Leader	4.0		4.0
Construction Inspector	1.0		1.0
Collection Supervisor	1.0		1.0
Meter Technician	1.0		1.0
Pre-Treatment Technician	1.0		1.0
System Specialist I	7.0		7.0
<b>Department Total</b>	<b>16.0</b>	-	<b>16.0</b>
<b>Water</b>			
Administrative Technician	1.0		1.0
Assistant Manager - Technical Services	1.0		1.0
Construction Inspector	2.0		2.0
Crew Leader	4.0		4.0
Cross Connection Coordinator	1.0		1.0
Distribution Supervisor	1.0		1.0
Distribution Controller	2.0		2.0
Distribution Specialist	6.0		6.0
Operations Supervisor	1.0		1.0
Damage Prevention Specialist	3.0		3.0
Manager	1.0		1.0
Meter Technician	2.0		2.0
New Service Coordinator	1.0		1.0
Water Utilities Director	1.0		1.0
Technical Supervisor	1.0		1.0
Water Utility Systems Technician	1.0		1.0
Meter System Foreman	1.0		1.0
Water Controller Foreman	1.0		1.0
Water Distribution Specialist	1.0		1.0
Wastewater Collection Specialist	1.0		1.0
Construction Inspector	1.0		1.0
Administrative Assistant	2.0		2.0
<b>Department Total</b>	<b>36.0</b>	-	<b>36.0</b>
<b>Wastewater</b>			
Compost Attendant	3.0		3.0
Compost Foreman	1.0		1.0
Lab Technician	2.0		2.0
Lab/Pretreatment Supervisor	1.0		1.0
Maintenance Foreman	1.0		1.0
Maintenance Technician	4.0		4.0
Manager	1.0		1.0
Operations Supervisor	1.0		1.0
Treatment Operator	7.0		7.0
Administrative Assistant	1.0		1.0
<b>Department Total</b>	<b>22.0</b>	-	<b>22.0</b>

## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

	Full-time	Other	Total
<b>Inventory</b>			
Manager	1.0		1.0
Crew Leader	1.0		1.0
Warehouse Worker	1.0		1.0
<b>Department Total</b>	<b>3.0</b>	-	<b>3.0</b>
<b>Utility Billing and Meter</b>			
Customer Account Representative	6.0		6.0
Lead Customer Service Rep	1.0		1.0
Lead Billing Rep	1.0		1.0
Online Account Rep	1.0		1.0
Billing and Collection Manager	1.0		1.0
Collections Specialist	1.0		1.0
Meter Reader	7.0	0.5	7.5
Meter Reading Foreman	1.0		1.0
Customer Account Supervisor	1.0		1.0
Utility Billing Analyst	4.0		4.0
<b>Department Total</b>	<b>24.0</b>	<b>0.5</b>	<b>24.5</b>
<b>Street</b>			
Crew Leader	3.0		3.0
Construction Inspector (ROW Permit Officer)	1.0		1.0
Heavy Equipment Operator	12.0		12.0
Staff Engineer	1.0		1.0
Mechanic	1.0		1.0
Administrative Assistant	1.0		1.0
Sign Shop Technician	1.0		1.0
Street Manager	1.0		1.0
Assistant Manager	1.0		1.0
Traffic Signal Technician	2.0		2.0
Apprentice Traffic Technician	1.0		1.0
Transportation Director	1.0		1.0
<b>Department Total</b>	<b>26.0</b>	-	<b>26.0</b>
<b>Parks Public Works Maintenance</b>			
Assistant Manager	1.0		1.0
Crew Leader	4.0		4.0
Custodians	7.0		7.0
Custodial Foreman	1.0		1.0
Facilities Maintenance Tech	2.0		2.0
Maintenance Manager	1.0		1.0
Maintenance Worker	5.0		5.0
Mechanic	1.0		1.0
<b>Department Total</b>	<b>22.0</b>	-	<b>22.0</b>

## STAFFING

### FULL TIME EQUIVALENTS (FTEs)

	Full-time	Other	Total
<b>Parks</b>			
Parks and Rec Director	1.0		1.0
Bicucle and Pedestrian Planner	1.0		1.0
Parks Maint Foreman	1.0		1.0
Crew Leader Custodian	2.0		2.0
Custodian	8.0		8.0
Recreation Program Supervisor	4.0		4.0
Recreation Program Manager	1.0		1.0
Parks and Rec Planner	1.0		1.0
Parks Foreman	1.0		1.0
Administrative Assistant	2.0		2.0
Horticultrist	2.0		2.0
Crew Leader	2.0		2.0
Maintenance Worker	13.0		13.0
Maintenance Manager	1.0		1.0
Turf Maintenance Specialist	1.0		1.0
Mechanic	1.0		1.0
Urban Forester	1.0		1.0
Facility Maintenance Technician	6.0		6.0
Recreation Specialist	4.0		4.0
Part-Time and Seasonal Workers	87.0		87.0
<b>Department Total</b>	<b>53.0</b>	<b>87.0</b>	<b>140.0</b>
<b>Library</b>			
Director	1.0		1.0
Librarian	4.0		4.0
Library Clerk Part Time		22.5	22.5
Library Specialist	9.0		9.0
Administrative Assistant	1.0		1.0
<b>Department Total</b>	<b>15.0</b>	<b>22.5</b>	<b>37.5</b>
<b>Animal Services</b>			
Animal Services Manager	1.0		1.0
Administrative Assistant	1.0		1.0
Kennel Technician	2.0		2.0
<b>Department Total</b>	<b>4.0</b>	-	<b>4.0</b>
<b>City Total</b>	<b>607.0</b>	<b>116.5</b>	<b>723.5</b>

## APPENDIX

### **ELECTRIC RATES**

#### **RESIDENTIAL**

Facilities Charge \$12.70

First 800 kWh \$0.1086 per kWh

Over 800 Winter Season \$0.0824 per kWh

Over 800 Summer Season \$0.0998 per kWh

Minimum Bill \$12.70

#### **SMALL COMMERCIAL (DEMAND LESS THAN 50kW)**

Facilities Charge \$13.80

First 2,000 kWh \$0.1170 per kWh

Over 2,000 kWh Winter Season \$0.0872 per kWh

Over 2,000 kWh Summer Season \$0.1170 per kWh

Minimum Bill \$13.80

#### **MID-COMMERCIAL (DEMAND MORE THAN 50 kW AND LESS THAN 200 kW)**

Facilities Charge \$13.80

Demand Charge \$7.35 per kW

Energy Charge Winter Season \$0.0684 per kWh

Energy Charge Summer Season \$0.0721 per kWh

Minimum Charge \$183.75

## APPENDIX

### WATER AND WASTEWATER RATES

	Per 1,000 gallons					
	Water			Wastewater		
	Residential	Irrigation	Commercial	Residential	Commercial	
<b>Inside City monthly usage rates</b>						
First 4,000 gallons of water	3.29	N/A	N/A	N/A	N/A	N/A
Next 6,000 gallons of water	3.76	N/A	N/A	N/A	N/A	N/A
Over 10,000 gallons of water	5.43	N/A	N/A	N/A	N/A	N/A
All Consumption	N/A	4.41	3.76	7.69	8.22	
<b>Outside City monthly usage rates</b>						
First 4,000 gallons of water	4.00	4.00	4.00	4.00	4.00	
Next 6,000 gallons of water	3.91	N/A	N/A	N/A	N/A	N/A
Over 10,000 gallons of water	4.48	N/A	N/A	N/A	N/A	N/A
All Consumption	N/A	5.26	4.48	9.23	9.86	

	Rate per Month					
	Water		Irrigation		Wastewater	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
<b>Meter rates</b>						
5/8" meter	7.71	8.89			13.41	14.33
3/4" meter	7.71	8.89			13.41	14.33
1" meter	19.28	22.50			44.16	47.19
1-1/2" meter	83.55	96.41			164.05	175.31
2" meter	89.98	103.91			175.15	187.17
3" meter	134.97	155.32			257.30	274.95
4" meter	385.63	444.55			721.32	770.81
6" meter	835.54	964.08			1,553.89	1,660.50

## **APPENDIX**

### **SANITATION RATES**

Sanitation service is provided once each week for residential and small commercial service, and as scheduled for individual dumpster service. The City provides residential customers two cart, one for refuse and one for recycling. Small commercial customers are provided with one cart for refuse.

<b><u>CUSTOMER</u></b>	<b><u>TYPE CHARGE</u></b>
Residential	\$13.89 per Month
Small Commercial	\$17.39 per Month
Large Commercial – Dumpsters	\$ 4.87 per Cu Yd.

## APPENDIX

### **MISCELLANEOUS STATISTICAL DATA**

Incorporated – January 1873

Form of Government – Mayor/Council

Area – 31.5 square miles

<u>Fire Protection</u>		<u>Wastewater</u>	
Stations	7	Meters	18,081
Uniformed Employees	123	Lift Stations	46
		Avg Daily Flow (Gallons)	3,129,000
<u>Police Protection</u>		<u>Public Education System</u>	
Stations	1	Elementary	13
Uniformed Employees	96	Middle	5
		Junior High	4
		High School	2
<u>Parks and Recreation</u>		<u>Certified Staff</u>	
Parks Acreage	341	Total Staff	1,244
Number of Parks	20	Enrollment	2,270
Number of Trails	28		
Baseball/Softball Fields	20		
Soccer Fields/Football Fields	16		
Tennis Courts	22	<u>Building Permits</u>	
Basketball Courts	5	<u>Year</u>	<u>Number</u>
Swimming Pools/Splash Parks	4	2021	1,117,303,480
Ice Rink	1	2020	529,200,000
Indoor Recreation Center	2	2019	454,000,000
		2018	500,000,000
		2017	395,100,000
		2016	372,728,437
<u>Streets</u>		2015	321,885,167
Miles City Roads and Streets	296	2014	321,836,524
Traffic Signals	52	2013	237,944,732
		2012	222,071,462
<u>Water</u>		<u>Benton County - Rate of Unemployment</u>	
Meters	18,011	<u>Year</u>	<u>Rate</u>
Irrigation Meters	3,571	2021	3.5
Beaver Water Pumping		2020	3.5
Capacity (Gallons)	80,000,000	2019	2.3
Pumping Capacity to		2018	2.6
Bentonville/Rogers	36,000,000	2017	3.1
Average Daily Use (Gallons)	12,800,000	2016	2.6
Storage Capacity	12,500,000	2015	3.4
Miles of Water Lines	336.69	2014	3.9
Fire Hydrants	1500+	2013	4.4
		2012	4.8
<u>Electric</u>			
Meters	23,448		
Substations	9		
Miles of Distribution Lines	989		

## APPENDIX

### CENSUS DATA

The information on the following page is from the U.S. Census Bureau, Special Census 2006. In 2005, the City Council authorized staff to contract with the Census Bureau to conduct a special census. For a special census, the Census Bureau is responsible for testing and identifying the persons who will work on the enumeration process; and the City paid the Census Bureau a fee and also paid for the workers that performed the Special Census. The enumeration began in March 2006, with expectations for a new population of at least 28,000 to be certified as a result. Results were certified to the State of Arkansas in July, 2006 and the City's population had increased to 28,621. The state turnback, which is a per capita payment in both the General Fund and the Street Fund, was increased accordingly. By the end of 2007, the additional revenue covered the cost of the special census. The regular federal census in 2010 set our official population for the past few years at 35,301. The recent regular federal census in 2020 set our estimated official population at 54,164 and this will be the amount used for budget purposes in subsequent years.

Population, Census, April 1, 2020	54,164
Population, Census, April 1, 2010	35,301
<b>Age and Sex</b>	
Persons under 5 years, percent	▲ 7.7%
Persons under 18 years, percent	▲ 28.2%
Persons 65 years and over, percent	▲ 8.2%
Female persons, percent	▲ 49.3%
<b>Race and Hispanic Origin</b>	
White alone, percent	▲ 78.5%
Black or African American alone, percent (a)	▲ 3.5%
American Indian and Alaska Native alone, percent (a)	▲ 0.7%
Asian alone, percent (a)	▲ 12.2%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.1%
Two or More Races, percent	▲ 3.5%
Hispanic or Latino, percent (b)	▲ 10.2%
White alone, not Hispanic or Latino, percent	▲ 70.2%
<b>Population Characteristics</b>	
Veterans, 2015-2019	1,939
Foreign born persons, percent, 2015-2019	15.5%
<b>Housing</b>	
Housing units, July 1, 2019, (V2019)	X
Owner-occupied housing unit rate, 2015-2019	54.2%
Median value of owner-occupied housing units, 2015-2019	\$232,600
Median selected monthly owner costs -with a mortgage, 2015-2019	\$1,602
Median selected monthly owner costs -without a mortgage, 2015-2019	\$483
Median gross rent, 2015-2019	\$955
Building permits, 2020	X
<b>Families &amp; Living Arrangements</b>	
Households, 2015-2019	18,223
Persons per household, 2015-2019	2.67
Living in same house 1 year ago, percent of persons age 1 year+, 2015-2019	81.3%
Language other than English spoken at home, percent of persons age 5 years+, 2015-2019	13.4%

## APPENDIX

### CENSUS DATA (CONTINUED)

<b>Computer and Internet Use</b>	
<i>i</i> Households with a computer, percent, 2015-2019	94.1%
<i>i</i> Households with a broadband Internet subscription, percent, 2015-2019	72.3%
<b>Education</b>	
<i>i</i> High school graduate or higher, percent of persons age 25 years+, 2015-2019	93.9%
<i>i</i> Bachelor's degree or higher, percent of persons age 25 years+, 2015-2019	50.2%
<b>Health</b>	
<i>i</i> With a disability, under age 65 years, percent, 2015-2019	5.2%
<i>i</i> Persons without health insurance, under age 65 years, percent	▲ 6.0%
<b>Economy</b>	
<i>i</i> In civilian labor force, total, percent of population age 16 years+, 2015-2019	69.7%
<i>i</i> In civilian labor force, female, percent of population age 16 years+, 2015-2019	60.3%
<i>i</i> Total accommodation and food services sales, 2012 (\$1,000) <small>(c)</small>	111,160
<i>i</i> Total health care and social assistance receipts/revenue, 2012 (\$1,000) <small>(c)</small>	173,590
<i>i</i> Total manufacturers shipments, 2012 (\$1,000) <small>(c)</small>	135,262
<i>i</i> Total retail sales, 2012 (\$1,000) <small>(c)</small>	1,024,175
<i>i</i> Total retail sales per capita, 2012 <small>(c)</small>	\$26,752
<b>Transportation</b>	
<i>i</i> Mean travel time to work (minutes), workers age 16 years+, 2015-2019	17.0
<b>Income &amp; Poverty</b>	
<i>i</i> Median household income (in 2019 dollars), 2015-2019	\$80,392
<i>i</i> Per capita income in past 12 months (in 2019 dollars), 2015-2019	\$41,169
<i>i</i> Persons in poverty, percent	▲ 7.6%
<b> BUSINESSES</b>	
<b>Businesses</b>	
<i>i</i> Total employer establishments, 2019	X
<i>i</i> Total employment, 2019	X
<i>i</i> Total annual payroll, 2019 (\$1,000)	X
<i>i</i> Total employment, percent change, 2018-2019	X
<i>i</i> Total nonemployer establishments, 2018	X
<i>i</i> All firms, 2012	3,922
<i>i</i> Men-owned firms, 2012	1,880
<i>i</i> Women-owned firms, 2012	1,300
<i>i</i> Minority-owned firms, 2012	391
<i>i</i> Nonminority-owned firms, 2012	3,295
<i>i</i> Veteran-owned firms, 2012	326
<i>i</i> Nonveteran-owned firms, 2012	3,279
<b> GEOGRAPHY</b>	
<b>Geography</b>	
<i>i</i> Population per square mile, 2010	1,128.3
<i>i</i> Land area in square miles, 2010	31.29

## APPENDIX

### CENSUS DATA (CONTINUED)

[About datasets used in this table](#)

#### Value Notes

 Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the left of each row in TABLE view to learn about sampling error.

The vintage year (e.g., V2021) refers to the final year of the series (2020 thru 2021). Different vintage years of estimates are not comparable.

#### Fact Notes

- (a) Includes persons reporting only one race
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data
- (b) Hispanics may be of any race, so also are included in applicable race categories

#### Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper interval of an open ended distribution.
- F Fewer than 25 firms
- D Suppressed to avoid disclosure of confidential information
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- FN Footnote on this item in place of data
- X Not applicable
- S Suppressed; does not meet publication standards
- NA Not available
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and Poverty Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

*Information obtained from [www.census.gov](http://www.census.gov).*

## APPENDIX

### **GLOSSARY**

#### **A**

**Accounting System:** Records and procedures that discover, record, classify, and report information on the financial position and operations of a governmental unit or any of its funds.

**Accrual Accounting:** A basis of accounting in which revenues are recognized in the accounting period in which they are earned, and expenses are recognized in the period in which they are incurred.

**ADFA:** Arkansas Development Finance Authority is an agency of the state that provides low interest loans to local governments for public works projects such as water system infrastructure, wastewater plants, etc.

**Agency Fund:** A fund consisting of resources received and held by the governmental unit as an agent for others.

**Amortization:** Gradual reduction, redemption, or liquidation of the balance of an account, according to a specified schedule of times and amounts. Provision for the extinguishment of a debt by means of a debt service fund.

**Appraised Value:** An estimate of value for the purpose of taxation (property values are established by the Benton County Assessor).

**Appropriation:** An authorization made by the City Council that permits the City to incur obligations and to make expenditures of resources.

**Assets:** Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.

**Assessed Valuation:** A value set upon real estate and personal property, usually based on the estimated market value, by the County Assessor for the purpose of levying property taxes. The assessment ratio depends on the classification of the property, such as residential, commercial, utilities, etc.

**Assets:** Probable future economic benefits obtained or controlled by a particular entity as a result of past transactions or events.

**Audit:** Auditing refers to a systematic independent examination of books, accounts, documents, and vouchers of an organization to ascertain how the financial statements present a true and fair view of the concern. It also attempts to ensure that the books of accounts are properly maintained as required by law.

#### **B**

**Balanced Budget:** A budget where the total sum of money a government collects in a year is less than or equal to the amount it spends on goods, services and debt service.

**Basis of Accounting:** The timing of recognition, that is, when the effects of transactions or events should be recognized for financial reporting purposes. For example, the effects of transactions or events can be recognized on an accrual basis (that is, when the transactions or events take place), or on a cash basis (that is, when cash is received or paid). Basis of accounting is an essential part of measurement focus because of a particular timing of recognition is necessary to accomplish a particular measurement focus.

## APPENDIX

### **GLOSSARY (CONTINUED)**

**Bond:** A written promise to pay a specified sum of money, called the face value or principal amount, on a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The interest payments and the repayment of the principal are detailed in a bond ordinance.

**Budget:** A financial plan, for a specified period, of operations that matches all planned revenues and expenditures with the services provided the residents of the City.

**Budget Adoption:** Formal action by the City Council, which sets the total expenditure limit for the fiscal year.

**Budget Calendar:** The schedule of key dates that the City follows in the preparation and adoption of the budget.

**Budget Document:** The compilation of the individual departmental spending plans for the various funds, along with supporting schedules, tables, and graphs which, in total, comprise the annual revenue and expenditure plan.

**Budget Message:** A general discussion of the proposed budget as presented in writing by the Finance Director to the City Council. The message contains an explanation of the principal budget items and recommendations regarding the financial policy for the coming year.

**Budgetary Basis of Accounting:** The method used to determine when revenues and expenditures are recognized for budgetary purposes.

**Budgetary Control:** The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**BWD: Beaver Water District.** This is the supplier of wholesale water for the City of Bentonville and several other cities in northwest Arkansas. The water is taken out of Beaver Lake, a Corp of Engineers lake that was formed in 1960 by a dam on the White River.

### **C**

**Capacity/Impact Fees:** A fee charged by the City to developers/builders as partial compensation for the cost of providing additional facilities or services needed as a result of new development (e.g., facilities for expanding water capacity, facilities for expanding wastewater capacity, fire protection facilities and equipment, etc.).

**Capital Assets:** Assets with a cost of \$5,000 or greater and an estimated useful life of at least one year. Capital assets include land, building, improvements, equipment, and infrastructure assets such as roads, bridges, storm sewers, and similar items.

**Capital Budget:** A budget that deals with large expenditures for capital items normally financed by borrowing. Usually capital items have long-range returns, useful life spans, are relatively expensive, and have physical presence such as buildings, roads, sewage systems, etc.

**Capital Expenditures:** Funds used by an entity to acquire or upgrade physical assets such as property, industrial buildings, or equipment. This type of outlay is made by cities to maintain to increase the scope of their operations. These expenditures can include everything from repairing a roof to building a brand new facility.

## APPENDIX

### **GLOSSARY (CONTINUED)**

**Capital Improvement Fund:** A fund created to accumulate revenues from current taxes levied for major repairs and maintenance to fixed assets of a nature not specified at the time the revenues are levied.

**Capital Improvement Program (CIP):** A plan for purchasing capital expenditures over a period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital Outlay:** Expenditures that result in the acquisition of or addition to fixed assets.

**Capital Projects Fund:** A fund created to account for financial resources to be used for the acquisition or the construction of major capital facilities or equipment.

**Capital Setaside:** A designation of funds from the current year project to be earmarked for a future project in either the current year or subsequent years.

**Carryover:** Encumbered or otherwise previously obligated expenditure authority moved from one fiscal year to another through the budget process to cover the timing of those obligated expenditures.

**City Council:** The eight (8) elected council members collectively acting as the legislative and policy making body of the City.

**COLA:** An annual increase in pay, the Cost of Living Adjustment is typically based on the Consumer Price Index. An annual item for consideration by the City Council during the budget process.

**Construction Work In Progress:** The cost of construction work that has been started but not completed.

**Contingency:** An amount set aside for unforeseen expenses of uncertain amounts or funds set aside for known expenses, such as salary increases, but uncertain amounts.

**Contributed Capital:** Capital received from investors for stock, equal to capital stock plus paid-in capital, NOT that capital received from earnings or donations. Also called Paid-in Capital.

**Current Asset:** An asset that one can reasonably expect to convert into cash, sell, or consume in operations within a single operating cycle, or within a year if more than one cycle is completed each year.

**Current Liability:** An obligation whose liquidation is expected to require the use of existing resources classified as current assets, or the creation of other current liabilities.

**Current Financial Resources Measurement Focus:** Measurement focus according to which the aim of a set of financial statements is to report the near-term (current) inflows, outflows, and balances of expendable (spendable) financial resources. The current financial resources measurement focus is unique to accounting and financial reporting for state and local governments and used solely for reporting the financial position and results of operations of governmental funds.

**Current Taxes:** Taxes levied and due within one year.

## **D**

**Debt Service:** Expenditures for principal and interest on outstanding bond issues.

**Debt Service Fund:** A fund established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

## APPENDIX

### **GLOSSARY (CONTINUED)**

**Deferred Revenue:** Resource inflows that do not yet meet the criteria for revenue recognition. Unearned amounts are always reported as deferred revenue. In governmental funds, earned amounts also are reported as deferred revenue until they are available to liquidate liabilities of the current period.

**Deficit:** The difference between revenues and expenses when revenues are less.

**Delinquent Taxes:** Taxes that remain unpaid after the date on which a penalty for nonpayment is attached.

**Department:** An individual section within the city government having a specialized function or activity and a separate spending plan.

**Depreciation:** An accounting method of allocating the cost of a tangible asset over its useful life.

### **E**

**Encumbrance:** The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

**Enterprise Fund:** A proprietary fund type used to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

**Expenditure:** A decrease in the net financial resources of the City due to the acquisition of goods and services.

### **F**

**FBO:** Fixed Base Operator. This person is contracted to be in charge of day-to-day operations of the airport.

**Fiduciary:** Person or organization who is responsible for the administration of property owned by others. Corporate management is a fiduciary with respect to corporate assets that are beneficially owned by the stockholders and creditors. Similarly, a trustee is the fiduciary of a trust and partners owe fiduciary responsibility to each other and to their creditors.

**Fiduciary Fund:** Funds used to report assets held in a trustee or agency capacity for others and which therefore cannot be used to support the government's own programs. The fiduciary fund category includes pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

**Financial Policy:** A government's policies with respect to revenues, spending, and debt management as these relate to government services, programs, and capital investment. A financial policy provides an agreed-upon set of principles for the planning and programming of governmental budgets and their funding.

**Fiscal Year:** A period of twelve (12) consecutive months establishing the beginning and the ending of financial transactions. The City of Bentonville's fiscal year corresponds to the calendar year.

## APPENDIX

### **GLOSSARY (CONTINUED)**

**Fixed Asset:** Assets of long-term nature that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

**Franchise Fee:** A fee paid by utilities for use of public property in providing their services to the citizens of the city.

**Full-Time Equivalent Position (FTE):** Employee positions, which are authorized in the adopted budget, to be filled during the year. One FTE is equivalent to a 40-hour per week position. For example, a summer lifeguard working for four months, or 690 hours, would be equivalent to .33 FTE.

**Fund:** An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

**Fund Accounting:** A governmental accounting system that is organized and operated on a fund basis.

**Fund Balance:** The difference between a fund's total assets and liabilities. A positive fund balance is generally an accumulation of actual revenues which have exceeded actual expenditures. Fund balance in each fund may have up to five classifications as outlined in GASB Statement 54.

- **Nonspendable Fund Balance:** The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This would include items not expected to be converted to cash including inventories and prepaid amounts. It may also include the long-term amount of loans and receivables, as well as property acquired for resale and the corpus (principal) of a permanent fund.
- **Restricted Fund Balance:** The restricted fund balance classification should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments or (b) imposed by law through constitutional provisions or enabling legislation.
- **Committed Fund Balance:** The committed fund balance classification reflects specific purposes pursuant to constraints imposed by formal action of City Council.
- **Assigned Fund Balance:** The assigned fund balance classification reflects amounts that are constrained by the government's intent to be used for specific purposes, but meet neither the restricted nor committed forms of constraint.
- **Unassigned Fund Balance:** The unassigned fund balance classification is the residual classification for the general fund only. It is also where *negative residual amounts for all other governmental funds* would be reported.

**Fund Classification:** One of three broad categories (governmental, proprietary, and fiduciary) used to classify fund types.

**Fund Type:** One of 11 classifications into which all individual funds can be categorized. Governmental fund types include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Fund, and Permanent Funds. Proprietary fund type include enterprise funds and internal service funds. Fiduciary fund types include pension (and other employee benefit) trust funds, investment trust funds, private-purpose trust funds, and agency funds.

## **G**

**GAAP:** Generally Accepted Accounting Principles are a common set of accounting principles, standards and procedures that entities must follow in compiling financial statements.

## APPENDIX

### **GLOSSARY (CONTINUED)**

**GASB:** The Governmental Accounting Standards Board is the independent, private-sector organization that establishes accounting and financial reporting standards for U.S. state and local governments that follow GAAP.

**General Fund:** A fund set up to account for the ordinary operations of a governmental unit that are financed from taxes and other general revenues. All transactions not accounted for in some other fund are accounted for in this fund.

**Governmental Fund Type:** Funds generally used to account for tax-supported activities. There are five different types of governmental fund: the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Permanent Funds.

**General Obligation Bonds:** Bonds that finance a variety of public projects, which pledge the full faith, and credit of the City.

**GFOA:** The Government Finance Officers Association (GFOA) is the professional association of state/provincial and local finance officers in the United States and Canada, which has served the public finance profession since 1906.

**GIS:** Geographic Information System is a system that links spatial data contained within a database to a mapping platform. It enables the user to create “smart maps” or to map information contained within the database.

**Goals:** Broad, general statements of each departments’ desired social or organizational outcomes.

**Governmental Fund:** Funds which account for functions reported as governmental activities in the government-wide financial statements.

**GPS:** Global Positioning System equipment allows users to map objects on the ground using a network of satellites that send signals to the receiver. This technology allows for quick, sub-meter accuracy in mapping. The information that is gathered can then be instantly downloaded to an AutoCAD or GIS platform.

**Grant:** A contribution by a government or other organization to support a particular function. Typically, these contributions are made to local governments from state or federal governments.

**Infrastructure:** Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, and parks.

**Interest Earnings:** The earnings from available funds invested during the year in U.S. Treasury Bonds, Government agencies, and Certificates of Deposits.

**Intergovernmental Revenues:** Revenues collected from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal Service Funds:** A proprietary fund type that is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, on a cost-reimbursement basis.

**Investments:** Securities, bonds, and real property (land or buildings) held for the production

## APPENDIX

### **GLOSSARY (CONTINUED)**

of revenues in the form of interest, dividends, rentals, or lease payments. The term does not include fixed assets used in the normal course of government operations.

**Inter-fund Transfer:** Movement of resources between two funds (i.e. An inter-fund transfer would include the transfer of operating resources from the General Fund to the Street Fund to provide the resources necessary to complete street related projects).

#### **L**

**Liabilities:** A liability is a financial obligation, debt, claim, or potential loss.

**Long-Term Debt:** Debt with a maturity of more than one year after date of issuance.

#### **M**

**Maintenance:** All materials or contract expenditures covering the repair and upkeep of City buildings, machinery and equipment, systems, and land.

**Measurement Focus:** The objective of a measurement, that is, what is being expressed in reporting an entity's financial performance and position. A particular measurement focus is accomplished by considering not only which resources are measured (for example, financial or economic resources), but also when the effects of transactions or events involving those resources are recognized (the basis of accounting). The measurement focus of government-wide financial statements, proprietary fund financial statements, and fiduciary fund financial statements is economic resources. The measurement focus of governmental fund financial statements is current financial resources.

**Modified Accrual Accounting:** A basis of accounting which is a mixture of accrual accounting and cash basis accounting. Expenditures are recognized when the liability is incurred and revenues are recognized when they become available and measurable.

#### **N**

**NACA:** Northwest Arkansas Conservation Authority. This organization was formed by several cities in northwest Arkansas with the intent to develop a regional wastewater facility.

**Net Current Assets:** Current assets minus current liabilities. Also called working capital.

#### **O**

**O & M:** Operations and Maintenance.

**Objective:** An objective is a decision about the amount of progress to be made within a specified period. It states in measurable and quantitative terms the results to be achieved within a specified time and plans the incremental steps to achieve the goal.

**Operating Budget:** The annual budget and process that provides a financial plan for the operation of government and the provision of services for the year. The use of an annual operating budget is usually required by law.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not

## APPENDIX

### **GLOSSARY (CONTINUED)**

in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**Operating Impact:** Costs of a capital project that will affect the day-to-day operating and maintenance costs of a municipality after it is completed. An example is a new completed park will require staff and landscaping in order to maintain the capital investment.

**Organization Chart:** A flowchart or picture representation of the employee positions within an organization.

#### **P**

**Part-Time:** Part-time employees work less than 30 hours per week and are not entitled to full-time employee benefits.

**Performance Measures:** Specific quantitative measures of work performed within an activity or program. They may also measure results obtained through an activity or program.

**Personnel Services:** The costs associated with compensating employees for their labor. This includes salaries and fringe benefits.

**Property Taxes:** Used to describe all revenues received in a period from current taxes, delinquent taxes, penalties, and interest on delinquent taxes. Property taxes are levied on both real and personal property according to the property's valuation and tax rate.

**Proprietary Funds:** Funds that focus on the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows.

**Public Hearing:** The portions of open meetings held to present evidence and provide information on both sides of an issue.

**Purchase Order:** A document issued to authorize a vendor or vendors to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.

#### **R**

**Reserve:** An account that records a portion of the fund equity that must be segregated for some future use and which is not available for further appropriation or expenditure.

**Retained Earnings:** The accumulated earnings of an enterprise or internal service fund that have been retained in the fund and that are not reserved for any specific purpose.

**Revenue:** Financial resources derived from business-like activities. Examples include taxes, user charges, and monies received from other levels of government.

**Revenue Bonds:** Bonds whose principal and interest are payable exclusively from a revenue source pledged as the payment source before issuance.

## APPENDIX

### **GLOSSARY (CONTINUED)**

**Revenue Recognition:** A method of determining whether or not income has met the conditions of being earned and realized or is realizable.

**Risk Management:** An organized attempt to protect a government's assets against accidental loss in the most economic method.

**RLF:** Revolving Loan Fund is a source of low cost loans from the state for public works projects such as wastewater plants, water lines, sewer lines, etc.

**Resolution:** An order of a legislative body requiring less formality than an ordinance or statute.

#### **S**

**Sales Tax:** The tax placed on the value of goods sold within the City. The rate is set by majority vote of the people. The tax is collected by the State and is distributed to local taxing authorities.

**Special Assessment:** A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Special Revenue Fund:** A governmental fund type used to account for revenues from specific taxes or other earmarked sources that (by law) are designated to finance particular activities of government.

**Stabilization and Contingency Reserve (SCR) Fund:** A portion of each of the General Fund, Street Fund, and Utility Fund balances that have been committed by the City Council for the applicable fiscal year.

**State Turnback:** The State of Arkansas returns a portion of its tax receipts to incorporated cities within the state. Certain turnback revenues may be used for general purposes, while other turnback funds are restricted to street improvements. The amount paid is on a per capita basis.

#### **T**

**Tax Base:** The total value of all real and personal property in the City as of January 1 each year.

**Tax Levy:** The resultant product when the tax rate is multiplied by the tax base.

**Transfers In/Out:** Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

**Trust Fund:** A fund where there is a fiduciary relationship calling for a trustee to hold the title to assets, usually monetary, for the benefit of the beneficiary.