



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Council Agenda City Council

Monday, December 29, 2014

12:00 PM

Municipal Center

Special Called Meeting

1. CALL TO ORDER BY MAYOR PERRIN AT 12:00 P.M.

2. ROLL CALL BY CITY CLERK DONNA JACKSON

3. NEW BUSINESS

RESOLUTIONS TO BE INTRODUCED

RES-14:230 A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A LEASE AGREEMENT WITH SENATOR TOM COTTON TO UTILIZE OFFICE SPACE IN THE MUNICIPAL CENTER

Sponsors: Finance

Attachments: [Lease](#)

4. UNFINISHED BUSINESS

ORDINANCES ON SECOND READING

ORD-14:074 AN ORDINANCE FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2015, AND ENDING DECEMBER 31, 2015, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, ADOPTION OF THE EMERGENCY CLAUSE FOR THE EFFICIENT OPERATION OF CITY GOVERNMENT, AND FOR THE FINANCIAL CONTINUITY OF 2015, AND FOR OTHER PURPOSES.

Sponsors: Finance

Attachments: [2015 Budget](#)
[Presentation of the 2015 budget](#)

Legislative History

12/15/14	Finance & Administration Council Committee	Recommended to Council
12/16/14	City Council	Held at one reading

5. PUBLIC COMMENTS

Public Comments are limited to 5 minutes per person for a total of 15 minutes.

6. ADJOURNMENT



Legislation Details (With Text)

File #:	RES-14:230	Version:	1	Name:	Lease agreement with Sen. Tom Cotton for office space
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	12/18/2014	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A LEASE AGREEMENT WITH SENATOR TOM COTTON TO UTILIZE OFFICE SPACE IN THE MUNICIPAL CENTER				
Sponsors:	Finance				
Indexes:	Contract				
Code sections:					
Attachments:	Lease				

Date	Ver.	Action By	Action	Result
------	------	-----------	--------	--------

A RESOLUTION OF THE CITY OF JONESBORO, ARKANSAS AUTHORIZING THE MAYOR TO ENTER INTO A LEASE AGREEMENT WITH SENATOR TOM COTTON TO UTILIZE OFFICE SPACE IN THE MUNICIPAL CENTER

WHEREAS, the City of Jonesboro, Arkansas desires to enter into a lease agreement with Senator Tom Cotton to lease space in the Municipal Center located at 300 South Church Street, Jonesboro, Arkansas to be used by him for his local offices during his term as Senator; and

WHEREAS, Senator Cotton desires to rent said office space for the sum of \$400.00 per month subject to the terms set forth in the attached agreement.

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

1. The City of Jonesboro approves the Lease Agreement for office space in the Municipal Center to be utilized by Senator Tom Cotton.
2. The Mayor, Harold Perrin and City Clerk, Donna Jackson are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.

UNITED STATES SENATE
HOME STATE OFFICE
LEASE AGREEMENT
WASHINGTON, D.C. 20510

THIS HOME STATE OFFICE LEASE AGREEMENT made on this day as evidenced by the signatures below, by and between City of Jonesboro, hereinafter referred to as the "Lessor," and the Honorable Tom Cotton, United States Senator-elect, in his official capacity hereinafter referred to as "Lessee" and in accordance with and subject to the statutory requirements set forth in 2 U. S. C. 6317 relating to home state office space for the United States Senate, it is hereby agreed as follows:

1. The Lessor shall furnish the Lessee office space, hereinafter referred to as the "leased premises," described more particularly as 300 South Church, Suite #338, Jonesboro, AR 72401 as set forth on Exhibit "A" which is attached hereto containing a total of **209** usable square feet. Said space consists of a large open area with one perimeter door. Square footage of the space shall be calculated by measuring from the inside finish of the exterior wall (or face of the convector if the convector occupies at least fifty (50) percent of the length of the exterior wall) to the Lessee's side of the corridor wall and to the Lessee's side of the partitions separating the space being measured from the space occupied by contiguous Tenants in the building and shall not include "joint use space" such as common cafeterias, conference rooms, snack bars, janitorial, mechanical or circulation areas as defined in 41 CFR 101-17.003-13.
2. The Lessee shall have and hold the leased premises with quiet enjoyment, for a term of six **(6) years** commencing on **January 3, 2015** and terminating on **January 2, 2021** unless otherwise extended under the terms herein. Except as set forth below, the term of this lease shall not exceed six years, and shall in no case, extend beyond the term of office which the Lessee is serving on the first day of this Lease. Should the Lessee be re-elected to his Senate seat after the expiration of his term of office which he was serving upon the execution of

this Agreement, the Lessee may holdover in the leased premises until such time as a new Agreement has been executed. Any month to month holdover may be terminated by either party by providing thirty (30) days advance written notice to the other party.

3. The Lessee and/or Sergeant at Arms shall have the right to terminate this lease without penalty upon the Senator's death, resignation or expulsion from the Senate. This right shall be exercised by providing sixty (60) days advance written notice to the Lessor of the Lessee or Sergeant at Arm's intention to terminate this lease. Notwithstanding the foregoing, this Lease shall terminate immediately upon the Lessee's loss of his Senate seat.
4. The Lessee shall be obligated to pay rent to the Lessor in the amount of **\$400.00** per month (an annual rate of **\$22.97** per usable square foot.) Said monthly rental payment shall be paid in arrears on or about the last day of each month, the first payment due on **January 31, 2015**. Said payment, which shall not be adjusted for operating expenses, taxes, landlord costs or otherwise, is contingent upon the Lessor's submission, at the beginning of each month, of a proper invoice to the Sergeant at Arms of the United States Senate. Said invoice shall be in a form which is approved by the Sergeant at Arms. An original invoice shall be sent electronically to stateofficeliasion@saa.senate.gov. The subject line of email must contain vendor name and an invoice number. If said invoice cannot be sent electronically, the original invoice may be mailed to: United States Senate, Sergeant at Arms, Accounts Payable Department, Washington, DC 20510-7205. Faxed copies of invoices are not accepted. Upon the direction of the Lessee and the Sergeant at Arms, the Secretary of the Senate will remit to the Lessor, the sum due on the proper invoice at the end of each month. Any payment made to the Lessor by the Secretary of the Senate for any period after this lease agreement has expired or has otherwise been terminated shall be refunded by the Lessor to the Secretary of the Senate without formal demand. Payments for any fraction of a month shall be prorated on a thirty (30) day basis. Any month to month holdover tenancy, if applicable, shall be at the same base rent as in effect at the expiration of this Agreement.
5. After the execution of the lease, the Lessor shall be contacted by the Secretary of the Senate to determine the preferred method of payment of rent. Payment of rent during

any transition period shall be made payable to the order of **City of Jonesboro** and shall be mailed to the following address: **Mr. Ben Barylske, Finance Director, Treasurer, c/o City of Jonesboro, PO Box 1845, Jonesboro, AR 72403.**

6. The Lessor shall provide and continue to pay for the costs of all utilities, including but not limited to: water, electricity, ventilation, heat and air conditioning.
7. The Lessor shall provide and pay for the installation of cable television and provide monthly cable service in one location within the leased premises, including CNN, C-SPAN I, C-SPAN II, and all local channels, **but excluding internet service.**
8. The Lessor shall provide and pay for the cost of janitorial services to the leased premises which shall include, (1) on a daily basis, vacuuming, dusting, trash removal including recycling and all necessary recycling containers, cleaning of all washrooms and, (2) on an annual basis, carpet and window cleaning. Lessor shall also provide and pay the cost of all lighting ballasts, incandescent and fluorescent light bulbs, washroom supplies and all cleaning products.
9. The Lessor shall provide and pay for adequate parking for Lessee and staff in accordance with Lessee's needs to include: 0 reserved parking space(s) and **three (3)** unreserved parking space(s) at the cost of \$0.00 located across the street from the Jonesboro Municipal Center. Neither the Lessee nor his staff shall be required to provide a security deposit or pay for any parking passes or other identification device, or any other parking related charges, for the parking spaces mentioned herein. Cost of the parking is included in the monthly rent amount set forth in paragraph four above.
10. The Lessor shall provide and continue to pay for security in accordance with building standards, including adequate lighting in parking areas. The Lessor shall provide and pay for security in accordance with building standards, including adequate lighting in parking areas. Lessor hereby provides authorization for the Lessee to provide and install security enhancements to the leased premises at Lessee's sole cost and expense, including a small closet for Senate IT equipment, telecommunications and/or security equipment. Lessee shall not be required to return the leased premises to their original condition upon the termination of this lease. Any alarm system and monitoring which is currently provided, shall continue to be provided by the Lessor until such time as the Sergeant at Arms provides the security enhancements

mentioned herein. Upon the installation of the new Sergeant at Arms provided enhancements, the Lessor shall have the old security system removed at Lessor's expense.

11. The Lessor shall provide and pay for all regular maintenance and necessary repair, including snow removal, to the building, grounds, parking facility and the leased premises without limitation including all improvements to said space. Lessor shall provide and pay the cost of supplies for such repair and maintenance. Lessor shall keep the building and leased premises in compliance with all state and local building, safety and fire codes.
12. The Lessor shall provide and pay for suitable building and suite signage which designates the Senator's office in accordance with Lessee's specifications. Lessor, at Lessee's request, shall include the Lessee's name in all building directories throughout the building at no cost to the Lessee. Changes to such directory shall be at no additional cost to the Lessee.
13. The annual rent set forth in paragraph four shall include all applicable Federal, State and local taxes and duties and all occupancy and user permits and fees. The annual rent shall include keys for the leased premises including any needed replacement keys as well as electronic security system passes if the building has such electronic security measures.
14. Capital improvements to the leased premises shall be made only upon written application to and/or written approval of the Lessor. Any improvement, physical modification or other alteration so requested or required after initial occupancy shall be at Lessor's expense, which may be recouped in the monthly rent subject to and upon prior approval of the Sergeant at Arms. All improvements shall be made in good workmanlike manner, and in accordance with all state and local building codes and in accordance with the American with Disabilities Act of 1990.
15. Notwithstanding any other provision in this lease or any amendment, modification or addition hereto, the maximum annual rate that may be paid to the Lessor for rental of the leased premises, fees associated with physical modifications, capital improvements, operating costs, or any other fee, rent adjustment or otherwise, shall at no time exceed the highest rate per square foot charged Federal agencies on the first day of the lease of such office by the Administrator of General Services, based upon a 100 percent building quality

rating, for office space located in the place in which the Senator's office is located multiplied by the number of square feet contained in that office used by the Senator and his employees to perform their duties.

16. The building, grounds, parking accommodations and the leased premises (hereinafter referred to as the "facility") shall be readily accessible to and usable by individuals with disabilities in conformance with the Uniform Federal Accessibility Standards (USAD-appendix A to 41 CFR part 101.19.6) or the American with Disabilities Act Accessibility Guidelines for Building and Facilities (ADAAG-appendix A to 28 CFR part 36). If such facility is an historic property, such facility shall comply with the maximum feasible extent possible provided that the same will not threaten or destroy the historic significance of the facility.
17. The Lessee enters into this lease on behalf of the United States Senate. However, neither the Senate nor its Officers assume any liability for the performance of the agreement. Payments approved by the Sergeant at Arms and disbursed by the Secretary of the Senate of amounts due the Lessor by the Lessee under the terms of this lease are made solely on behalf of the Senator in the Senator's official and representational capacity. The Lessor agrees to look solely to the Lessee for default of payment or otherwise, and such Senator, in his official capacity, assumes all liability for performance of this lease agreement. Lessor shall provide Lessee and the Senate Sergeant at Arms written notification of any default made by Lessee under the terms of this agreement. Prior to the Lessor taking any action against Lessee for default, Lessee shall have thirty (30) days to cure any default after receipt of written notification from Lessor; however, if such default cannot be cured within such period, Lessee shall have such reasonable period of time as needed to cure such default. Lessee shall not be subject to surcharges, charges, attorney's fees, interest, penalties or similar fees arising from Lessee's default or otherwise.
18. The Lessor and Lessee acknowledge that the United States Senate, as a self-insured entity of the United States Government, is subject to the Federal Tort Claims Act, Chapter 171 of Title 28, United States Code, under which recovery may be sought through the Senate Sergeant at Arms for any injury or loss arising under this lease due to the negligent or wrongful act or omission of Lessee or any of Lessee's employees acting within an official scope and capacity.

19. Notice under this agreement shall be delivered to the Lessor at **the payment address set forth in paragraph five** and notice to the Lessee shall be delivered to the Lessee at the leased premises and the Office of the Sergeant at Arms of the United States Senate, Room S-151, United States Capitol, Washington, D.C. 20510. The parties agree that they shall provide a copy of this agreement to the Sergeant at Arms.
20. The Lessor certifies and warrants that the Lessor has no conflict of interest, direct or indirect, financial or otherwise, which would be applicable to the performance of the obligations covered by this agreement. If an allegation of a conflict of interest is brought to the attention of the United States Senate, the Lessor agrees to fully cooperate with any investigation of the allegation(s), and will disclose to the United States Senate any other contract(s) to which the Lessor is a party, public or private, or which the Lessor undertakes during the period of this contract (including contracts entered into during the period of this contract which include duties to be fulfilled after the termination of this contract).
21. This lease constitutes the entire agreement between the parties and each party hereto agrees and acknowledges that there are no other agreements, understandings or obligations except as those set forth herein. Any amendments, additions or modifications to this lease agreement which are inconsistent with the paragraphs set forth herein shall have no force and effect to the extent of such inconsistency unless modified by mutual written agreement by the parties and approved by the Senate Sergeant at Arms.
22. Time is of the essence with respect to each and every provision of this lease including delivery of the leased premises. All covenants, conditions and provisions of this lease shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.
23. The Lessee and Lessee's staff shall have access to the building and leased premises at all times. Lessee's visitors shall have access to the building and leased premises during normal business hours. Normal building hours shall be Monday through Friday from **8:00 a.m. local time** until **5:00 p.m. local time**, and on Saturdays from **N/A a.m. local time** until **N/A p.m. local time**. Lessor reserves the right to refuse access to any persons the Lessor in good faith deems to be a threat

to the safety, reputation, or property of the building and/or its occupants.

Lessor:

Lessee:

**Harold Perrin, Mayor
City of Jonesboro**

**Honorable Tom Cotton
United States Senator-elect**

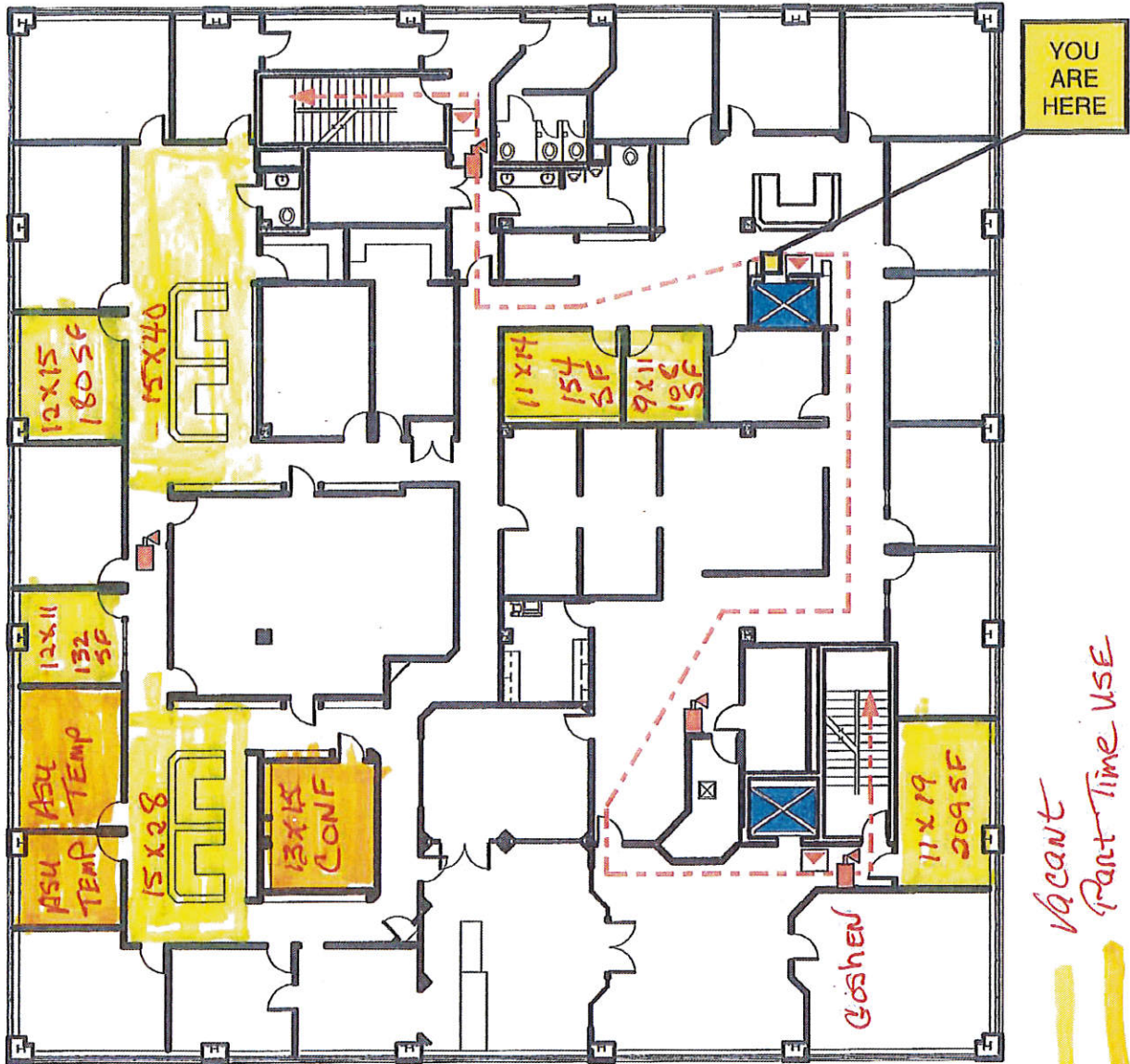
**Donna Jackson, City Clerk
City of Jonesboro**

**Honorable Tom Cotton
United States Senator-elect**

(Date)

(Date)

EMERGENCY EVACUATION MAP



3RD FLOOR
 300 SOUTH CHURCH
 JONESBORO, AR 72704



**JONESBORO
 MUNICIPAL CENTER**



**DO NOT USE
 ELEVATOR IN
 CASE OF FIRE.
 USE STAIRS.**

LEGEND

	FIRE EXTINGUISHER
	EXIT PATH OF TRAVEL
	FIRE ALARM PULL STATION
	ELEVATOR
	EXIT
	ACCESSIBLE AREA OF RESCUE ASSISTANCE



Legislation Details (With Text)

File #: ORD-14:074 **Version:** 1 **Name:** 2015 budget
Type: Ordinance **Status:** Second Reading
File created: 12/9/2014 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**

Title: AN ORDINANCE FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2015, AND ENDING DECEMBER 31, 2015, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, ADOPTION OF THE EMERGENCY CLAUSE FOR THE EFFICIENT OPERATION OF CITY GOVERNMENT, AND FOR THE FINANCIAL CONTINUITY OF 2015, AND FOR OTHER PURPOSES.

Sponsors: Finance

Indexes: Budget adoption

Code sections:

Attachments: [2015 Budget](#)
[Presentation of the 2015 budget](#)

Date	Ver.	Action By	Action	Result
12/16/2014	1	City Council		
12/15/2014	1	Finance & Administration Council Committee		

AN ORDINANCE FOR THE ADOPTION OF A BUDGET FOR THE CITY OF JONESBORO, ARKANSAS, FOR THE TWELVE (12) MONTHS BEGINNING JANUARY 1, 2015, AND ENDING DECEMBER 31, 2015, APPROPRIATING MONEY FOR EACH ITEM OF EXPENDITURE THEREIN PROVIDED FOR, ADOPTION OF THE EMERGENCY CLAUSE FOR THE EFFICIENT OPERATION OF CITY GOVERNMENT, AND FOR THE FINANCIAL CONTINUITY OF 2015, AND FOR OTHER PURPOSES. BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS THAT:

WHEREAS, the City Council has made a comprehensive study and review of the proposed budget submitted; and

WHEREAS, it is the opinion of the City Council that the schedules and exhibits of financial information prepared and reviewed revealing anticipated revenues and expenditures for the calendar year appear to be as accurate as possible for budgetary purposes.

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

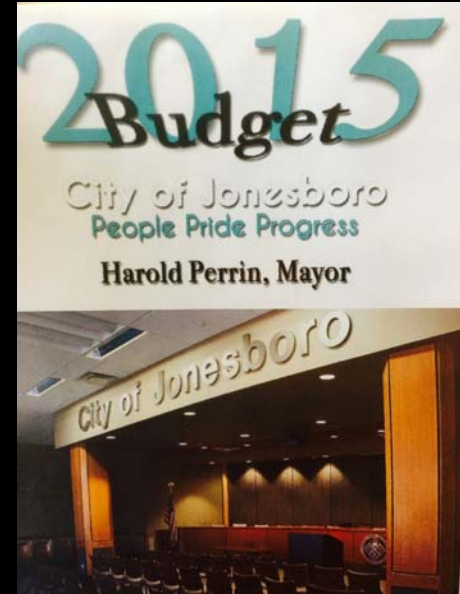
SECTION 1: This ordinance shall be known as the budget ordinance for the City of Jonesboro, Arkansas, for the twelve (12) month period beginning January 1, 2015 and ending December 31, 2015, reflecting estimated revenues and expenditures as hereinafter set forth on succeeding pages. All revenues herein are estimated and subject to change and all appropriations are calculated upon available revenues.

SECTION 2: The respective amounts of funds for each and every item of expenditure classification herein proposed in the budget for 2015 are hereby approved by the City of Jonesboro, Arkansas, and are hereby

authorized and appropriated for the purposes herein set forth for the calendar year ending December 31, 2015.

SECTION 3: Expenditure of funds appropriated by this ordinance shall not be restricted to the line item expenditure but shall be restricted to office/departmental expenditures except for funds appropriated for personnel salaries and wages and related employee benefits. Personnel expenditures shall not exceed the dollar amounts, number of employees and salary or wage rates specified in the annual budget or an amendment thereto.

SECTION 4: Whereas, it is necessary for the efficient operation of city government, and for the financial continuity of 2015, that a budget be planned and adopted, now therefore an emergency is hereby declared to exist and this ordinance being necessary for the preservation of the public peace, health and safety shall take effect and be in force from and after its passage and approval.




City of Jonesboro, Arkansas

STORY OF OUR 2015 BUDGET




Preliminary Research

- Negotiations with Benefit Providers
 - Fuel discussions, inquiries, predictions
 - Sales Tax Revenues to include discussions with the Office of the Director, review monthly fiscal notes, and Official General Revenue Forecast for the 2015-2017 Biennium (November)
 - Discussions with local leaders specifically related to our building & future development.
- 



Department Meetings


- Finance department email all departments their current expense report along with the prior year actual and current year budget amounts for their department. (September)
 - Departments email their budget requests back to finance which includes their fixed asset request and personnel requests.
 - Department meetings are held throughout the month of October
- 

Department Meetings

- Finance works on salaries, benefits, taxes & other payroll withholdings, pension contributions, insurance and licenses, telephone & mobile data, workmen's compensation, fuel, transfers between accounts such as A&P
- Finance revenue projections are continuous
- Mayor and Finance meet on many occasions to discuss the budget, be specific, equipment, salaries & positions, COLA, capital projects, grants, even the cover.

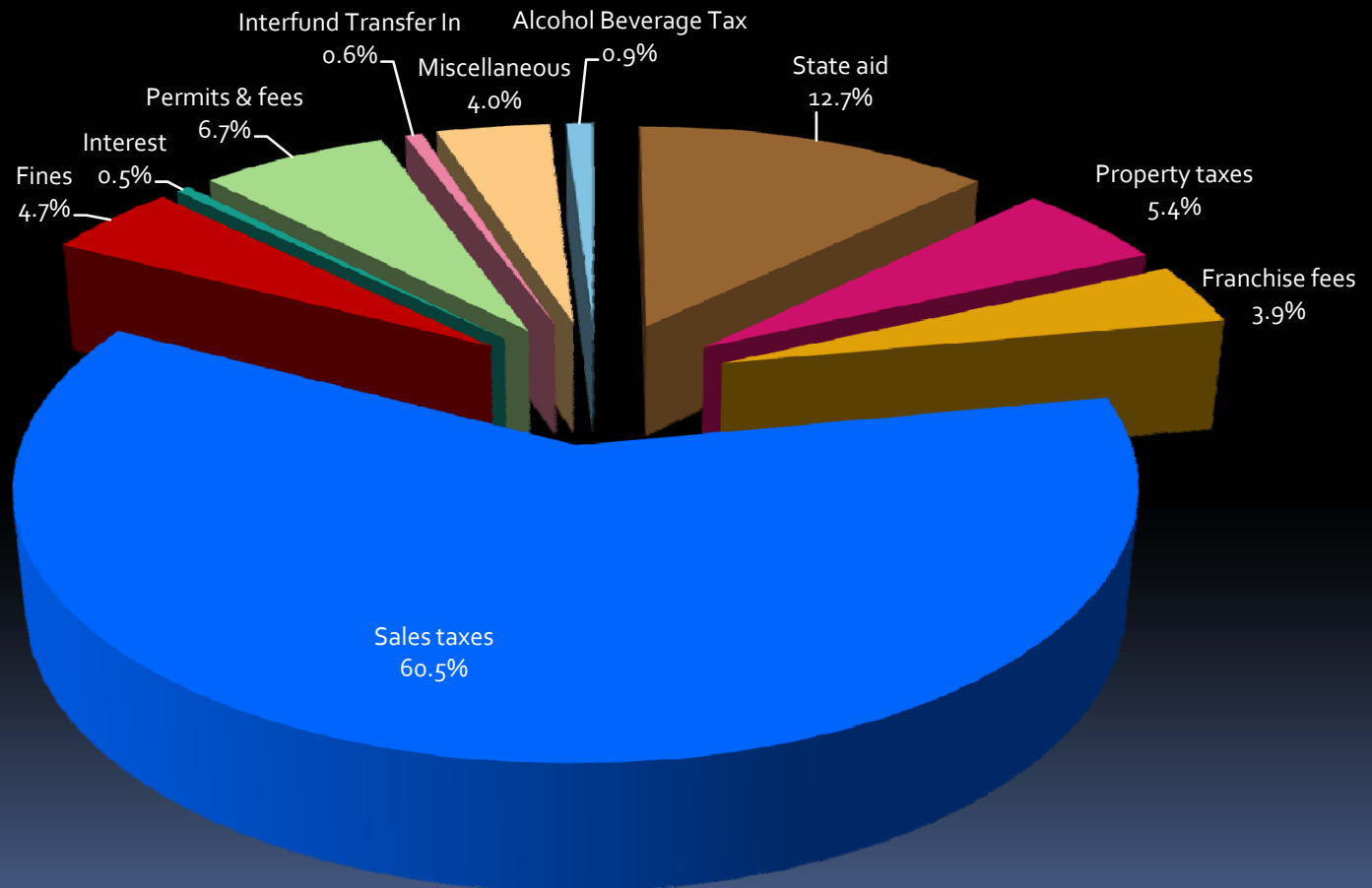


Approval Process

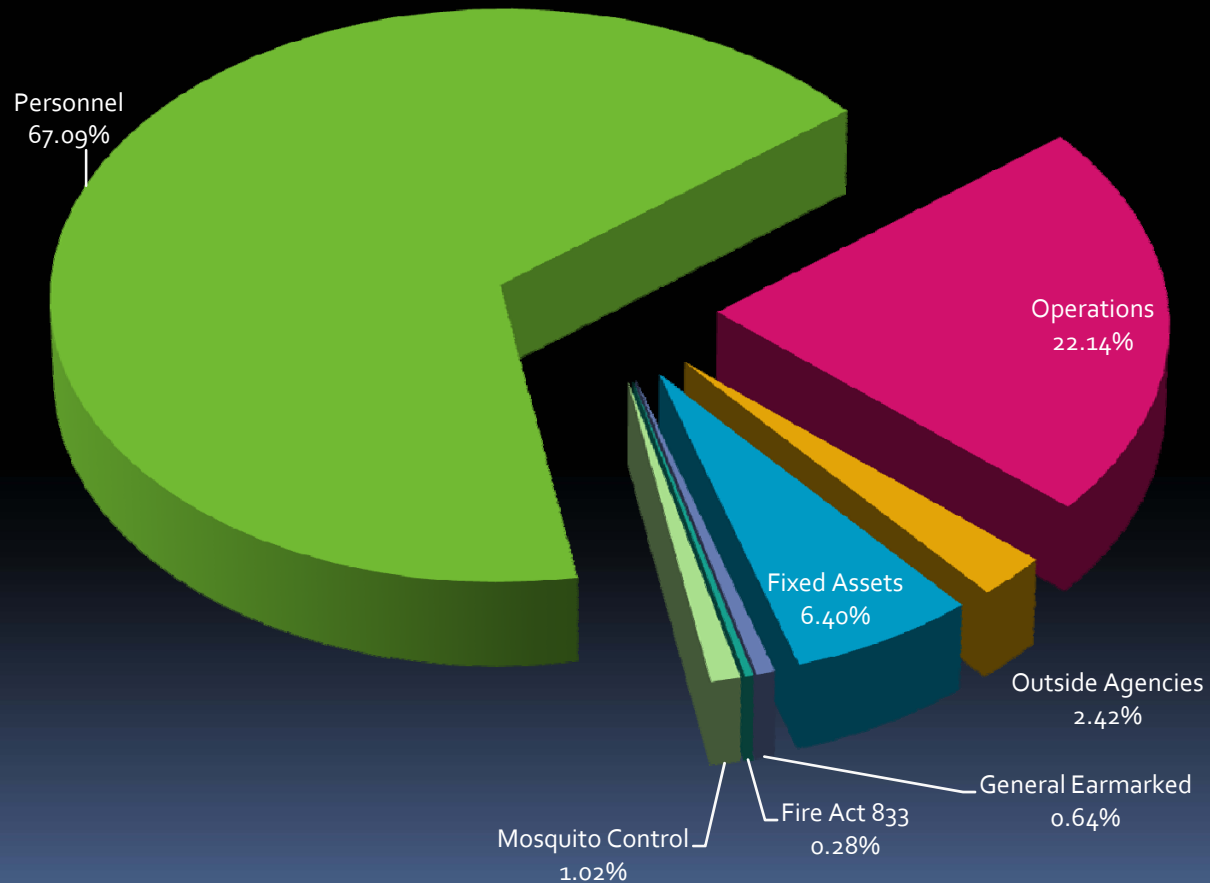
- Proposed budget is prepared and delivered to council before Thanksgiving
 - Council reviews the budget, questions are presented and answered by Mayor and Finance
 - Proposed budget is then placed on the finance committee agenda, discussed, then forwarded to Council for approval.
- 



2015 Projected Revenues Source of Funds



2015 Projected Operation & Maintenance Expenditures



2015 Projected Operation & Maintenance Expenditures

