



City of Jonesboro

Municipal Center
300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, March 14, 2017

4:00 PM

Municipal Center

Special Called Meeting

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. New Business

Ordinances To Be Introduced

ORD-17:011 AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 STREET FUND BUDGET TO ADD \$566,000 FOR STREET OVERLAYS

Sponsors: Finance

ORD-17:012 AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 CAPITAL IMPROVEMENT BUDGET TO ADD \$344,000 FOR SIDEWALKS

Sponsors: Finance

ORD-17:013 AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 GENERAL FUND TO MOVE \$15,000 FROM PART-TIME SALARIES TO REGULAR SALRIES AND ADD \$13,451 TO THE MAYOR'S BUDGET FOR THE ADDITION OF A SOCIAL MEDIA CORDINATOR TO THE COMMUNICATIO S DEPARTMENT

Sponsors: Mayor's Office

Resolutions To Be Introduced

RES-17:029 A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE JOE MACK CAMPBELL PARK SHOP BUILDING

Sponsors: Finance and Parks & Recreation

Attachments: [Brackett&Krennerich for Joe Mack](#)

RES-17:030 A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE CEMETERY MAINTENANCE BUILDING

Sponsors: Finance and Parks & Recreation

Attachments: [Brackett&Krennerich for Cemetery Mtc Bldg](#)

4. Adjournment



Legislation Details (With Text)

File #:	ORD-17:011	Version:	1	Name:	Amend 2017 budget to add \$566,000 for street overlays
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	3/9/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 STREET FUND BUDGET TO ADD \$566,000 FOR STREET OVERLAYS				
Sponsors:	Finance				
Indexes:	Budget amendment				
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 STREET FUND BUDGET TO ADD \$566,000 FOR STREET OVERLAYS

WHEREAS, the City of Jonesboro passed the 2017 Budget in Ordinance 16:085, which will need to be amended in order to effectuate said increase in the Street Fund Budget for street overlays; and

WHEREAS, the budgeted amount will need to be increased to a total of \$1,066,000.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro that:

1. The 2017 Street Fund Budget is hereby amended to provide for an increase of \$566,000 for the purpose of additional street overlays within Jonesboro.
2. The money for said increase will come from Street Fund reserves and be added to the existing appropriation for line item 02-161-0329-00.



Legislation Details (With Text)

File #:	ORD-17:012	Version:	1	Name:	Amend 2017 budget to add \$344,000 for sidewalks
Type:	Ordinance	Status:		Status:	To Be Introduced
File created:	3/9/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 CAPITAL IMPROVEMENT BUDGET TO ADD \$344,000 FOR SIDEWALKS				
Sponsors:	Finance				
Indexes:	Budget amendment				
Code sections:					
Attachments:					

Date	Ver.	Action By	Action	Result
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AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 CAPITAL IMPROVEMENT BUDGET TO ADD \$344,000 FOR SIDEWALKS

WHEREAS, the City of Jonesboro passed the 2017 Budget in Ordinance 16:085, which will need to be amended in order to effectuate said increase in the Capital Improvement Budget for sidewalks; and

WHEREAS, the budgeted amount will need to be increased to a total of \$594,000.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro that:

1. The 2017 Capital Improvement Budget is hereby amended to provide for an increase of \$344,000 for the purpose of additional sidewalks.
2. The money for said increase will come from reserves and be added to the existing appropriation for line item 07-170-0751-00.



Legislation Details (With Text)

File #: ORD-17:013 **Version:** 1 **Name:** Amend 2017 budget to move salaries from part-time to full-time and add funding to Mayor's budget for addition of a Social Media Coordinator position

Type: Ordinance **Status:** To Be Introduced

File created: 3/14/2017 **In control:** Finance & Administration Council Committee

On agenda: **Final action:**

Title: AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 GENERAL FUND TO MOVE \$15,000 FROM PART-TIME SALARIES TO REGULAR SALRIES AND ADD \$13,451 TO THE MAYOR'S BUDGET FOR THE ADDITION OF A SOCIAL MEDIA CORDINATOR TO THE COMMUNICATIO S DEPARTMENT

Sponsors: Mayor's Office

Indexes: Budget amendment

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
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AN ORDINANCE AUTHORIZING THE CITY OF JONESBORO TO AMEND THE 2017 GENERAL FUND TO MOVE \$15,000 FROM PART-TIME SALARIES TO REGULAR SALRIES AND ADD \$13,451 TO THE MAYOR'S BUDGET FOR THE ADDITION OF A SOCIAL MEDIA CORDINATOR TO THE COMMUNICATIO S DEPARTMENT

WHEREAS, the City of Jonesboro passed the 2017 Budget in Ordinance 16:085, which will need to be amended in order to effectuate said increase in the General Fund Budget for the addition of a Social Media Coordinator, the budgeted amount for the Mayor's budget will need to be increased a total of \$13,451; \$7,389 for line item Salaries - Mayor's Office 01-131-0201-00; \$230 for line item Holiday Pay 01-131-0202-00; \$325 for line item Medicare Contributions 01-131-0284-00; \$1,388 for line item Payroll Taxes 01-131-0206-00; \$1,119 for line item Retirement 01-131-0295-00; and \$3,000 for line item Group Insurance 01-131-0203-00.

WHEREAS, \$15,000 of the line item Part-Time Salaries 01-131-0210-00 will be moved to Salaries - Mayor's Office 01-131-001-00.

NOW, THEREFORE, BE IT ORDAINED by the City Council for the City of Jonesboro that:

1. The 2017 General Fund Budget is hereby amended to provide for an increase in the general fund (Mayor's budget) of \$13,451 for the addition of a Social Media Coordinator. The money for said increase will come from monies in reserves.



Legislation Details (With Text)

File #:	RES-17:029	Version:	1	Name:	Contract with Bracket & Krennerich for the Joe Mack Park shop building
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	3/8/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE JOE MACK CAMPBELL PARK SHOP BUILDING				
Sponsors:	Finance, Parks & Recreation				
Indexes:	Contract				
Code sections:					
Attachments:	Brackett&Krennerich for Joe Mack				

Date	Ver.	Action By	Action	Result
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A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE JOE MACK CAMPBELL PARK SHOP BUILDING

WHEREAS, the City of Jonesboro is in need of architectural services for the construction of a shop building at Joe Mack Campbell Park; and

WHEREAS, Brackett Krennerich has been selected to provide said service for the sum of twenty seven thousand six hundred (\$27,600) dollars.

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

SECTION 1: The City of Jonesboro desires to enter into an agreement with Brackett Krennerich for architectural services for the construction of an 8,000 square foot shop; and

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.



FEE PROPOSAL

Date: December 13, 2016

Project: Proposed Jonesboro Joe Mack Campbell Park Shop Building
City of Jonesboro
Jonesboro, Arkansas

Proposed Jonesboro JMC Park Shop Building

Mr. Craig Light P.E.
Chief Engineer
City of Jonesboro
300 S. Church St.
Jonesboro, AR 72401

Dear Mr. Light,

We appreciate the opportunity to provide you with the attached proposal for architectural/engineering services for the newly proposed Jonesboro JMC Shop building to be located on the Joe Mack Campbell Park campus.

The following information included here in includes a breakdown of services, an understood basic scope of the project (for reference only), as well as, a breakdown of fee compensation and additional services.

Proposed Scope of Work

Project includes development of site, utilities, structures, and building for new city owned shop located on the Joe Mack Campbell Park campus in Jonesboro, Arkansas. Project includes new 8,000 SF building and immediate site design. See attached schematic design for reference.

Proposed Scope of Services

- 8,000 SF building including
- Program as indicated on attached floor plan.
- Pre-engineered structure with insulation; main space heated with space heaters. Office area and breakroom conditioned with mini-split. Provide wall protection for pallets in use. Breakroom to be a safe room with masonry walls and concrete lid and steel door (this will not be a FEMA certified safe room).



- Development of immediate site around the building along with required utilities.

Fee Breakdown

(Based on estimated cost of construction of \$460,000.00)

The compensation for the architect's/engineer's basic services will be 6.00% of the cost of construction. The compensation for each phase of service shall be as follows:

<u>PROJECT PHASE</u>	<u>%</u>	<u>BREAKDOWN</u>
Schematic Design	15%	\$4,140.00
Design Development	20%	\$5,520.00
Construction Documents	40%	\$11,040.00
Bid/Contract Awards	5%	\$1,380.00
<u>Construction Observation</u>	<u>20%</u>	<u>\$5,520.00</u>
Total Basic Compensation	100%	\$27,600.00

Our Architectural/Engineering fee is **(\$27,600.00)**. Additional services will be billed per our hourly rates. We will notify your office prior to any of these services taking place. Items not included in proposal include: site survey, geotechnical reports, or reimbursable expenses.

Above fees include:

1. Schematic Building and Programming review.
2. Design Development of Building, Site and Deliverables.
3. Preparation of Construction Documents, Plans, and Specifications for purpose of Bidding and contract negotiations. Project is assumed to be a hard bid project.
4. Bid review and negotiation.
5. Review of submittals, shop drawings, RFIs, and other change requests.
6. Observation of project construction.



Reimbursable Expenses:

1. All fees for review by state agencies.
2. Reproduction cost for plans, specifications, and electronic media.
3. Costs for advertising.

Thank you for giving us the opportunity to provide a fee proposal of our services for this project. We are awaiting your authorization to proceed.

Sincerely,

Kyle Cook, A.I.A.

Owner Authorization Signature

City of Jonesboro



Legislation Details (With Text)

File #:	RES-17:030	Version:	1	Name:	Contract with Brackett & Krennerich from the cemetery maintenance building
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	3/8/2017	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE CEMETERY MAINTENANCE BUILDING				
Sponsors:	Finance, Parks & Recreation				
Indexes:	Contract				
Code sections:					
Attachments:	Brackett&Krennerich for Cemetery Mtc Bldg				

Date	Ver.	Action By	Action	Result
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A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ENTER INTO A CONTRACT WITH BRACKETT KRENNERICH & ASSOCIATE, P.A. TO PROVIDE ARCHITECTURAL/ENGINEERING SERVICES FOR THE CEMETERY MAINTENANCE BUILDING WHEREAS, the City of Jonesboro is in need of architectural services for the construction of a Cemetery Maintenance Building; and

WHEREAS, Brackett Krennerich has been selected to provide said service for the sum of sixteen thousand five hundred (\$16,500) dollars.

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

SECTION 1: The City of Jonesboro desires to enter into an agreement with Brackett Krennerich for architectural services for the construction of an 4,000 square foot building; and

SECTION 2: The Mayor and the City Clerk are hereby authorized by the City Council for the City of Jonesboro to execute all documents necessary to effectuate this agreement.



Date: December 13, 2016

Project: Proposed Jonesboro Cemetery Maintenance Building
City of Jonesboro
Jonesboro, Arkansas

Proposed Jonesboro Cemetery Maintenance Building

Mr. Craig Light P.E.
Chief Engineer
City of Jonesboro
300 S. Church St.
Jonesboro, AR 72401

Dear Mr. Light,

We appreciate the opportunity to provide you with the attached proposal for architectural/engineering services for the newly proposed Jonesboro cemetery maintenance building to be located off of Dan Avenue in Jonesboro, Arkansas.

The following information included here in includes a breakdown of services, an understood basic scope of the project (for reference only), as well as, a breakdown of fee compensation and additional services.

Proposed Scope of Work

Project includes development of site, utilities, structures, and building for new city owned maintenance building adjacent to recreational dept. offices in Jonesboro, Arkansas. Project includes new 4,000 SF building and immediate site design. See attached schematic design for reference.

Proposed Scope of Services

- 4,000 SF building including
- Program as indicated on attached floor plan.
- Pre-engineered structure with insulation; main space heated with space heaters. Office area and breakroom conditioned with mini-split. Breakroom to be a safe room with masonry walls and concrete lid and steel door (this will not be a FEMA certified safe room).



- Development of immediate site around the building along with required utilities.

Fee Breakdown

(Based on estimated cost of construction of \$275,000.00)

The compensation for the architect's/engineer's basic services will be 6.00% of the cost of construction. The compensation for each phase of service shall be as follows:

<u>PROJECT PHASE</u>	<u>%</u>	<u>BREAKDOWN</u>
Schematic Design	15%	\$2,475.00
Design Development	20%	\$3,300.00
Construction Documents	40%	\$6,600.00
Bid/Contract Awards	5%	\$825.00
<u>Construction Observation</u>	<u>20%</u>	<u>\$3,300.00</u>
Total Basic Compensation	100%	\$16,500.00

Our Architectural/Engineering fee is (**\$16,500.00**). Additional services will be billed per our hourly rates. We will notify your office prior to any of these services taking place. Items not included in proposal include: site survey, geotechnical reports, or reimbursable expenses.

Above fees include:

1. Schematic Building and Programming review.
2. Design Development of Building, Site and Deliverables.
3. Preparation of Construction Documents, Plans, and Specifications for purpose of Bidding and contract negotiations. Project is assumed to be a hard bid project.
4. Bid review and negotiation.
5. Review of submittals, shop drawings, RFIs, and other change requests.
6. Observation of project construction.



Reimbursable Expenses:

1. All fees for review by state agencies.
2. Reproduction cost for plans, specifications, and electronic media.
3. Costs for advertising.

Thank you for giving us the opportunity to provide a fee proposal of our services for this project. We are awaiting your authorization to proceed.

Sincerely,

Kyle Cook, A.I.A.

Owner Authorization Signature

City of Jonesboro