



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Meeting Agenda Finance & Administration Council Committee

Tuesday, June 24, 2014

4:00 PM

Municipal Center

1. Call To Order

2. Roll Call by City Clerk Donna Jackson

3. Approval of minutes

[MIN-14:062](#) Minutes for the Finance Committee meeting on May 27, 2014

Attachments: [Minutes](#)

[MIN-14:068](#) Minutes for the special called Finance Committee meeting on June 17, 2014

Attachments: [Minutes](#)

4. New Business

Ordinances To Be Introduced

[ORD-14:037](#) AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH ASSOCIATED ENGINEERING AND TESTING, LLC FOR LAND SURVEYING AND MAPPING SERVICES AT OAKLAWN CEMETERY AND NETTLETON CEMETERY

Sponsors: Finance and Engineering

Attachments: [Agreement](#)

Resolutions To Be Introduced

[RES-14:075](#) A RESOLUTION TO ENTER INTO AN AGREEMENT WITH ASSOCIATED ENGINEERING AND TESTING, LLC FOR LAND SURVEYING AND MAPPING SERVICES AT OAKLAWN CEMETERY AND NETTLETON CEMETERY

Sponsors: Parks & Recreation

Attachments: [Agreement](#)

[RES-14:084](#) RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE EAPDD FOR A GIF GRANT FOR THE EMERGENCY RESPONSE SOFTWARE SAFETY PROGRAM

Sponsors: Grants

Attachments: [Award Letter & Grant Agreement GIF Traffic Lights.pdf](#)

RES-14:088 RESOLUTION AUTHORIZING A CONTRACT BETWEEN JETS AND TOTAL LIFE HEALTHCARE

Sponsors: JETS

Attachments: [Contract](#)

5. Pending Items

6. Other Business

7. Public Comments

8. Adjournment



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-14:062 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 5/28/2014 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the Finance Committee meeting on May 27, 2014
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the Finance Committee meeting on May 27, 2014



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes Finance & Administration Council Committee

Tuesday, May 27, 2014

4:00 PM

Municipal Center

1. Call To Order

Mayor Perrin was also in attendance.

2. Roll Call by City Clerk Donna Jackson

Present 4 - Ann Williams; Darrel Dover; Charles Coleman and Todd Burton

Absent 1 - John Street

3. Approval of minutes

MIN-14:042 Minutes for the Finance Committee meeting on April 22, 2014

Attachments: [Minutes](#)

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Passed . The motion PASSED with the following vote.

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

MIN-14:048 Minutes for the special called Finance Committee meeting on May 8, 2014

Attachments: [Minutes](#)

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Passed . The motion PASSED with the following vote.

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

MIN-14:056 Minutes for the special called Finance Committee meeting on May 20, 2014

Attachments: [Minutes](#)

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Passed . The motion PASSED with the

following vote.

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

4. New Business

Ordinances To Be Introduced

ORD-14:030 AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE THE PURCHASE OF THE UPGRADE AND EXPANSION OF THE COMPELLENT SAN STORAGE FROM RITTER COMMUNICATIONS

Sponsors: Information Systems

Attachments: [Quote](#)

Information Systems Director Erick Woodruff stated they have done this three other times. He explained they are eliminating a server in order to go to a more virtual plan. This is the next to the last upgrade they would like to do. They will be moving Planning, Engineering and Inspections to the virtual environment that is stored off-site. He further explained this will allow them to conform to the long-term plan and back everything up live.

Chairman Dover asked if the server will no longer be housed in city hall. Mr. Woodruff answered yes, it will still be housed in city hall. This will just allow them to convert it to a virtual server.

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

Resolutions To Be Introduced

RES-14:038 A RESOLUTION REQUESTING FREE UTILITY SERVICE FROM CITY WATER AND LIGHT FOR THE MIRACLE LEAGUE OF JONESBORO

Sponsors: Parks & Recreation

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

RES-14:059 A RESOLUTION TO CONTRACT WITH THE JONESBORO JETS

Sponsors: Parks & Recreation

Attachments: [image0001](#)

Parks Director Wixson Huffstetler explained this is the normal contract that is done every year. The Jets swim team rents the facility in exchange for paying the city a certain amount of money per participant and family. They hold practices and two events in the city pool.

A motion was made by Councilwoman Ann Williams, seconded by Todd Burton, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams;Charles Coleman and Todd Burton

Absent: 1 - John Street

RES-14:070 RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE DEPARTMENT OF PARKS AND TOURISM FOR THE FY 2013 TRAILS FOR LIFE GRANT PROGRAM

Sponsors: Grants

Attachments: [Agreement.pdf](#)

Grants Administrator Heather Clements stated this is for a sidewalk that will run from the Human Development Center through the field to the new Miracle League Field. Mayor Perrin added this will allow the Human Development Center's clients to use the field during the day.

A motion was made by Councilman Charles Coleman, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams;Charles Coleman and Todd Burton

Absent: 1 - John Street

RES-14:072 A RESOLUTION TO CONTRACT WITH EAB BROADCASTORS INC FOR RENTAL OF CRAIGHEAD FORREST PARK

Sponsors: Parks & Recreation

Attachments: [EAB agreement](#)

Mr. Huffstetler stated this is for the Fourth of July celebration that is held there every year.

A motion was made by Councilman Charles Coleman, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams;Charles Coleman and Todd Burton

Absent: 1 - John Street

RES-14:064 RESOLUTION AUTHORIZING THE CITY OF JONESBORO GRANTS AND COMMUNITY DEVELOPMENT DEPARTMENT TO SUBMIT AN APPLICATION FOR THE 2014 DEPARTMENT OF JUSTICE JAG (JUSTICE ASSISTANCE GRANT) GRANT

Sponsors: Grants

Ms. Clements explained this will be used for body camera equipment for the officers and to purchase tasers. It is 100% federally funded. They will be able to purchase about 20 units of each piece of equipment. Chairman Dover questioned whether all of the officers have cameras. Ms. Clements stated to her knowledge none of the current officers have body cameras. The cameras are on the cars, but not on their uniforms. Mayor Perrin added this is the first step to getting body cameras for all of the officers, but it will take some time due to the cost of the units.

A motion was made by Councilman Charles Coleman, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams;Charles Coleman and Todd Burton

Absent: 1 - John Street

RES-14:074 RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE FOR A VISTA GRANT

Sponsors: Grants

Attachments: [Agreement.pdf](#)

Ms. Clements stated this is the same corporation the city gets the Americorps members from. Jonesboro will receive four Vista workers, but the money will be paid straight from the state to the service worker. They will also receive stipends and can do more work than Americorps members. They will help implement the volunteer program for the city.

A motion was made by Councilman Charles Coleman, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 3 - Ann Williams;Charles Coleman and Todd Burton

Absent: 1 - John Street

5. Pending Items

6. Other Business

Chairman Dover requested that RES-14:079 and RES-14:077 be added to the Finance agenda. Councilwoman Williams motioned, seconded by Councilman Coleman, to suspend the rules and place RES-14:077 and RES-14:079 on the agenda. All voted aye.

RES-14:077 RESOLUTION BY THE CITY COUNCIL OF THE CITY OF JONESBORO, ARKANSAS TO ACCEPT FUNDS FOR THE ADF/AEDC GUARANTY PROGRAM; NORDEX USA

Sponsors: Mayor's Office

Attachments: [Bill of Sale](#)
 [Escrow Deposit Agreement v2](#)
 [Release of Memorandum of Lease v2](#)
 [Warranty Deed](#)

Mayor Perrin explained Nordex is in the process of selling their facility. The bond issue that allowed Nordex to purchase the property also included a lease agreement. This resolution asks the city to release them from the lease and to put the money into escrow until the bonds are paid off. He anticipates the bonds will be paid off around October. Attorney Anne Parker will be present at the June 3rd Council meeting to discuss the issue further. He was just informed about this on Friday. Chairman Dover clarified that this is typical whenever a company switches hands in this manner. Mayor Perrin agreed. Nordex will not keep the bonds; rather, they will pay the bonds off. He also noted that within the bond issue was an agreement that Nordex did not have to pay property taxes, so that will add about \$200,000 in taxes.

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote:

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

RES-14:079

A RESOLUTION TO THE CITY OF JONESBORO, ARKANSAS TO ACCEPT THE PROPOSAL AND ENTER INTO A CONTRACT WITH CROMWELL ARCHITECTS ENGINEERS, INC TO PROVIDE ARCHITECTURAL, DESIGN, AND ENGINEERING SERVICES FOR THE RENOVATION/CONSTRUCTION OF A MULTI-MODAL CENTRAL TRANSFER FACILITY FOR THE JONESBORO ECONOMICAL TRANSPORTATION SYSTEM (JETS)

Sponsors: Engineering

Attachments: [Contract](#)
 [Proposal](#)

Mayor Perrin explained this goes along with the grant the city received recently. The old firehouse on Caraway across the street from Wendy's will be torn down and the new transfer station will be built in its place. He discussed the transfer station and the process that was used to chose Cromwell. He added they will make the preliminary plans for the station. He had hoped to start construction this year, but doesn't think that will happen. They're hoping to put bids out by October, but it will be 2015 before the construction really starts. Mayor Perrin noted they will also have money to put in sidewalks on both sides of the street. MS. Clements added the sidewalks will be on the east and west sides of Caraway from Matthews to Nettleton.

Councilwoman Williams stated she has heard a lot of positive comments from citizens about this project. Citizens are happy about having the station and sidewalks constructed. Ms. Clements added the long-term plan is to find a way to allow ASU students to go either under or over the railroad tracks so they can access Caraway without having to go all the way to the Marion Berry Overpass. She stated that has to be done in phases due to the high cost.

A motion was made by Councilman Charles Coleman, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote:

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street

Discussion concerning updating the salary survey

Councilwoman Williams asked if the city is due to update the Johanson salary survey. Mayor Perrin stated he would have to speak with Human Resources Director Gloria Roark about that to see how long it's been since the survey was done. Chief Financial Officer Ben Barylske explained it's been four or five years since the survey was done, but employees have had cost of living adjustments three out of those five years so the pay grades won't change much. Johnason has been given the authority to compare Jonesboro salaries to others cities.

7. Public Comments

Mayor Perrin explained over the weekend he received an email from a Mr. Green concerning Agenda 21. The email was copied to the Council members. He will respond to the email and copy the Council on his response. He said he didn't appreciate Mr. Green's tone in the email, but he will let Mr. Green know that the city will keep applying for needed grants. He stressed sales tax will not fund a city the size of Jonesboro by itself, so the city needs grant funding for projects.

8. Adjournment

A motion was made by Councilwoman Ann Williams, seconded by Todd Burton, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 3 - Ann Williams; Charles Coleman and Todd Burton

Absent: 1 - John Street



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Legislation Details (With Text)

File #: MIN-14:068 **Version:** 1 **Name:**
Type: Minutes **Status:** To Be Introduced
File created: 6/18/2014 **In control:** Finance & Administration Council Committee
On agenda: **Final action:**
Title: Minutes for the special called Finance Committee meeting on June 17, 2014
Sponsors:
Indexes:
Code sections:
Attachments: [Minutes](#)

Date	Ver.	Action By	Action	Result
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Minutes for the special called Finance Committee meeting on June 17, 2014



City of Jonesboro

300 S. Church Street
Jonesboro, AR 72401

Meeting Minutes - Draft Finance & Administration Council Committee

Tuesday, June 17, 2014

4:45 PM

Municipal Center

Special Called Meeting

1. Call To Order

Mayor Perrin was also in attendance.

2. Roll Call by City Clerk Donna Jackson

Present 5 - Ann Williams; John Street; Darrel Dover; Charles Coleman and Todd Burton

3. New Business

Ordinances To Be Introduced

ORD-14:035 AN ORDINANCE TO AMEND THE 2013 BUDGET ORDINANCE FOR THE CITY OF JONESBORO

Sponsors: Finance

Chief Financial Officer Ben Barylske stated everyone should already be familiar with the adjustments because they were brought before the committee during the 2013 budget year.

Discussion was held concerning the adjustments.

Mr. Barylske noted this ordinance can be placed on the next regular Council agenda.

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams; John Street; Charles Coleman and Todd Burton

ORD-14:036 AN ORDINANCE TO WAIVE COMPETITIVE BIDDING AND AUTHORIZE AN AGREEMENT WITH ARCHITECTURAL ROOFING & CONSTRUCTION INC FOR THE MIRACLE LEAGUE PROJECT

Sponsors: Finance

Chairman Dover explained this ordinance needs to be placed on tonight's Council agenda.

Mr. Huffstetler stated the company is donating \$25,000 towards the roofing project. He noted the total cost for the roof is \$50,770.

A motion was made by Councilman John Street, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Charles Coleman and Todd Burton

Resolutions To Be Introduced

RES-14:078 A RESOLUTION TO CONTRACT WITH ACADEMY SPORTS FOR SPONSORSHIP OF A SOCCER FIELD AT JOE MACK CAMPBELL PARK

Sponsors: Parks & Recreation

Attachments: [Academy soccer Field Contract](#)

Mr. Huffstetler explained this is a typical contract and is for \$12,500 paid over 5 years. He added this is the 16th out of 19th soccer field sponsorships and he is having a hard time selling the other 3 signs due to being in a bad location. He stated he needs this to be placed on tonight's Council agenda because the sign will be going up next week.

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Charles Coleman and Todd Burton

RES-14:083 A RESOLUTION TO CONTRACT WITH JONESBORO RADIO GROUP FOR RENTAL OF SOUTHSIDE SOFTBALL COMPLEX

Sponsors: Parks & Recreation

Attachments: [Jonesboro Radio Group Firework Contract](#)

Chairman Dover asked if this is for the 4th of July fireworks. Mr. Huffstetler answered yes.

Councilwoman Williams asked if this needs to be placed on tonight's Council agenda . Mr. Huffstetler answered yes.

A motion was made by Councilwoman Ann Williams, seconded by Councilman Charles Coleman, that this matter be Recommended to Council . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Charles Coleman and Todd Burton

4. Public Comments

5. Adjournment

A motion was made by Councilman John Street, seconded by Councilwoman Ann Williams, that this meeting be Adjourned . The motion PASSED with the following vote.

Aye: 4 - Ann Williams;John Street;Charles Coleman and Todd Burton



Legislation Details (With Text)

File #:	ORD-14:037	Version:	1	Name:	Contract with Associated Engineering for cemetery mapping services
Type:	Ordinance	Status:			To Be Introduced
File created:	6/3/2014	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH ASSOCIATED ENGINEERING AND TESTING, LLC FOR LAND SURVEYING AND MAPPING SERVICES AT OAKLAWN CEMETERY AND NETTLETON CEMETERY				
Sponsors:	Finance, Engineering				
Indexes:	Contract				
Code sections:					
Attachments:	Agreement				

Date	Ver.	Action By	Action	Result
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AN ORDINANCE TO ENTER INTO AN AGREEMENT WITH ASSOCIATED ENGINEERING AND TESTING, LLC FOR LAND SURVEYING AND MAPPING SERVICES AT OAKLAWN CEMETERY AND NETTLETON CEMETERY

WHEREAS, The City of Jonesboro owns and maintains Oaklawn and Nettleton Cemeteries.

WHEREAS, the City of Jonesboro wishes to have land surveying and mapping services conducted on Oaklawn and Nettleton Cemeteries for the purpose of establishing a high accuracy GIS map of each cemetery to effectively manage the grave site ownership information and to be able to update the database when graves are used or sold.

WHEREAS, Associated Engineering and Testing, LLC has submitted a proposal for land surveying and mapping services necessary for the purpose of establishing a high accuracy GIS map of Oaklawn and Nettleton Cemeteries and the City of Jonesboro wishes to enter into this agreement.

WHEREAS, 100% of the funding for the execution of the agreement, in the amount of \$54,685.00, shall come from the Cemetery Fund and shall be paid in accordance with the agreement.

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

Section One: The City of Jonesboro shall enter into an agreement with Associated Engineering and Testing, LLC for land surveying and mapping services at Oaklawn and Nettleton Cemeteries.

Section Two: The funding for the execution of this agreement in the amount of \$54,685.00 shall come from the Cemetery Fund.

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

**CITY OF JONESBORO
AGREEMENT FOR LAND SURVEYING SERVICES
SURVEYING OF OAKLAWN AND NETTLETON CEMETERIES**

This Agreement entered into and executed this _____ day of _____ 2014, by and between the City of Jonesboro (the City) acting by and through its Mayor and Associated Engineering and Testing, LLC (AET).

Whereas, the City of Jonesboro is planning to have land surveying and mapping services conducted on Oaklawn and Nettleton Cemeteries for the purpose of establishing a high accuracy GIS map of each cemetery.

Now therefore, it is considered to be in the best public interest for the City of Jonesboro to obtain assistance of AET's organization in connection with said land surveying and mapping services. In consideration of the faithful performance of each party of the mutual covenants and agreements set forth hereinafter, it is mutually agreed as follows:

The City of Jonesboro agrees to employ AET to perform, and AET agrees to perform professional land surveying and mapping services in connection with the project set forth in the sections to follow; and The City of Jonesboro agrees to pay and AET agrees to accept, as specified in the sections to follow as full and final compensation for work accomplished in the specified time.

1. Introduction

The City of Jonesboro needs a digital (GIS) map of the cemeteries in order to effectively manage the grave site ownership information and to be able to update the database when grave sites are used or sold.

The creation of a high-accuracy GIS map is the framework for a grave site owner management system. When this GIS project is complete the City will be able to use it to link all available records and deeds to the precise location on the ground for each individual grave site.

2. Proposed Basic Scope of Services

1. Perform survey of entire boundary for each cemetery.
2. Tie-in existing grave site headstones and/or markers at each cemetery.
3. Coordinate radar data with survey data for each cemetery.
4. Prepare grave site/block layout plan for each cemetery.
5. Prepare drawings with attribute polygons to be imported into City GIS.
6. Prepare plat drawing for recording for each cemetery.
7. Coordinate with City and set block corners (approximately 400 corners).
8. Coordination and supervision.
9. Provide material - 400 - 4-1/2" stainless steel disk with 10" X 5/8" carriage bolts.

4. Time of Beginning and Completion

AET shall begin work under this Agreement within ten (10) days of notice to proceed and shall complete the work by December 31, 2014.

5. Compensation

Fee – Scope of Services in Items 2.1 through 2.9 **\$54,685.00**

Total Fee – Direct Labor and Materials: **\$54,685.00**

6. Changes

The City of Jonesboro may at any time, by written order, make changes within the general scope of the contract in the work and services to be performed. If any such changes causes an increase or decrease in the cost of, or the time required for, performance of this contract, an equitable increase or decrease shall be made in the contract amount, including fee or time of required performance, or both, and the contract shall be modified in writing accordingly.

Changes, modifications of amendments in scope, price or fee to this contract shall not be allowed without a formal contract amendment approved by the Mayor or the City Council in advance of the change in scope, price or fees.

7. Postponement or Cancellation of the Contract

It is understood that the City of Jonesboro will have the right to suspend or cancel the work at any time.

A. Postponement – should The City of Jonesboro, for any reason whatsoever, decide to postpone the work at any time, The City of Jonesboro will notify AET, who will immediately suspend work. Should the City of Jonesboro decide during such suspension not to resume the work, or should such suspension not be terminated within a year, the work shall be canceled as hereinafter provided.

B. Cancellation – Should The City of Jonesboro, for any reason whatsoever, decide to cancel or to terminate the use of AET's services, The City of Jonesboro will give written notice thereof to AET, who will immediately terminate the work. If The City of Jonesboro so elects, AET may be instructed to bring reasonable stage of completion to those items whose value would otherwise be lost. AET shall turn over all data, charts, survey notes, figures, drawings and other records or information collected or produced hereunder whether partial or complete. Upon such termination of AET services, AET shall be paid on a proportional amount of the total fees, less prior partial payments, based on the ratio of work done to the total amount of work to be performed.

8. Additional Services

Additional services requested by the Mayor or the City Council not identified in the scope of work will be performed in accordance with the hourly rate schedule or an amendment to the contract can be executed for an amount agreeable to both parties.

**Standard Fee Schedule
For Engineering/Surveying Services**

Principal	160.00
Registered Surveyor	80.00
CADD/Drafting	65.00
Calc's/Setup	50.00
Survey Technician	40.00
GPS Survey Crew	165.00
4-Man Survey Crew	130.00
3-Man Survey Crew	110.00
2-Man Survey Crew	105.00

These rates include all direct and indirect payroll cost, overhead, and profit. Other direct expenses not included in the above rates, such as printing, reproduction, transportation, per diem and lodging, etc. will be invoiced at actual cost.

In Witness Whereof, the parties hereto have made and executed this Agreement as of the day and year first above written.

The City of Jonesboro
Mayor Harold Perrin



Associated Engineering & Testing, LLC
Kenneth L. Scrape, Managing Partner

ATTEST: Donna Jackson
City Clerk



Legislation Details (With Text)

File #:	RES-14:075	Version:	1	Name:	Contract with Associated Engineering for land surveying at Oaklawn and Nettleton Cemeteries
Type:	Resolution	Status:			To Be Introduced
File created:	5/21/2014	In control:			Finance & Administration Council Committee
On agenda:		Final action:			
Title:	A RESOLUTION TO ENTER INTO AN AGREEMENT WITH ASSOCIATED ENGINEERING AND TESTING, LLC FOR LAND SURVEYING AND MAPPING SERVICES AT OAKLAWN CEMETERY AND NETTLETON CEMETERY				
Sponsors:	Parks & Recreation				
Indexes:	Contract				
Code sections:					
Attachments:	Agreement				

Date	Ver.	Action By	Action	Result
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A RESOLUTION TO ENTER INTO AN AGREEMENT WITH ASSOCIATED ENGINEERING AND TESTING, LLC FOR LAND SURVEYING AND MAPPING SERVICES AT OAKLAWN CEMETERY AND NETTLETON CEMETERY

WHEREAS, the City of Jonesboro owns and maintains Oaklawn and Nettleton Cemeteries.

WHEREAS, the City of Jonesboro wishes to have land surveying and mapping services conducted on Oaklawn and Nettleton Cemeteries for the purpose of establishing a high accuracy GIS map of each cemetery to effectively manage the grave site ownership information and to be able to update the database when graves are used or sold.

WHEREAS, Associated Engineering and Testing, LLC has submitted a proposal for land surveying and mapping services necessary for the purpose of establishing a high accuracy GIS map of Oaklawn and Nettleton Cemeteries.

WHEREAS, the City of Jonesboro wishes to enter into an agreement with Associated Engineering and Testing, LLC for land surveying and mapping services at Oaklawn and Nettleton Cemeteries.

WHEREAS, funding for this agreement shall come from the Perpetual Care fund and compensation shall be paid in accordance with the agreement.

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

Section 1: The City of Jonesboro shall enter into an agreement with Associated Engineering and Testing, LLC for land surveying and mapping services for at Oaklawn and Nettleton Cemeteries.

Section 2: The funding for the execution of the agreement shall come from the Perpetual Care fund and compensation shall be paid in accordance with the agreement

**CITY OF JONESBORO
AGREEMENT FOR LAND SURVEYING SERVICES
SURVEYING OF OAKLAWN AND NETTLETON CEMETERIES**

This Agreement entered into and executed this _____ day of _____ 2014, by and between the City of Jonesboro (the City) acting by and through its Mayor and Associated Engineering and Testing, LLC (AET).

Whereas, the City of Jonesboro is planning to have land surveying and mapping services conducted on Oaklawn and Nettleton Cemeteries for the purpose of establishing a high accuracy GIS map of each cemetery.

Now therefore, it is considered to be in the best public interest for the City of Jonesboro to obtain assistance of AET's organization in connection with said land surveying and mapping services. In consideration of the faithful performance of each party of the mutual covenants and agreements set forth hereinafter, it is mutually agreed as follows:

The City of Jonesboro agrees to employ AET to perform, and AET agrees to perform professional land surveying and mapping services in connection with the project set forth in the sections to follow; and The City of Jonesboro agrees to pay and AET agrees to accept, as specified in the sections to follow as full and final compensation for work accomplished in the specified time.

1. Introduction

The City of Jonesboro needs a digital (GIS) map of the cemeteries in order to effectively manage the grave site ownership information and to be able to update the database when grave sites are used or sold.

The creation of a high-accuracy GIS map is the framework for a grave site owner management system. When this GIS project is complete the City will be able to use it to link all available records and deeds to the precise location on the ground for each individual grave site.

2. Proposed Basic Scope of Services

1. Perform survey of entire boundary for each cemetery.
2. Tie-in existing grave site headstones and/or markers at each cemetery.
3. Coordinate radar data with survey data for each cemetery.
4. Prepare grave site/block layout plan for each cemetery.
5. Prepare drawings with attribute polygons to be imported into City GIS.
6. Prepare plat drawing for recording for each cemetery.
7. Coordinate with City and set block corners (approximately 400 corners).
8. Coordination and supervision.
9. Provide material - 400 - 4-1/2" stainless steel disk with 10" X 5/8" carriage bolts.

4. Time of Beginning and Completion

AET shall begin work under this Agreement within ten (10) days of notice to proceed and shall complete the work by December 31, 2014.

5. Compensation

Fee – Scope of Services in Items 2.1 through 2.9 **\$54,685.00**

Total Fee – Direct Labor and Materials: **\$54,685.00**

6. Changes

The City of Jonesboro may at any time, by written order, make changes within the general scope of the contract in the work and services to be performed. If any such changes causes an increase or decrease in the cost of, or the time required for, performance of this contract, an equitable increase or decrease shall be made in the contract amount, including fee or time of required performance, or both, and the contract shall be modified in writing accordingly.

Changes, modifications of amendments in scope, price or fee to this contract shall not be allowed without a formal contract amendment approved by the Mayor or the City Council in advance of the change in scope, price or fees.

7. Postponement or Cancellation of the Contract

It is understood that the City of Jonesboro will have the right to suspend or cancel the work at any time.

A. Postponement – should The City of Jonesboro, for any reason whatsoever, decide to postpone the work at any time, The City of Jonesboro will notify AET, who will immediately suspend work. Should the City of Jonesboro decide during such suspension not to resume the work, or should such suspension not be terminated within a year, the work shall be canceled as hereinafter provided.

B. Cancellation – Should The City of Jonesboro, for any reason whatsoever, decide to cancel or to terminate the use of AET's services, The City of Jonesboro will give written notice thereof to AET, who will immediately terminate the work. If The City of Jonesboro so elects, AET may be instructed to bring reasonable stage of completion to those items whose value would otherwise be lost. AET shall turn over all data, charts, survey notes, figures, drawings and other records or information collected or produced hereunder whether partial or complete. Upon such termination of AET services, AET shall be paid on a proportional amount of the total fees, less prior partial payments, based on the ratio of work done to the total amount of work to be performed.

8. Additional Services

Additional services requested by the Mayor or the City Council not identified in the scope of work will be performed in accordance with the hourly rate schedule or an amendment to the contract can be executed for an amount agreeable to both parties.

**Standard Fee Schedule
For Engineering/Surveying Services**

Principal	160.00
Registered Surveyor	80.00
CADD/Drafting	65.00
Calc's/Setup	50.00
Survey Technician	40.00
GPS Survey Crew	165.00
4-Man Survey Crew	130.00
3-Man Survey Crew	110.00
2-Man Survey Crew	105.00

These rates include all direct and indirect payroll cost, overhead, and profit. Other direct expenses not included in the above rates, such as printing, reproduction, transportation, per diem and lodging, etc. will be invoiced at actual cost.

In Witness Whereof, the parties hereto have made and executed this Agreement as of the day and year first above written.

The City of Jonesboro
Mayor Harold Perrin



Associated Engineering & Testing, LLC
Kenneth L. Scrape, Managing Partner

ATTEST: Donna Jackson
City Clerk



Legislation Details (With Text)

File #:	RES-14:084	Version:	1	Name:	Agreement with EAPDD for GIF Grant
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	6/6/2014	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE EAPDD FOR A GIF GRANT FOR THE EMERGENCY RESPONSE SOFTWARE SAFETY PROGRAM				
Sponsors:	Grants, Grants				
Indexes:	Grant				
Code sections:					
Attachments:	Award Letter & Grant Agreement GIF Traffic Lights.pdf				

Date	Ver.	Action By	Action	Result
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RESOLUTION AUTHORIZING THE CITY OF JONESBORO TO ENTER INTO AGREEMENT WITH THE EAPDD FOR A GIF GRANT FOR THE EMERGENCY RESPONSE SOFTWARE SAFETY PROGRAM

Whereas, the City of Jonesboro has been awarded the a GIF Grant in the amount of \$36,000 from EAPDD; and

Whereas, funds will be combined with local funds to procure and purchase Emergency Response Software for 12 Fire Frontline Fire Trucks and 18 main traffic lights.

Therefore, be it resolved by City Council of the City of Jonesboro that:

Section 1: The City of Jonesboro will enter into agreement with the EAPDD for said program; and

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



June 2, 2014

City of Jonesboro
P.O. Box 1845
Jonesboro, AR 72403

Dear Heather Clements:

The East Arkansas Planning & Development District (EAPDD) Board of Directors approved your 2013 General Improvement Fund (GIF) application on 5/29/2014. The application to City of Jonesboro in the amount of \$36,000 was approved for the following purpose:

Emergency Response Software Safety Program

All grant activity for the project will be tracked and reported under **2013-58-08**. Please note all funds should be expended within two years of 5/29/2014.

A Grant Agreement has been attached, along with a media agreement, and a copy of the guidelines for approved applications. Please review, sign, and return the **entire** 3 page grant agreement **and** the enclosed media agreement to the following:

Attn: GIF Grant Program
EAPDD
P.O. Box 1403
Jonesboro, AR 72403

Funding may not begin until an executed Grant Agreement is in place. Once a Grant Agreement is executed, funding may begin based upon the instructions laid forth in the enclosed guidelines, or as agreed upon by the Grantee and Grantor on a case-by-case basis.

As administrator of this grant program, EAPDD can work with grant recipients on a press release to announce the awarding of grant funds. If you would like assistance with this, contact the EAPDD office at the number below.

If you have any questions, please do not hesitate to contact Emily Hathcock at 870.932.3957 or email ehathcock@eapdd.com.

Sincerely,

Melissa Rivers
Executive Director
Enclosure

Grantee: City of Jonesboro

Grantee #: 2013-58-08

East Arkansas Planning & Development District
General Improvement Fund Grant Program
Grant Agreement

Grantee: City of Jonesboro

Grant #: 2013-58-08

Grant Amount: \$ 36,000

Purpose: Emergency Response Software Safety Program

GRANTOR

East Arkansas Planning & Development District
PO Box 1403
Jonesboro, AR 72403
Phone: 870.932.3957

GRANTEE

City of Jonesboro
P.O. Box 1845
Jonesboro, AR 72403
Phone: 870.336.7229

1. PURPOSE

This Agreement is entered into by East Arkansas Planning & Development District (EAPDD), herein referred to as Grantor, and City of Jonesboro, herein referred to as Grantee. The Grantor has received General Improvement Funds from the Arkansas General Assembly to be utilized to assist local public governmental jurisdictions and/or non-profit organizations to plan, develop, promote, and/or implement economic and community development projects/activities designed to improve the economic, community and/or social well-being of the citizens of Arkansas. Projects should complement Arkansas's Economic and Community Development Goals and Objects. The Grantee agrees to implement and complete a General Improvement Fund Program project in accordance with the provisions of this Agreement.

2. LEGAL AUTHORITY

By signing this Agreement the Grantee certifies that it possesses legal authority to accept grant funds under the General Improvement Fund program. The act of signing will also certify that the Grantee will comply with all parts of this Agreement, and the Grantee accepts full legal responsibility for properly implementing the project described in the original grant application documents and agrees to expend funds in accordance with the original grant application form.

3. FINANCIAL MANGEMENT AND ACCOUNTING

The Grantee will establish and/or maintain a financial management and accounting system, which conforms to generally accepted accounting principles and complies with requirements of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, and other applicable fiscal control laws of this State and regulations promulgated by the Department of Finance and Administration shall be observed in connection with the utilization of said grant funds.

4. RECORD KEEPING

Grantee will maintain records of all project expenditures on file for a period of three years or until the Grantee's audit for the period in which grant funds were utilized have been conducted. The Grantor and duly authorized officials of the State will have full access and the right to examine any pertinent documents of the Grantee or persons or organizations with which the Grantee may contract, which involve transactions related to this Agreement.

5. REPORTING

The Grantee agrees to provide Grantor with all documentation regarding grant expenditures and a final close-out report within sixty (60) days of project completion on which grant funds have been utilized.

6. INDEMNIFICATION

The Grantee agrees to follow all local and state laws and regulations. Furthermore, the Grantee agrees to hold harmless and indemnify the Grantor from any and all claims, suits, and actions arising from any act, omission, noncompliance, or misuse of grant funds by the Grantee or any employee or agent in the performance of this Grant Agreement.

7. POLITICAL ACTIVITY

No portion of the funds provided hereunder will be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

8. CONFLICT OF INTEREST

The Grantee shall secure all such services in accordance with applicable State law and the provisions of this Agreement, and shall notify the Grantor, in writing, of the method utilized to secure services, the name and address of the services provider(s), the scope of work anticipated, and the terms of compensation. No officer or employee of the Grantor, no member, officer, or employee of the Grantee or its designees or agents, no member of the governing body of the jurisdiction in which the project is undertaken or located, and no other official of such locality or localities who exercises any function or responsibilities with respect to the project during this tenure, will have any personal or pecuniary gain or interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this contract agreement. The Grantee will incorporate, or cause to incorporate, in all such contracts or subcontract a provision prohibiting such interest pursuant to the purpose of this provision. The Grantor reserves the right to waive certain provision of this clause in the event of a situation, once justified as unavoidable by the Grantee, and approved by the Grantor in writing which necessitates such a waiver.

9. METHOD OF PAYMENT

The Grantor shall make payment of authorized grant funds upon proper execution of this Grant Agreement by the Grantee. The Grantor reserves the right to determine the most appropriate distribution of payments, based upon the nature of the approved project. The method of payment may include either a one-time disbursement or a number of cost reimbursements based upon submitted invoices. In no event will the total amount of grant funds to the Grantee for allowable expenses incurred in relation to the project exceed the amount noted on Page 1 of this Agreement as the Grant Amount.

10. PROCUREMENT PROCEDURES

The Grantee agrees to comply with all procurement procedures required by applicable State and Federal laws and will maintain a record of this compliance.

11. MODIFICATIONS

The Grant Agreement may not be modified, without the prior written consent of Grantor and Grantee.

12. WAIVERS

No conditions or provisions of the Agreement may be waived unless approved by the Grantor in writing.

This Agreement is entered into as of the Grantor's signature date below, and is considered to be in effect until the Grantor notifies the Grantee in writing that the Agreement is terminated.

Approved for the Grantor

Approved for the Grantee

BY:

BY:

East Arkansas Planning & Development
District

City of Jonesboro

Melissa Rivers
Executive Director

(Name)
(Title)

Date

Date

Media Agreement for EAPDD GIF Grantees

By signing below, City of Jonesboro acknowledges that we will not coordinate any press releases, public communications, or engage any form of media, regarding this project, until further correspondence is received from East Arkansas Planning & Development District's Communications Department. If you have any questions or concerns, please do not hesitate to contact the Communications Department, at the following address:

ATTENTION:

EAPDD GIF Communications
P.O Box 1403
Jonesboro, AR 72403
870.932.3957
jwright@eapdd.com

Authorized Signature

Date

Please indicate below preferred media outlets, dates for photo opportunities, and locations for photo opportunities.

Media Outlets:

Dates:

Locations:

Grantee: City of Jonesboro

Grant #:2013-58-08

Approved Project Budget

Please note the following itemized budget has been approved by EAPDD for your GIF Grant project.

ITEM	PROJECTED COST
EMERGENCY RESPONSE SOFTWARE FOR FIRE DEPARTMENT FRONTLINE VEHICLES (X120)	36,000
TOTAL GIF COST	36,000

East Arkansas Planning & Development District – GIF Recommended Practices for Legislators

1. Legislators should provide District with grant recommendation list that includes:
 - a. Applicant Name
 - b. Amount
 - c. Purpose of the grant
2. District cannot process applications without Legislators' recommendations.
3. Applicants will submit applications directly to the District.
4. EAPDD Board of Directors will review and approve submitted and processed applications on a bi-monthly basis. Grant Agreement will be distributed following Board approval.
5. Grant administration will be provided by the District.
6. Closeout documentation for each grant will be required from the Grantee.

East Arkansas Planning & Development District – GIF Guidelines for Grantees

Guidelines for GIF grants under \$5,000.00:

1. Submit a completed application that includes the purpose of requested funds, completed project budget form, quotes or written estimates for items to be purchased, signed certification letter, proposed timeline for completion of project, and any necessary attachments.
2. Upon approval of the application, successful applicants will be required to enter into a contractual agreement with EAPDD prior to funding.
3. Once a Grant Agreement is in place, a check will be issued to the Grantee for the amount noted in the Grant Agreement.
4. Grantee should follow timeline agreed upon in the Grant Agreement for the completion of the project.
5. After funds are dispersed, the Grantee will be required to submit all corresponding receipts and closeout documents to EAPDD.

Guidelines for GIF grants over \$5,000.00:

1. Submit a completed application that includes the purpose of requested funds, completed project budget form, quotes or written estimates for items to be purchased, signed certification letter, proposed timeline for completion of project, and any necessary attachments.
2. Upon approval of the application, successful applicants will be required to enter into a contractual agreement with EAPDD prior to funding.
3. Once a Grant Agreement is in place, Grantee will be required to submit a Request for Payment (RFP) and corresponding invoices for items purchased/services performed to EAPDD for payment. EAPDD will provide an RFP template to be used by the Grantee.
4. Grantee should follow timeline agreed upon in the Grant Agreement for the completion of the project.
5. Grantees shall provide EAPDD with written quotes on projects between \$10,000 and \$50,000.
6. For projects more than \$50,000, EAPDD will require competitive sealed bids. EAPDD will not release any money over \$50,000 until provided with the appropriate documentation showing bids were released.
7. Once a RFP is received and processed, EAPDD will then pay vendors directly and provide proof of payment to Grantee.
8. Upon completion of project and dispersal of all funds, the Grantee will be required to submit all closeout documents to EAPDD.

Guidelines for Procurement:

1. For projects under \$10,000, products and services may be procured without seeking competitive bids or competitive sealed bids. Written quotes or estimates shall be provided to the District by Grantee.
2. For projects and services in which purchase price exceeds \$10,000 and is less than or equal to \$50,000, awards shall be provided through the use of competitive bidding procedures.
3. For projects exceeding \$50,000, products and services shall be awarded through competitive sealed bidding procedures.
4. EAPDD will provide technical assistance in regard to proper procurement procedures for Grantees.



Legislation Details (With Text)

File #:	RES-14:088	Version:	1	Name:	Contract with Total Life Healthcare for JETS services
Type:	Resolution	Status:		Status:	To Be Introduced
File created:	6/12/2014	In control:		In control:	Finance & Administration Council Committee
On agenda:		Final action:		Final action:	
Title:	RESOLUTION AUTHORIZING A CONTRACT BETWEEN JETS AND TOTAL LIFE HEALTHCARE				
Sponsors:	JETS				
Indexes:	Contract				
Code sections:					
Attachments:	Contract				

Date	Ver.	Action By	Action	Result
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RESOLUTION AUTHORIZING A CONTRACT BETWEEN JETS AND TOTAL LIFE HEALTHCARE
WHEREAS, the City of Jonesboro operates a transportation Service for the citizens of the City of Jonesboro and;

WHEREAS, Total Life Healthcare provides a transportation service for its clients and;

WHEREAS, Total Life Healthcare is in need of scheduling services which JETS can provide to allow further services to the citizens of the City of Jonesboro.

NOW THEREFORE BE IT RESOLVED by the City Council for the City of Jonesboro:

Section One: That the City of Jonesboro, through its JETS program shall provide scheduling services to Total Life Healthcare, pursuant to the terms of a contract attached hereto as Exhibit A.

Section Two: That Mayor Harold Perrin and City Clerk Donna Jackson are authorized to execute such documents as are necessary to effectuate this agreement.

CONTRACT FOR SCHEDULING SERVICES

COMES now the City of Jonesboro and enters into a Contract for Scheduling Services with Total Life Healthcare, to-wit:

1. The City of Jonesboro through its JETS System, shall provide transportation scheduling for Total Life Healthcare.
 - a. Total Life Healthcare shall provide before 2:00 p.m. each day a list of clients to be scheduled for transportation the following day. The 2:00 p.m. cutoff time is to be the minimum notice. Transportation can be scheduled up to one week in advance.
 - b. JETS will provide the schedules for the requested trips for the following day and transmit said schedules to Total Life HealthCare by 3:30 p.m.
2. Total Life HealthCare shall pay the sum of two hundred twenty dollars (\$220.00) per month for the scheduling service. In addition, the following software/technology upgrades for year one (1) shall be allocated as follows:
 - a. 7 additional Route Match TS vehicle licenses-Total cost-\$6,475.00 (\$5,180.00 from a JETS grant and \$1,295.00 from TLH)
 - b. 6 additional Route Match TS county GIS licenses-Total cost-\$300. (\$240.00 from a JETS grant and \$60.00 from TLH)
 - c. 1 year Route Match maintenance fee-Total cost-\$1,942. (\$1,553. From a JETS grant and \$389.00 from TLH)
 - d. SQL server upgrade-Total cost \$650.00 (\$520.00 from a JETS grant and \$130.00 from TLH).
3. This contract will automatically extend for an additional year, unless either party gives thirty (30) days notice to terminate. The costs for subsequent years shall be as follows:
 - a. Total Life Health Care shall pay the entire costs of the RouteMatch-Maintenance fee of One Thousand Nine Hundred Forty-two Dollars (\$1,942.00) in the month that JETS receives its invoice from RouteMatch, in no event less than ninety days (90) after the invoice is received by JETS and submitted by JETS to Total Life Healthcare.
 - b. The two thousand six hundred forty dollars (\$2,640.00) scheduling service fee shall continue to be paid at the rate of two hundred twenty dollars (\$220.00) per month for year (2) and for subsequent years, unless this fee is adjusted through an amendment to this contract that is signed by both parties.
4. The contract shall begin on August 1, 2014 and end on July 31, 2015, unless extended for an additional year as set out in paragraph three (3).

ENTERED INTO on this ___ day of _____, 2014.

CITY OF JONESBORO

TOTAL LIFE HEALTHCARE

BY: _____

BY: _____

MAYOR HAROLD PERRIN

ATTEST CITY CLERK DONNA JACKSON
