

**City of Fayetteville Staff Review Form**

**2018-0041**

**Legistar File ID**

**2/6/2018**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Wade Abernathy

1/9/2018

FACILITIES MANAGEMENT (140)

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Approval of a Contract with Seven Hills Homeless Center in the amount of \$57,000 for the 2018 fiscal year to provide funding assistance for capital repairs at the Walker Residential Community Facility and Grounds.

**Budget Impact:**

4470.140.8900.5400.00	Capital		
Account Number	Fund		
18004.1	WFRC Capital Improvements		
Project Number	Project Title		
Budgeted Item? <u>Yes</u>	Current Budget	\$57,000	
	Funds Obligated	\$	-
	Current Balance	<b>\$</b>	<b>57,000.00</b>
Does item have a cost? <u>Yes</u>	Item Cost	\$	57,000.00
Budget Adjustment Attached? <u>NA</u>	Budget Adjustment		
	Remaining Budget	<b>\$</b>	<b>-</b>

V20140710

Previous Ordinance or Resolution # 26-17

Original Contract Number: \_\_\_\_\_

Approval Date: \_\_\_\_\_

Comments:



**MEETING OF FEBRUARY 6, 2018**

**TO:** Mayor Jordan and City Council

**THRU:** Paul Becker, Chief Financial Officer

**FROM:** Wade Abernathy, Division Manager Facilities and Building Construction

**DATE:** January 10, 2018

**SUBJECT: Contract for Capital Improvements with Seven Hills for Walker Family Residential Community**

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**RECOMMENDATION:**

To approve the attached contract with Seven Hills Homeless Center in the amount of \$57,000 for the 2018 fiscal year for capital improvements at the Walker Family Residential Community.

**BACKGROUND:**

In January of 2017, Council passed a resolution to approve a contract to provide funding assistance for repairs at the WFRC with Seven Hills. Facilities Management outlined several items in need of immediate repair, and other items for them to remain functional and future preservation items. Thru out the year, Seven Hills addressed many immediate repair items listed.

**DISCUSSION:**

A request for capital improvements at the WFRC was included in the 2018 budget approved by City Council. The amount of that request totaled \$57,000. The funds will be used for much needed building repairs as identified earlier by Facilities. The contract provides for the disbursement of this appropriation upon evidence of a contract or purchase commitment for work approved by Cities Facility & Building Construction Manager. This will ensure that the projects funded will be those identified and agreed upon by both Seven Hills and the City. It is also recommended that Seven Hills generally follow the selection rules for third party contracts that the City follows.

Staff Recommends the approval of the attached agreement.

**BUDGET/STAFF IMPACT**

This will provide for the disbursement and control for financial assistance in the amount of \$57,000 at WFRC

**Attachments:**

Contract

# CONTRACT

## FOR BUILDING REPAIR AND MAINTENANCE

Between the City of Fayetteville, Arkansas and Seven Hills Homeless Center

**THIS CONTRACT** is made by and between the City of Fayetteville, Arkansas (“City”) and Seven Hills Homeless Center (“Seven Hills”), and the parties agree as follows:


1. **Term.** The term of this contract shall begin January \_\_\_\_\_, 2018 and end December 31, 2018.
2. **City of Fayetteville’s Rights and Responsibilities.**
  - a. City shall provide the amount of \$57,000.00 for building repair and maintenance subject to the following conditions:
    - i. Funds shall be used only for items critically needed as identified and approved by the City’s Facilities & Building Construction Manager.
    - ii. City may disburse funds prior to commencement of a repair or maintenance project only upon a request that is supported by a valid contract or purchase order with a third party vendor on as needed basis approved in writing by the City’s Facilities & Building Construction Manager or the City’s Chief Financial Officer.
    - iii. City may reimburse Seven Hills for completed repair or maintenance work that was approved in writing prior to commencement of the work by the City’s Facilities & Building Construction Manager or the City’s Chief Financial Officer
    - iv. Repair and maintenance work funded by the City shall be limited to the Walker Family Residential Community complex.
  - b. City, through its Purchasing Division, will be available for consultation by Seven Hills to ensure City policies for quotes and bids are followed correctly.
3. **Seven Hills Homeless Center’s Rights and Responsibilities.**
  - a. Seven Hills shall comply with the City’s purchasing policies for contracts and expenditures of \$1,000.00 or more, including:
    - i. Obtaining at least three written quotes for any contract or expenditure between \$1,000.00 and \$20,000.00; and
    - ii. Advertising for bids for any contract or expenditure over \$20,000.00.
  - b. Seven Hills shall use the funds provided by the City only for the uses set forth in paragraph 2 above.
  - c. Seven Hills shall submit quarterly reports (due no later than March 31, June 30, September 30 and December 31, 2018) to the City’s Facilities & Building Construction Manager detailing:
    - i. The status of repair and maintenance projects being funded by the City; and

- ii. A full accounting of the funds received by Seven Hills from the City pursuant to this contract through the date of the report.
  - d. Seven Hills shall run its facilities and programs in an appropriate manner and shall continue to provide the same level of services to the community as has been provided during year prior to the execution of this contract.
  - e. Seven Hills shall promptly notify the City of any repair or maintenance issues of which it becomes aware during the term of this contract.
4. **Contract Amendments.** Changes, modifications or amendments to the scope, price or fees dictated by this Contract shall not be allowed without a prior formal Contract amendment approved by the Mayor and the City Council of Fayetteville and by the authorized agent of Seven Hills Homeless Center in advance of the change.

IN WITNESS WHEREOF, the parties hereto have caused their signatures to be set by their authorized representative effective the date set forth below.

**SEVEN HILLS HOMELESS CENTER**

**CITY OF FAYETTEVILLE,  
ARKANSAS**

  
\_\_\_\_\_  
Jessica Andrews, Chief Executive Officer

\_\_\_\_\_  
Lionel Jordan, Mayor

Date: 01/08/2018

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Sondra E. Smith, City Clerk-Treasurer