

City of Fayetteville Staff Review Form

2020-1104

Legistar File ID

1/5/2021

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

Matthew Cabe

12/8/2020

FACILITIES MANAGEMENT (140)

Submitted By

Submitted Date

Division / Department

Action Recommendation:

Approval of a Contract with Seven Hills Homeless Center in the amount of \$51,000 for the 2021 fiscal year to provide funding assistance for capital repairs at the Walker Family Residential Community Facility and Grounds.

Budget Impact:

4470.140.8900-5400.00

Sales Tax Capital Improvements

Account Number

Fund

18004.1

7-Hills Walker Family Residential Facility

Project Number

Project Title

Budgeted Item? Yes

Current Budget \$ 51,000.00

Funds Obligated \$ -

Current Balance **\$ 51,000.00**

Does item have a cost? Yes

Item Cost \$ 51,000.00

Budget Adjustment Attached? No

Budget Adjustment

Remaining Budget **\$ -**

V20180321

Purchase Order Number: _____

Previous Ordinance or Resolution # _____

Change Order Number: _____

Approval Date: _____

Original Contract Number: _____

Comments:



MEETING OF JANUARY 5, 2021

TO: Mayor and City Council

THRU: Paul Becker, Chief Financial Officer
Wade Abernathy, Director of Bond Projects and Facilities

FROM: Matthew Cabe, Building and Facilities Maintenance Manager

DATE: December 10, 2020

SUBJECT: **Approval of a contract in the amount of \$51,000 with Seven Hills Homeless Center at the Walker Family Residential Community Facility.**

RECOMMENDATION:

A Resolution to approve a contract with Seven Hills Homeless Center in the amount of \$51,000 for the 2021 fiscal year for capital improvements at the Walker Family Residential Community.

BACKGROUND:

Each year since 2017 the City Council has passed resolutions approving contracts to provide funding assistance for repairs at the Walker Family Residential Community. As in previous years, Seven Hills and Facilities Management have outlined several items for repair or replacement to help support their programs. Items identified for 2021 include parking lot maintenance, installation of additional security cameras, replace water heaters with energy-efficient tankless water heaters, and roof replacements on their facilities.

DISCUSSION:

A request for capital improvements at the WFRC was included in the 2021 CIP budget approved by City Council. The amount of that request totaled \$51,000. The contract provides for the disbursement of this appropriation upon evidence of a contract or purchase commitment for work as approved by the Facilities & Building Maintenance 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.

BUDGET/STAFF IMPACT:

This project is funded by Sales Tax Capital Improvement funds.

Attachments:

Contract with Seven Hills Homeless Center

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 5, 2021 and end December 31, 2021.

2. **City of Fayetteville’s Rights and Responsibilities.**

- a. City shall provide the amount of \$51,000.00 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 Director of Bond Projects and Facilities.
 - 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 Director of Bond Projects and Facilities 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 Director of Bond Projects and Facilities 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, 2021) to the City’s Director of Bond Projects and Facilities 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

Lioneld Jordan, Mayor

Date: 12/03/2020

Date: _____

ATTEST:

Kara Paxton, City Clerk-Treasurer