

CITY OF SPRINGDALE
Committee Agendas
Monday, May 6th, 2013
City Council Chambers
City Administration Building

Street & CIP Committee:

1. **An Ordinance** to waive competitive bidding for the installation of a third axle on four dump trucks, presented by Sam Goade, Director of Public Works. **Pg's 2-14**
2. **A Resolution** authorizing the City Attorney to settle an inverse condemnation lawsuit wherein Wendell and Renee Collins are plaintiffs, presented by Ernest Cate, City Attorney. **Pg's 15-17**
3. **A Discussion** concerning Senior Center Update, present by Alan Pugh, Director of Engineering.

Finance Committee:

4. **A Resolution** amending the 2013 Budget of the Fire Department, presented by Mike Irwin, Fire Chief. **Pg's 18-19**

Personnel Committee:

5. **A Resolution** amending 2.5d and 2.5e of the City Personnel and Procedures Manual, presented by Loyd Price, Human Resources Director. **Pg's 20-21**

Police and Fire Committee:

6. **A Discussion** concerning Fire Station Bond Program Update, presented by Roger Boskus architect from Miller, Boskus, Lack Architects. **Pg's 22-26**

ORDINANCE NO. _____

**AN ORDINANCE TO WAIVE COMPETITIVE BIDDING
FOR THE INSTALLATION OF A THIRD AXLE ON
FOUR DUMP TRUCKS**

WHEREAS, the hauling capacity of the Public Works four dump trucks would be increased by 66% by the installation of a liftable third axle, and

WHEREAS, the Public Works Director has estimated the fuel savings for hauling 100,000 tons to be \$25,684 after the installation of the third axle, and

WHEREAS, the installation of a third axle on these vehicles would cost \$27,201 and increase productivity and efficiency, and

WHEREAS, Arkansas Code 14-58-303 states, "The governing body, by ordinance, may waive the requirements of competitive bidding in exceptional situations where this procedure is deemed not feasible or practical";

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS, that

Section 1. This Council finds that due to the immediate need of the start of the construction season to improve the productivity and efficiency of the Public Works Department competitive bidding is not feasible or practical and is here by waived on the installation of a 3rd axle on four dumptrucks for a cost of \$27,201.23.

Section 2. There are not sufficient funds in the Public Works Budget for this project and the Council hereby authorizes the expenditure of \$27,201.23 for this project from the Capital Improvement Project Fund.

Section 3. Emergency Clause. It is hereby declared that an emergency exists, and this ordinance being necessary for the immediate preservation of the health, safety, and welfare of the citizens of Springdale, Arkansas, shall be effective immediately upon passage and approval.

PASSED AND APPROVED this 14th day of May, 2013

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, City Clerk

APPROVED AS TO FORM

Ernest B. Cate, City Attorney



Public Works Department

Streets and Public Facilities

MEMORANDUM

To: Mayor Doug Sprouse
From: Sam Goade *SG*
Date: April 19, 2013
RE: Proposal to add a liftable third axle to our Mack dump trucks to increase load capacity from 10-tons per load to 16.6 tons per load
Cc: Terry Anderson, James Carr, Chuck Harris

I have attached an analysis of diesel fuel cost savings that can be achieved by adding a liftable and steerable third axle to our four (4) Mack dump trucks. The lowest quote per axle installation is from Johnson Truck & Trailer of Lowell in the amount of \$6,800.30. The total cost to retrofit all four trucks would be \$27,201.56 based on the lowest quote. If each truck was retrofitted and invoiced separately the three attached quotes would satisfy the Arkansas purchasing laws regarding competitive bidding.

As shown on the spreadsheet fuel cost savings analysis we would recover our cost per axle after hauling 22,505 tons of material per truck. As an example we will haul 3,600 tons of Class 7 base and 5,280 tons of hot mix asphalt for the Hylton Road project when we construct the asphalt roadway. This total tonnage of 8,880 tons would be approximately 40% of the tonnage to recover our cost for one axle retrofit. Based on our haul burden per year the investment in the axle retrofit for all four trucks should be achieved in about two (2) years depending on the scope of our future construction projects. The bottom line is we are improving our fuel cost by 39.76% by adding the third axle to increase our Mack truck haul capacity. I believe we have sufficient reserves in our street fund to make this investment. If you agree I will proceed with a resolution for a budget amendment to pull funds out of our reserves for consideration by the City Council.

269 E. Randall Wobbe Lane. Springdale, Arkansas 72764
Phone: 479.750.8135 Fax: 479.750.8504

Johnson Truck & Trailer of Lowell

124 West Apple Blossom Avenue
 Lowell, Arkansas 72745
 (479) 770-6180 Fax (479) 770-2139

QUOTATION

Quote Number: 5239
 Quote Date: Apr 10, 2013
 Page: 1

SPRINGDALE STREET DEPT.
 CITY OF SPRINGDALE
 201 SPRING STREET
 SPRINGDALE, AR 72764

SPRINGDALE STREET DEPT.
 CITY OF SPRINGDALE
 201 SPRING STREET
 SPRINGDALE, AR 72764

CITY OF SPRINGDALE		5/10/13	Net 30 Days		
Quantity					
1.00		RUL245 NONE STEERABLE LIFT SUSPENSION W/AIR CONTROLS	4,324.43		4,324.43
1.00		MISCELLANEOUS	200.00		200.00
1.00		LABOR TO INSTALL	1,500.00		1,500.00
1.00	OTHER SUPPLIES	SHOP SUPPLIES	200.00		200.00
				Subtotal	6,224.43
				Sales Tax	575.76

Customer Signature: _____

Please Pay from this invoice according to the Payment Terms.

DISCLAIMER OF WARRANTIES - The only warranties applying to this part(s) are those which may be offered by the manufacturer. The seller hereby expressly disclaims all warranties either express or implied, including any implied warranties of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this part(s) and/or service. Buyer shall not be entitled to recover any consequential damages, damages to property, damage for loss of use, loss of time, loss of profits or income, or any other incidental damages.



Shipley Motor Equipment Company



324 So. Bloomington
Lowell, Arkansas 72745
(479) 770-6040

620 Mountain Base Road
Pottsville, AR 72858
(479) 498-8260

2800 Wheeler Avenue
Fort Smith, Arkansas 72901
(479) 782-8281

SEND ALL PAYMENTS TO: P.O. BOX 4, FORT SMITH, ARKANSAS 72902

RETURN POLICY

1. NO RETURNS WITHOUT PURCHASE INVOICE
2. 30% RESTOCKING CHARGE ON RETURNED PARTS
3. NO RETURNS ON PARTS HELD OVER 30 DAYS
4. NO RETURNS ON SPECIAL ORDER ITEMS
5. 10% RESTOCKING CHARGE ON CORES HELD OVER 30 DAYS
6. NO RETURNS ON ELECTRICAL PARTS
7. NO CREDIT ON CORES HELD OVER 90 DAYS

DISCLAIMER OF WARRANTIES

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 12 APR 13	YOUR ORDER NO.	DATE SHIPPED 16 APR 13	INVOICE DATE	INVOICE NUMBER Q90478
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ACCOUNT NO. L1019

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PAGE 1 OF 1

SPRINGDALE PUBLIC WORKS
269 E RANDALL WOBBE LANE
SPRINGDALE, AR 72764

SHIP VIA		SLSM.	BAL NO.	TERMS		F.O.B. POINT		
		CL		NET 10		LOWELL AR		
CRD	QUANTITY	SUF	Q.C.	PART-NO.	DESCRIPTION	LIST	NET	AMOUNT
1	1		0	999	LIFT AXLE	6600.00	125.00	4,125.00
1	1		0	666	AIR CONTRO	400.00	290.00	290.00
1	1		0	LABOR	LABOR	1450.00	1000.00	1,000.00
**** INVOICE QUOTE ****						DO NOT PAY ****		
THANK YOU FOR YOUR BUSINESS! YOU MAY RECEIVE A SURVEY IN THE MAIL-WE HOPE YOU TAKE THE TIME TO GIVE US A POSITIVE REVIEW. IF NOT PLEASE CALL US TO RESOLVE THE ISSUE. 479-770-6040						PARTS		5,415.00
						SUBLET		
						FREIGHT		0.00
						SALES TAX		426.10
CUSTOMER'S SIGNATURE X						TOTAL		\$5,841.10



FINANCE CHARGES will apply if the new balance is unpaid one month from closing date of statement. FINANCE CHARGES is computed at the highest percentage rate allowed by law, applied to the previous balance after deducting current payments and/or credits appearing on this statement.

450 1 100,1

SIGNATURE COPY



Shipley Motor Equipment Company



324 So. Bloomington
Lowell, Arkansas 72745
(479) 770-6040

620 Mountain Base Road
Pottsville, AR 72858
(479) 498-8260

2800 Wheeler Avenue
Fort Smith, Arkansas 72901
(479) 782-8281

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RETURN POLICY

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6. NO RETURNS ON ELECTRICAL PARTS
7. NO CREDIT ON CORES HELD OVER 90 DAYS

DISCLAIMER OF WARRANTIES

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

DATE ENTERED 16 APR 13	YOUR ORDER NO.	DATE SHIPPED 16 APR 13	INVOICE DATE	INVOICE NUMBER Q90584
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ACCOUNT NO. L1019

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PAGE 1 OF 1

SPRINGDALE PUBLIC WORKS
269 E RANDALL WOBBE LANE
SPRINGDALE, AR 72764

SHIP VIA	SLSM.	B/L NO.	TERMS	F.O.B. POINT		
	CL		NET 10	LOWELL AR		
QTY	UOM	PART NO.	DESCRIPTION	LIST	NET	AMOUNT
1	0	999	STEER LEFT	1000.00	5950.00	6,950.00
1	0	AIR	CONTROLS	482.00	301.25	301.25
1	0	LABOR	LABOR	1450.00	1000.00	1,000.00
**** I N V O I C E Q U O T E - DO NOT PAY ****						
THANK YOU FOR YOUR BUSINESS! YOU MAY RECEIVE A SURVEY IN THE MAIL-WE HOPE YOU TAKE THE TIME TO GIVE US A POSITIVE REVIEW. IF NOT PLEASE CALL US TO RESOLVE THE ISSUE. 479-770-6040				PARTS	8,251.25	
CUSTOMER'S SIGNATURE X				SUBLET		
				FREIGHT	0.00	
				SALES TAX	596.62	
				TOTAL	\$8,847.87	



FINANCE CHARGES will apply if the new balance is unpaid one month from closing date of statement. FINANCE CHARGES is computed at the highest percentage rate allowed by law, applied to the previous balance after deducting current payments and/or credits appearing on this statement.

4-11-1993

SIGNATURE COPY

TRUCK CENTERS OF ARKANSAS

2675 WEST SUNSET
 SPRINGDALE, AR, 72764
 Tel: 1-479-751-4551 Fax: 1-479-751-0407
 jwright@truckcentersar.com
 Tax ID: 31-0810-78-003

Estimate - Preliminary

Estimate Prepared by: RANDY WRIGHT

Appraised for:

Accident Date:
 Date of Loss:
 Arrival Date:
 Type of Loss:
 Policy Number:
 Claim Number:

Date: 4/16/2013
 Estimate#: 4843

Insured:

Company: SPRINGDALE
 Telephone, Fax: 750-8504

Year	Make	Model	Color	Trim
2004	MACK	CV713		
Unit Number	License Plate #	Mileage	Serial#/VIN#	

Sup	Seq	Labor Type	Labor Op	Description	Part Type	Part Number	Dollar Amount	Labor Units
1		Body	Rem/Rep	Install Lift Axle Steerable	New		\$7,971.67	T 40.0*
2				Shipping			\$200.00	T *
3		Body	Rem/Rep	Air Line And Fittings	New		\$250.00	T *
4				Shop Materials			\$260.00	T *

* - Judgement Item
 # - Labor Note Applies

Labor

Body	40.0	Hrs @	\$65.00	\$2,600.00
Labor Total				\$2,600.00

Parts

Parts Subtotal	\$8,221.67
Less Adjustments	
Parts Total	\$8,221.67

Additional Costs and Operations

Addl. Costs/Ops Total	\$460.00
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Tax

Labor Tax @	9.25%	\$240.50
Parts Tax @	9.25%	\$760.51
Addl. Costs Tax @	9.25%	\$42.55
Tax Total		\$1,043.56

Totals

Sub Total:	\$12,325.23
Customer Resp.	\$0.00

Sup Seq	Labor Type	Labor Op	Description	Part Type	Part Number	Dollar Amount	Labor Units
Net Total							\$12,325.23

The above is an estimate based on our inspection and does not cover any additional parts or labor which may be required after the work has started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Quotations on parts and labor are current and subject to change.

This is a preliminary estimate. Additional changes to the estimate may be required for the actual repair.

TruckEst does not automatically include items required by many business repair partners. This application allows the author to manually enter line items such as overlap deductions.

2004 MACK CV713

Version 3.0
 Database Edition PKT 13-01

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Page 2 of 2

TRUCK CENTERS OF ARKANSAS

2675 WEST SUNSET
 SPRINGDALE, AR, 72764
 Tel: 1-479-751-4551 Fax: 1-479-751-0407
 jwright@truckcentersar.com
 Tax ID: 31-0810-78-003

Estimate - Preliminary

Estimate Prepared by: RANDY WRIGHT

Appraised for:

Accident Date:
 Date of Loss:
 Arrival Date:
 Type of Loss:
 Policy Number:
 Claim Number:

Date: 4/16/2013
 Estimate#: 4842

Insured:

Company: SPRINGDALE
 Telephone, Fax: 750-8504

Year	Make	Model	Color	Trim
2004	MACK	CV713		
Unit Number	License Plate #	Mileage	Serial#/VIN#	

Sup Seq	Labor Type	Labor Op	Description	Part Type	Part Number	Dollar Amount	Labor Units
1	Body	Rem/Rep	Install Lift Axle	New		\$5,540.30	T 40.0*
2			Shipping			\$200.00	T *
3	Body	Rem/Rep	Air Lines And Fittings	New		\$250.00	T *
4			Shop Materials			\$260.00	T *

* - Judgement Item
 # - Labor Note Applies

Labor

Body	40.0 Hrs @	\$65.00	\$2,600.00
Labor Total			\$2,600.00

Parts

Parts Subtotal	\$5,790.30
Less Adjustments	
Parts Total	\$5,790.30

Additional Costs and Operations

Addl. Costs/Ops Total	\$460.00
-----------------------	----------

Tax

Labor Tax @	9.25%	\$240.50
Parts Tax @	9.25%	\$555.60
Addl. Costs Tax @	9.25%	\$42.55
Tax Total		\$818.65

Totals

Sub Total:	\$9,668.95
Customer Resp.	\$0.00

Sup Seq	Labor Type	Labor Op	Description	Part Type	Part Number	Dollar Amount	Labor Units
Net Total							\$9,668.95

The above is an estimate based on our inspection and does not cover any additional parts or labor which may be required after the work has started. Occasionally, worn or damaged parts are discovered which may not be evident on the first inspection. Because of this, the above prices are not guaranteed. Quotations on parts and labor are current and subject to change.

This is a preliminary estimate. Additional changes to the estimate may be required for the actual repair.

TruckEst does not automatically include items required by many business repair partners. This application allows the author to manually enter line items such as overlap deductions.

2004 MACK CV713

Version 3.0
 Database Edition PHT 13-01

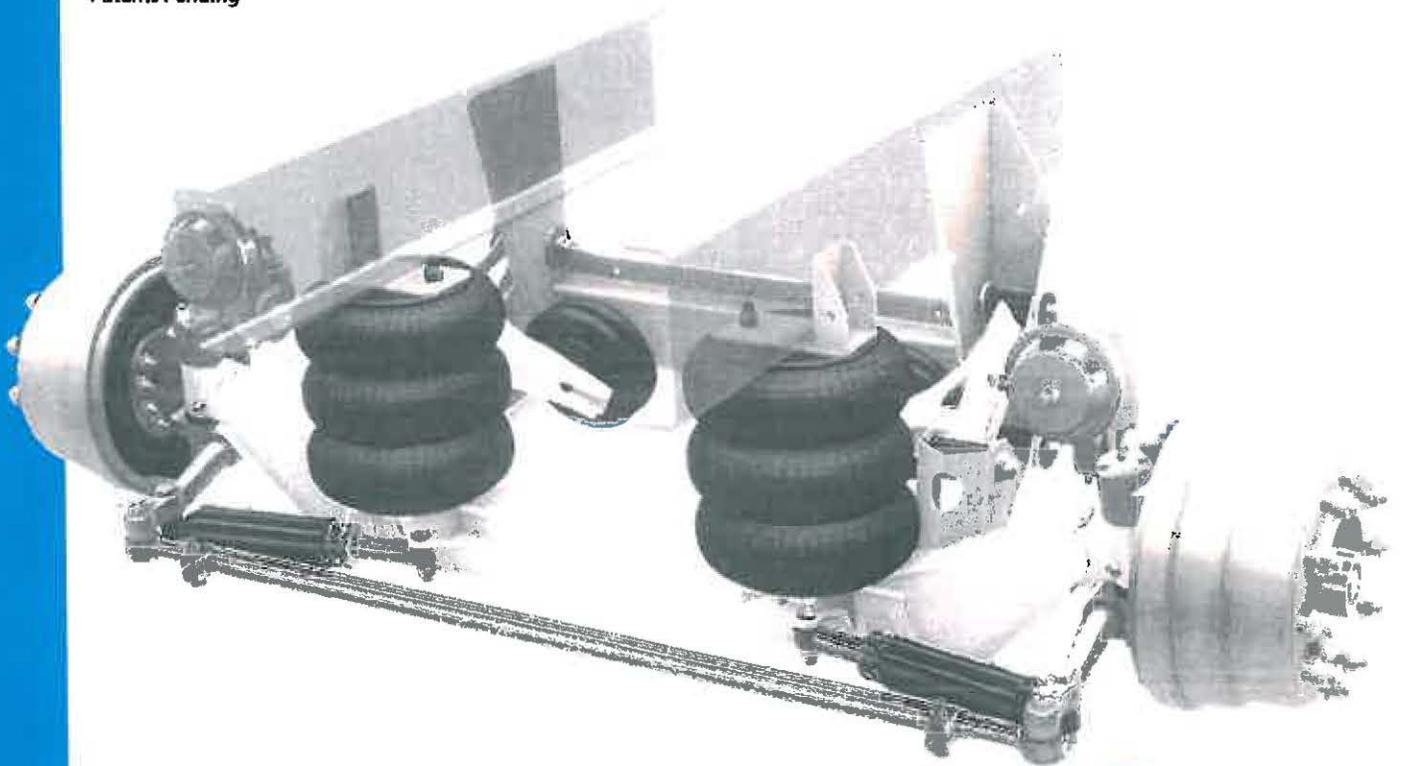
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Page 2 of 2

Flex-Trac™ 232-13K

Self-Steering Auxiliary Axle Suspension

Model RSS-232-13K
Patents Pending



*A lift axle system designed
with built-in flexibility for the
aftermarket installer*

*Easily adjusts to various frame
widths & ride heights*

13,200 lb. capacity



www.ridewellcorp.com ♦ 800.641.4122 ♦ Fax 417.833.4560

Next Generation

RUL-245 "Bantamweight"

Auxiliary Lifiable Air-Rides for
Truck & Trailer Applications



RUL-245I

Patents Pending

For I-beam axles with permanently locked tie rods (truck applications only).



RUL-245R

Patents Pending

For 5" round axles, straight or drop.

Compact design fits tight spaces.

13,200 lb. capacity



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RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING THE CITY ATTORNEY
TO SETTLE AN INVERSE CONDEMNATION LAWSUIT
WHEREIN WENDELL AND RENEE COLLINS ARE
PLAINTIFFS.**

WHEREAS, Wendell Collins and Renee Collins filed a lawsuit against the City of Springdale alleging damages to their property in excess of the amount paid for the easements acquired for a tract of land for the Northern Corridor, Wagon Wheel Road, Highway I-540 to Robins Road Construction Project, Project No. BP-0302 in the 2003 Street Improvement Bond Program;

WHEREAS, the Collins have extended an offer to settle the inverse condemnation lawsuit for the total sum of \$49,700;

WHEREAS, it is the recommendation of the City Attorney that the City Council approve the sum of \$49,700 to settle this lawsuit, as this amount is reasonable, is justified, and will avoid the cost, expense, and risk of a trial;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS, that the City Attorney is hereby authorized to settle the Collins inverse condemnation lawsuit for the total sum of \$49,700.

PASSED AND APPROVED this ____ day of _____, 2013.

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, CITY CLERK

APPROVED AS TO FORM:

Ernest B. Cate, CITY ATTORNEY



Office Of The City Attorney

201 Spring Street

Springdale, Arkansas 72764

Phone (479) 756-5900

Fax (479) 750-4732

www.springdalear.gov

Writer's Email:

MEMORANDUM

Ernest B. Cate
City Attorney

Brooke Lockhart
Deputy City Attorney

Jonathan D. Nelson
Deputy City Attorney

Taylor Samples
Deputy City Attorney

Lynda Belvedere
Case Coordinator

Steve Helms
Investigator

Cindy Horlick
Administrative Asst.

TO: City Council – Mayor Sprouse
FROM: Ernest Cate, City Attorney *EC*
RE: Collins v. City of Springdale
DATE: April 25, 2013

If you will recall, the City Council approved the condemnation of land in connection with the Northern Corridor. One of these tracts of land was owned by Wendell and Renee Collins. The City ultimately reached a settlement with the Collins for the acquisition of the easements needed for this project.

Since the road has been constructed, however, the Collins have experienced problems with flooding and water issues on their property. As a result, they have filed suit against the City for the additional damages that they have incurred to their property. Specifically, they allege that part of their property is unusable due to the water issues, and that the structure located on the residence has incurred damage from flooding and standing water as a result of the City's design and construction of Wagon Wheel Road. In support of their claim, the Collins have provided reports from an appraiser, an engineer, and a laboratory indicating the presence of mold on the property due to the water issues.

This case is currently scheduled for a two day jury trial in Benton County Circuit Court on May 7th. The attorney for the Collins has contacted this office and has indicated that the Collins would accept the total sum of \$49,700 to settle this case. It is my recommendation that the City agree to pay this amount.

The appraisal submitted by the Collins indicates excessive damage to the property since the construction of Wagon Wheel Road. The appraisal estimates damages at nearly \$60,000, plus damages for the structure no longer being habitable due to water damage and mold. In addition, the appraiser believes compensation should also be paid for the loss of use of the flood prone area created by the taking.

If this case were to go to trial, the Collins have requested that the jury be allowed to visit the property. The Judge granted this request. As such, the jury will be allowed to view the property first hand, and see the damage to the structure, the mold, and the water damage on the property.

While I believe that the City has a legitimate defense to the Collins' claim, I am also well aware of the risks involved with taking a case like this to a jury. Invariably, the jury will be sympathetic to the Collins, and will likely award them damages, even if the City adequately presents its case under the law.

In addition, should the jury award the Collins damages, they would also be entitled to an attorney fee award in addition to the amount awarded for the property damage. It is my opinion that the City's possible total exposure in this case could exceed \$100,000.

As such, I believe that adequate justification exists for paying the Collins the requested amount of \$49,700. This amount would avoid the risk of proceeding to trial, and would settle this matter once and for all.

I appreciate your consideration of this request.

RESOLUTION NO. _____

**A RESOLUTION AMENDING THE 2013
BUDGET OF THE CITY OF SPRINGDALE
FIRE DEPARTMENT**

WHEREAS, the Springdale Fire Department has been selected to be video profiled at the IAFC's Annual Fire-Rescue International Conference at Chicago in August, and

WHEREAS, the video we will receive will be a valuable tool for Fire Prevention and Community Education and will have many other uses as outlined in the attached memo; and

WHEREAS, our share of the production costs of this video would be \$19,500;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS, that the 2013 budget of the City of Springdale is hereby amended as follows:

<u>Department</u>	<u>Account No.</u>	<u>Description</u>	<u>Present Budget</u>	<u>Increase</u>	<u>Decrease</u>	<u>Proposed Budget</u>
General Fund	10101013110000	Franchise Tax Revenue	3,488,500	19,500		3,508,000
Fire	10106014226006	Training	10,000	19,500		29,500

PASSED AND APPROVED this 14^h day of May, 2013

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, City Clerk

APPROVED AS TO FORM:

Ernest B. Cate, City Attorney

Wyman Morgan

From: Mike Irwin [mirwin@springdalear.gov]
Sent: Wednesday, April 17, 2013 10:27 AM
To: 'Doug Sprouse'; 'Wyman Morgan'
Subject: FW: IAFC TV - Schedule Call - FRI 2013

Dear Chief Irwin,

As discussed I will call for you 1pm on Monday to discuss profiling the **Springdale Fire Department** at the IAFC's Annual Fire-Rescue International (FRI) Conference in Chicago this August.

Last year, we profiled some very high achieving fire departments including Fremont Fire Department, Glendale Fire Department and the Los Angeles Fire Department (you can still see their films at www.iafctv.org), and I would like to discuss the **Springdale Fire Department** being profiled in Chicago.

To give you the background- WebsEdge has again partnered with the IAFC to broadcast IAFC TV at Fire-Rescue International. For details clarifying our partnership and for more details on the initiative and the conference, please visit <http://www.iafctv.org/>.

With the recent Federal Budget Sequester and the IAFC's campaign on Positive Public Perception, incident commanders face increased pressure to do more with less. As such, IAFC TV is going to educate the delegation about some of the latest thought leadership and best practice across the following key areas:

- Fire Prevention and Community Education
- Fire-fighter Health and Safety
- Effective use of Data and Reporting Systems
- Wildland Fire Management and Prevention
- Fire-fighter Education and Training
- Use of the Media
- Risk Assessment and Prevention

As a key part of this, IAFC TV is going to highlight a number of leading Fire Departments and offer them a unique opportunity to profile their latest programs, initiatives and best practices in the form of a five minute documentary feature.

There is a cost for any department that chooses to take part in this opportunity. This cost will cover production and distribution of the films and can certainly be warranted as your organization will retain the full ownership of the resulting film which you may use for community engagement, education, training and recruitment purposes.

Through my research, I am considering a number of leading Departments as potential candidates to sponsor these "thought leadership" features including the **Springdale Fire Department**. I am keen to speak with you first, though, to discuss some of your work in more detail and to make sure that this would be an appropriate fit.

In the meantime, to get a better understanding of the style and structure of the film we would be producing on your department (and the sort of thing we look for), you can see the films on the departments we profiled last year at the following link: http://www.websedge.com/videos/iafc_tv/##/

I look forward to hearing from you shortly with a time to speak.

4/30/2013

RESOLUTION NO. _____

A RESOLUTION AMENDING 2.5d and 2.5e OF THE CITY PERSONNEL AND PROCEDURES MANUAL.

WHEREAS, the City Council for the City of Springdale, Arkansas finds that policy 2.5, Hiring Process for Non-Civil Service Positions, of the City's Personnel and Procedures Manual are in need of revision:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF SPRINGDALE, ARKANSAS, that policy 2.5d and 2.5e are hereby amended to read as follows:

2.5d Reference Check:

(1) After the interview, if it is decided by the department head that an employment offer will be extended, a reference check must be conducted before any offer of employment is made. The reference check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Parts of the reference check may be delegated to the affected department. ~~The personnel officer or the department head or the department head's designee shall conduct the reference check before a decision is made on an employment offer.~~

~~(2) Certain positions may be designated for a thorough background check by the police department or other designated individual/ agency. Once the final or top candidate(s) are selected for a position, the Human Resources Department will contact an accredited company or agency to perform a criminal background check on that candidate(s) prior to final selection and prior to a job offer being made to a potential employee. In certain positions where the potential employee may be required to handle large sums of money, a credit history shall also be processed. In departments where employees can be hired for certain positions under the age of 18 years old (i.e. aquatic center employees in the Parks and Recreation Department), the applicant and their parent/guardian will sign a waiver allowing the City to conduct the background check. All criminal background documentation and credit history information used to make the final selection will be placed in the personnel file of the new employee. For purposes of this policy, the Fire and Police Departments will continue to conduct their own background checks.~~

(3) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

(4) A recommendation for hire will be forwarded to the appointing authority for final approval.

2.5e Applicant Notification:

(1) After references are verified and a final decision reached, the candidate will be notified of his/her selection, and an employment offer made, with the request that the offer be accepted or rejected within a set number of days.

(2) If the first offer is rejected, it will be decided whether to hire another candidate or to reopen the position.

(3) Once a candidate accepts the employment offer, all other candidates interviewed are notified that they were not selected for the position.

(4) In order to assure the City of Springdale hires employees that are legally eligible to work in the United States, the Human Resources Department

That which is stricken through is deleted; that which is underlined is added.

will follow Federal Guidelines as outlined in the "Employment Eligibility Verification" Form from the U.S. Department of Homeland Security, otherwise known as the I-9 Form. This form will be completed by employees on a post job offer basis and must be completed no later than the first day of employment. All "acceptable documents" (which must be received within 3 working days of an employee's start date) will be photocopied and attached to the I-9 Form completed by the employee. A staff member of the Human Resources Department will verify the authenticity of the documents presented by the employee within 2 business days by submitting the information electronically to "E-Verify". E-Verify is an online system operated jointly by the U.S. Department of Human Services and the Social Security Administration which will insure that the City hires only individuals who are legally eligible to work in the United States. The I-9 Form and the attached documentation will be placed in an electronic I-9 file. When an employee leaves employment from the City, the electronic I-9 information will be placed in the electronic Employee's Personnel File.

PASSED AND APPROVED, this _____ day of _____, 2013.

Doug Sprouse, Mayor

ATTEST:

Denise Pearce, City Clerk

APPROVED AS TO FORM:



Ernest B. Cate, City Attorney

CITY OF SPRINGDALE REPLACEMENT FIRE STATION PROJECT
OVERALL PROJECT COST - PROTOTYPICAL FIRE STATION

A. Construction, Equipment and Furnishings Budget

	QUANT	UNIT	Cost per Unit	Total	Notes
Prototype Fire Station	1	LS	\$1,727,770	\$1,727,770	Refer to construction budget detail
					approx. 1 1/2 acre improvement area, site prep, grading, improvements
On-Site Improvements	1	Allow	\$250,000	\$250,000	To Be Determined
Off-Site Improvements	1	Allow	\$100,000	\$100,000	Refer to equipment budget detail
Specialty Equipment	1	LS	\$230,200	\$230,200	Refer to furnishings budget detail
Furnishings	1	LS	\$56,334	\$56,334	
Fire Station Construction, Equipment and Furnishings:				\$2,364,304	
				Cost per S.F.	\$237

B. Other Related Fees

	QUANT	UNIT	Cost Per Unit	TOTAL	Notes
Design Fees	10%	%	\$2,364,304	\$236,430	A/E fees including entitlements
Construction Management	0%	%	\$2,364,304	\$0	Included in cost per S.F.
Testing and Special Inspection	1.5%	%	\$2,364,304	\$35,465	
Civil Engineering	12.0%	%	\$350,000	\$42,000	12% of cost of civil imp
					Geotechnical and
Geotechnical Investigation	1	LS	\$5,000	\$5,000	Geohazards report
Boundary and Topographic Surveys	1	LS	\$12,000	\$12,000	Includes recording map
Storm Water/SWPPP	1	LS	\$4,000	\$4,000	Per state requirements
LEED Design Supplement	0	LS	\$60,000	\$0	Allowance
LEED Commissioning	0	LS	\$30,000	\$0	Basic Commissioning
Communication- Response System Design	1	LS	\$30,000	\$30,000	FD Consultant
Design and Other Related Fee Contingency	5%	%	\$364,895	\$18,245	Allowance
Subtotal Design Fees:				\$383,140	
Reimbursables	8%	%	\$383,140	\$30,651	Project Allowance
Total Design and Other Related Fees:				\$413,791	



OVERALL PROJECT COST - PROTOTYPICAL FIRE STATION

C. Administrative, Permit and Bidding Costs

	QUANT	UNIT	Cost Per Unit	Total	Notes
Fire/Community Development Admin costs	0.00%	LS	\$2,364,304	\$0	2% of construction budget
City Fees and Permits	0	LS	\$25,000	\$0	Allowance
Utility Impact Fees	0	LS	\$20,000	\$0	Allowance
Bidding (noticing, blueprints, etc)	0	LS	\$10,000	\$0	Allowance
Moving Costs	0	LS	\$2,500	\$0	by Fire Department
Total Administrative, Property, and Bidding Costs:				\$0	

D. Project Contingencies

	QUANT	UNIT	Cost Per Unit	Total	Notes
Escalation (0.5% per month)	4%	%	\$2,364,304	\$94,572	Annual rate to midpoint of Construction = 16 months (4 months design and 12 months construction)
Construction Contingency (5% of Construction Est.)	5%	%	\$2,364,304	\$118,215	For use during construction
Total Project Contingencies:				\$212,787	

Division Totals:

	Total	Notes
A. Construction, Equipment and Furnishings Budget	\$2,364,304	
B. Other Related Fees	\$413,791	
C. Administrative, Permit and Bidding Costs	\$0	
D. Project Contingencies	\$212,787	
Conceptual Project Budget:	\$2,990,882	

Exclusions:

1. City IT/Communications Group to design/procure/install telephone/radio/audio-visual/security systems.
2. Land costs, legal or real estate fees



CITY OF SPRINGDALE FIRE STATION REPLACEMENT PROJECT

SPACE NEEDS OUTLINE - Prototypical Fire Station

Station Company Summary

Fire Engine - Current Staffing 3, Future Staffing 4
 Ambulance - Current Staffing 2, Future Staffing 2
 Rescue/Haz Mat/Specialty Unit - Current Staffing 2 (Rescue)/Cross Staffed, Future Staffing all with 2

Finish Legend

A - Simple Finishes
 B - Standard Office Finishes
 C - Intense Finishes

Total Staffing - 8

SITE OPERATIONS			Square Footage		
No.	Type of Space	Space Attributes	Area	Size	Finish
S1	Fire Department Parking	16 Firefighter/staff parking spaces; separate from visitor parking	2,880	10'x18' ea	
S2	Visitor Parking	4 public parking spaces; including one van-accessible space with 8' side aisle	855	9.5'x18' ea	
S3	Trash Enclosure	Space for dumpster and recycling bins	100	10'x10'	
S5	Vehicle Wash Down Area	Rear apron, pressure washing system, sand/oil clarifier, goes to sewer through switch	360	12' x 30'	
S7	Flagpole	Flagpole area with lighting	16	4' x 4'	
S8	Outdoor Patio	Private outdoor BBQ area for 6-8	120	10' x 12'	
S10	Front Apron	Concrete paving in front of each bay.	1,800	30' x 20' ea	
S11	Generator Pad	Concrete pad for generator. Near main service.	120	10'x20'	
S11	Fire Hydrant	locate on side yard near fire fighter entrance	120	10'x20'	
Site Operations Subtotal			6,371		

PROTOTYPICAL FIRE STATION

No.	Type of Space	Space Attributes	Square Footage		Finish
			Area	Size	
APPARATUS BAY/APPARATUS BAY SUPPORT					
FS1	Apparatus Bay (3 drive-through bays)	Engine Co., Paramedic Ambulance, Rescue, Haz Mat, Brush, etc.; tailpipe exhaust system, power cord drops to each vehicle, radiant heating system; night lighting; auto-close doors and trench drains. Audio system, water resistant wall finishes. Door Controls with timers. Hose storage rack on wall. Wall Map near living quarters.	3,828	58' x 66'	A
FS2	Medical Clean-up	Hands free service sink with regular and spray hose faucet, emergency eye wash, floor drain, locate adjacent to medical storage closet. Room off the apparatus bay near the ambulance bay.	100	10' x 10'	B
FS3	Medical Storage	Supply Storage closet with full height shelving.	18	3' x 6'	B
FS4	Turnout Gear Room	27-turnout gear open metal storage lockers; continuous exhaust fan, floor drain, heavy duty shelving, extractor and TO/hose drying cabinet	224	14' x 18'	B
FS5	Apparatus Cleaning Alcove	Service sink, stainless shelving for apparatus cleaning supplies, hooks for chamois and squeegee storage, mobile pressure washer storage and hook-ups.	15	3' x 5'	B
FS6	Workshop Alcove	Work bench/shop alcove with mobile air compressor, shop vac, and tool chest storage areas. Heavy duty wood butcher block type work bench top with upper and lower storage cabinets and utility sink.	80	8' x 10'	C
FS7	Special Projects	SCBA fill Station/ Repair, Haz Mat Storage, ETC,	140	10' x 14'	C
Apparatus Bay/Apparatus Bay Support Subtotal			4,405		

5/1/2013



PROTOTYPICAL FIRE STATION - Continued

No.	Type of Space	Space Attributes	Square Footage	Finish	
PUBLIC AREA/OFFICE			Area	Size	
FS8	Public Entry Lobby	Interior space for visitor seating; reception counter, covered entry, door bell, chairs for visitors, public information display. Adjacent to Training/Community Room and Station Office.	64	8'x8'	B
FS9	Accessible Public Restrooms	ADA Accessible restrooms adjacent to Lobby and Training/Community Room.	64	(1) 8' x 8'	C
FS10	Station Office	Shared office space with 3 work stations, counter service to Lobby, counter for combined fax printer, copier; file storage.	120	12' x 10'	B
FS11	Captain's Office	Private office with single work station and file storage. Meeting space over desk for 3.	110	10' x 11'	B
FS12	Training/Community Room	Training/meeting functionality for 24 people at tables, small hospitality area, built-in table storage along head wall, Projector/large TV, multiple white boards	0	24' x 24'	B
FS13	Ice/Vending Machine Alcove	Adjacent to Apparatus Bay	24	3' x 8'	B
Public Area/Office Subtotal			382		

LIVING QUARTERS			Area	Size	Finish
FS14	Kitchen	3-refrigerators, 2-dishwasher, 6-burner gas range/over with hood, large microwave, large double bowl sink with disposer. Open to Dining area; adjacent to patio. Separate coffee bar with phone adjacent. Island with serving area.	144	12' x 12'	C
FS15	Dining Room	Seating for 12-persons; open to Kitchen. Separate coffee bar with phone adjacent. TV with AV capability for group training.	168	12' x 14'	B
FS16	Pantry	Storage room adjacent to Kitchen and Dining. Four full height cabinets for pantry storage.	64	8' x 8'	C
FS17	Day Room	Seating for 8 with recliner chairs, entertainment center and book shelving. Stadium seating if possible.	252	18'x14'	B
FS18	Fitness Room	Space for 4 -cardio pieces, 1-Smith machine, cross cable machine, lat machine, bench and 2 plate racks. Adequate light and ventilation; durable floors and walls; acoustic separation; mirrors, drinking fountain; entertainment center	396	18' x 22'	B
FS19	Laundry/Janitor Room	Two sets of commercial grade washer and dryer, folding counter with storage, full-height storage shelving for Janitorial/housekeeping supplies, mop sink/rack. Adjacent to Kitchen.	88	8' x 11'	C
FS20	Firefighter's Bedroom	Single Occupancy bedroom; each containing 4-lockers, 1 bed, study desk and chair.	936	9' x 13' (8)	B
FS21	Firefighter's Bathroom	Single occupancy bathroom with toilet, shower and lavatory, accessible from bedroom only. X percentage have to be accessible.	364	6.5' x 7' (8)	C
Living Quarters Area Subtotal			2,412		

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PROTOTYPICAL FIRE STATION - Continued					
No.	Type of Space	Space Attributes	Square Footage	Finish	
UTILITY SUPPORT SPACE			Area	Size	Finish
FS22	Mechanical Room	Mechanical equipment, water heater; fire sprinkler riser	80	8' x 10'	A
FS23	Electrical Room	Fire alarm panel, sub panels. Main service on building exterior.	48	6' x 8'	A
FS24	Communications Room	Telephone service racks, computer data network, all electronics room; Air conditioned; radio equipment, alert response system hub, data server hub; Uninterrupted power system	120	10'x12'	A
Utility Support Subtotal			248		
SPACE NEEDS SUMMARY			SF		
Apparatus Bay/Apparatus Bay Support Subtotal			4,405		
Public Area/Office Subtotal			382		
Living Quarters Subtotal			2,412		
Utility Support Space Subtotal			248		
BUILDING SUBTOTAL (SF)			7,447		
Circulation at 25%			1,862		
BUILDING GRAND TOTAL (SF)			9,309		

5/1/2013

MARY MCGRATH | ARCHITECTS

MILNER
BONKUS
P.C.
Architects, P.A.