



# City of Conway Council Agenda

<b><u>Council Meeting Date:</u></b>	<b>June 27<sup>th</sup>, 2017</b>
<b><u>5:30pm - Committee Meeting:</u></b>	No Committee Meeting
<b><u>6:30pm:</u></b>	Council Meeting
<b><u>Call to Order:</u></b>	Mayor Bart Castleberry
<b><u>Roll Call:</u></b>	City Clerk/Treasurer Michael O. Garrett
<b><u>Minutes Approval:</u></b>	<b>May 23<sup>rd</sup>, 2017</b>
<b>Recognition of Guest:</b>	<b>Conway Fire Department Swift team</b>
<b>CALEA Presentation</b>	<b>Conway Police Department</b>
<b><i>Approval of monthly financial report ending May 31<sup>st</sup>, 2017</i></b>	

**Mayor Bart Castleberry**  
City Clerk Michael O. Garrett  
City Attorney Chuck Clawson

#### **City Council Members**

Ward 1 Position 1 – Andy Hawkins  
Ward 1 Position 2 – David Grimes  
Ward 2 Position 1 – Wesley Pruitt  
Ward 2 Position 2 – Shelley Mehl  
Ward 3 Position 1 – Mark Ledbetter  
Ward 3 Position 2 – Mary Smith  
Ward 4 Position 1 – Theodore Jones Jr.  
Ward 4 Position 2 – Shelia Isby

## **1. Report of Standing Committees:**

### **A. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)**

1. Resolution requesting the Faulkner County Tax Collector to place certified lien on property located at 1025 Knights Drive as a result of incurred expenses by the City.
2. Resolution requesting the Faulkner County Tax Collector to place certified lien on property located at 1521 Hardy Street as a result of incurred expenses by the City.
3. Consideration to approval the agreements for Arvest Bank & Park Place PUD for the College & Salem Roundabout project for the Street & Engineering Department.
4. Resolution to condemn property located at the corner of College & Salem (Walgreen's) for the College & Salem Roundabout project for the Street & Engineering Department. ***(Resolution will be provided at the meeting)***
5. Consideration to approve the nomination of Michael Yoder for a second term on the Bicycle Pedestrian Advisory Board.
6. Ordinance appropriating grant funds for the Spencer Street Brownfield Cleanup Project.
7. Ordinance appropriating match funds and extending its expiration period for an EPA Brownfield Cleanup Grant for 1110 Spencer Street (former Scrap Metal yard property).
8. Ordinance accepting and appropriating donation funds for the Conway Historic District Commission for Commissioner training.
9. Ordinance to rezone property located at 1616, 1620, & 1624 Robinson Avenue from R-2A to PUD.
10. Ordinance to rezone property located south of Dave Ward Drive, West of South Salem Road, & North of Pheasant Road from RU-1, MF-1, and R-1 to MF-3.

**B. Public Service Committee (Sanitation, Parks & Recreation, & Physical Plant)**

1. Ordinance accepting and appropriating funds received for the purchase of scoreboards at Conway Station Park.
2. Consideration to approve bids received for uniforms at the Department of Sanitation.
3. Consideration to remove and dispose of assets from inventory for the Department of Sanitation.
4. Ordinance appropriating funds received from the Municipal League Vehicle program for the Department of Sanitation.
5. Ordinance waiving the requirement to obtain competitive bids for equipment repair on a front loader (#733) for the Department of Sanitation.
6. Ordinance waiving the requirement to obtain competitive bids for equipment repair on a front loader (#829) for the Department of Sanitation.

**C. Public Safety Committee (Police, AWU, CEOC, Fire, District Court, Information Technology, & City Attorney)**

1. Consideration to dispose of inventory for the Information Technology Department.
2. Ordinance appropriating funds for civil service expenses (firefighter testing) for the Conway Fire Department.
3. Consideration to approve the bid for the replacement of the roof at the Animal Welfare Unit.
4. Consideration to dispose of inventory (vehicles) for the Conway Police Department.
5. Ordinance appropriating funds to replace the heating and cooling unit for Conway Emergency Operations Center.
6. Ordinance appropriating reimbursement funds from various entities for the Conway Police Department.

**D. Personnel**

1. Ordinance amending the employee handbook to clarify purchasing authorization levels for the City of Conway.

**Adjournment**



City of Conway, Arkansas  
Monthly Financial Reports  
May 31, 2017

City of Conway  
 Monthly Financial Report - General Fund  
 For the month ended May 31, 2017



Revenues	Budget	Month	Year to	Encumbered	(Over)/Under	%
		Activity	Date		Budget	Expend/Collect
Ad Valorem Tax	3,900,000	829,696	1,004,674		2,895,326	26%
Payments in Lieu of Tax	20,000	-	-		20,000	0%
State Tax Turnback	930,000	-	383,140		546,860	41%
Insurance Tax Turnback - LOPFI	1,300,000	-	-		1,300,000	0%
Sales Tax	18,200,000	1,622,399	7,868,785		10,331,215	43%
Beverage Tax	400,000	-	100,010		299,990	25%
Franchise Fees	3,569,000	227,747	1,125,107		2,443,893	32%
Permits	401,000	36,441	199,378		201,622	50%
ACIEA Revenues	5,000	910	9,365		(4,365)	187%
Dog Tags & Fees	30,000	3,555	14,270		15,730	48%
Municipal Court Fines and Fees	1,153,400	(42,064)	473,217		680,183	41%
Law Enforcement	740,264	14,315	105,326		634,938	14%
Parks	561,800	71,083	294,594		267,206	52%
Interest Income	22,000	6,053	23,090		(1,090)	105%
Proceeds from Sale of Assets	-	-	3,995		(3,995)	-
Insurance Proceeds	26,162	54	28,034		(1,872)	107%
Donations	236	500	4,187		(3,951)	1774%
Act 833 Revenue	90,000	-	-		90,000	0%
Miscellaneous Revenues	135,000	24,791	58,856		76,144	44%
Transfers from Other Funds	423,000	-	141,000		282,000	33%
<b>Total Revenues</b>	<b>31,906,862</b>	<b>2,795,480</b>	<b>11,837,026</b>	<b>-</b>	<b>20,069,836</b>	<b>37%</b>
<b>Expenditures</b>						
Admin (Mayor, HR)	659,975	48,889	199,145	9,635	451,195	30%
Finance	445,568	52,796	161,401	25,000	259,167	36%
City Clerk/Treasurer	188,222	10,003	48,186	-	140,036	26%
City Council	100,767	6,159	33,488	-	67,279	33%
Planning	422,516	27,738	143,598	40	278,879	34%
Physical Plant	524,788	38,832	172,370	1,526	350,892	33%
Fleet Maintenance	156,763	11,132	59,596	3,046	94,121	38%
Information Technology	1,217,414	55,515	363,581	96,272	757,560	30%
Permits and Inspections	712,807	76,999	241,725	-	471,081	34%
Nondepartmental	622,450	21,055	370,972	4,174	247,304	60%
Police	11,349,128	880,152	4,409,907	117,589	6,821,632	39%
CEOC	1,050,207	82,561	391,963	11,336	646,908	37%
Animal Welfare	483,958	32,633	160,610	642	322,706	33%
Municipal District Court	871,071	64,008	342,555	482	528,035	39%
City Attorney	473,013	34,005	165,476	33	307,504	35%
Fire	9,899,167	749,083	3,597,687	47,989	6,253,491	36%
Parks	2,999,624	219,287	989,917	19,948	1,989,759	33%
<b>Total Expenditures</b>	<b>32,177,438</b>	<b>2,410,847</b>	<b>11,852,177</b>	<b>337,713</b>	<b>19,987,548</b>	<b>37%</b>
<b>Net Revenue/(Expense)</b>	<b>(270,576)</b>		<b>(15,151)</b>			

\*All figures are unaudited

Notes:

1) Budget column is current budget which includes all year-to-date adjustments, if any.

City of Conway  
General Fund  
2017



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-17-14	1/24/17	Diversity training for police and fire	16,000
O-17-34	3/28/17	Fuel tank repair	2,600
O-17-40	4/11/17	Mosquito abatement program	150,000
O-17-41	4/11/17	Generator repairs at CEOC	6,664
O-17-42	4/11/17	Civil service testing	5,400
			<u>\$ 180,664</u>

City of Conway  
 Balance Sheet - General Fund  
 For the month ended May 31, 2017



Cash - Operating	3,846,067
Cash - Reserve	2,011,965
Petty Cash	715
Taxes Receivable	3,362,084
Accounts Receivable	4,213,070
Due from Other Funds	30,604
Due from Street	23,915
Fleet Inventory	15,539
Fuel Inventory	14,333
General Inventory	585
<b><i>Assets</i></b>	<b><u>13,518,878</u></b>
Accounts Payable	(51,694)
Salaries Payable	236,327
Insurance and Benefits Payable	97,493
Held for Others - Performance Bonds	12,700
Event Deposits	780
Due to Other Funds	5,768
Deferred Revenue	4,045,383
<b><i>Liabilities</i></b>	<b><u>4,346,758</u></b>
Fund Balance - Committed to cash flow	2,000,000
Fund Balance - Committed to reserve	2,000,000
Fund Balance - Unassigned	5,172,120
<b><i>Fund Balance</i></b>	<b><u>9,172,120</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>13,518,878</u></b>

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Street Fund  
 For the month ended May 31, 2017



Revenues	Budget	Month	Year to	Encumbered	(Over)/Under	%
		Activity	Date		Budget	Expend/Collect
Ad Valorem Tax	1,500,000	356,027	370,448		1,129,553	25%
Payments in Lieu of Tax	15,000	-	-		15,000	0%
State Tax Turnback	2,683,474	-	853,473		1,830,001	32%
AHTD 1/2 Cent Sales Tax Turnback	1,100,000	-	416,268		683,732	38%
Severance Tax	75,000	-	68,092		6,908	91%
Sales Tax	250,000	22,733	110,255		139,745	44%
Sign Permits	500	-	-		500	0%
Engineering Fees	5,000	200	10,200		(5,200)	204%
Interest Income	20,000	6,915	15,795		4,205	79%
Miscellaneous Revenues	-	-	2,330		(2,330)	-
<b>Total Revenues</b>	<b>5,648,974</b>	<b>385,874</b>	<b>1,846,861</b>	<b>-</b>	<b>3,802,113</b>	<b>33%</b>
<b>Expenditures</b>						
Personnel Costs	2,576,241	162,515	758,665	-	1,817,576	29%
Other Operating Costs	3,138,125	112,941	581,802	56,274	2,500,049	19%
Total Operating Costs	5,714,366	275,457	1,340,466	56,274	4,317,626	23%
Capital Outlay	80,000	-	21,344	-	58,656	27%
<b>Total Expenditures</b>	<b>5,794,366</b>	<b>275,457</b>	<b>1,361,810</b>	<b>56,274</b>	<b>4,376,282</b>	<b>24%</b>
<b>Net Revenue/(Expense)</b>	<b>(145,392)</b>		<b>485,050</b>			

\*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.

City of Conway  
Street Fund  
2017



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-17-34	3/28/17	Fuel tank repair	2,600
O-17-47	5/9/17	Increased transportation for Boys & Girls Club	13,000
O-17-50	5/9/17	Finish Smith & Spencer Reconstruction	139,000
			<u>\$ 154,600</u>



City of Conway  
 Balance Sheet - Street Fund  
 For the month ended May 31, 2017



Cash - Operating	4,892,994
Taxes Receivable	47,108
Accounts Receivable	1,375,074
<b><i>Assets</i></b>	<b><u>6,315,176</u></b>
Accounts Payable	(3,472)
Salaries Payable	18,500
Insurance and Benefits Payable	11,586
Due to Other Funds	10,841
Due to General	23,915
Deferred Revenue	1,375,073
<b><i>Liabilities</i></b>	<b><u>1,436,442</u></b>
<b><i>Fund Balance</i></b>	<b><u>4,878,734</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>6,315,176</u></b>

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Sanitation  
 For the month ended May 31, 2017



Revenues	<u>Budget</u>	<u>Month</u>		<u>Encumbered</u>	<u>(Over)/Under</u>		<u>%</u>
		<u>Activity</u>	<u>Year to Date</u>		<u>Budget</u>	<u>Expend/Collect</u>	
Sanitation Fees	8,750,000	727,339	3,724,785		5,025,215	43%	
Proceeds - Recycled Materials	540,000	135,865	416,452		123,548	77%	
Landfill Fees - General	200,000	22,227	86,057		113,943	43%	
Insurance Proceeds	-	292	5,733		(5,733)	-	
Interest Income	50,000	8,117	29,743		20,257	59%	
Miscellaneous Revenues	-	1	4,120		(4,120)	-	
<b>Total Revenues</b>	<b>9,540,000</b>	<b>893,840</b>	<b>4,266,891</b>	<b>-</b>	<b>5,273,109</b>	<b>45%</b>	
<b>Expenditures</b>							
Personnel Costs	3,843,950	290,184	1,461,237	-	2,382,713	38%	
Other Operating Costs	<u>3,634,763</u>	<u>283,048</u>	<u>934,506</u>	<u>57,284</u>	<u>2,642,972</u>	<u>26%</u>	
Total Operating Costs	7,478,713	573,232	2,395,743	57,284	5,025,686	32%	
Capital Outlay	<u>4,169,969</u>	-	<u>136,809</u>	<u>29,885</u>	<u>4,003,275</u>	<u>3%</u>	
<b>Total Expenditures</b>	<b>11,648,682</b>	<b>573,232</b>	<b>2,532,552</b>	<b>87,169</b>	<b>9,028,961</b>	<b>22%</b>	
<b>Net Revenue/(Expense)</b>	(2,108,682)		<u><u>1,734,339</u></u>				

\*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.
- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway  
Sanitation Fund  
2017

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
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City of Conway  
 Balance Sheet - Sanitation  
 For the month ended May 31, 2017



Cash - Operating	4,352,887
Petty Cash	200
Post Closure Cash Account	5,635,880
Accounts Receivable	(1,140)
Due from Other Funds	68
Due from Component Unit	750,000
General Inventory	2,122
Land & Buildings	2,484,109
Infrastructure	1,043,647
Machinery and Equipment	3,915,471
Vehicles	448,244
Deferred Outflows of Resources	1,454,446
<b><i>Assets</i></b>	<b><u>20,085,934</u></b>
Accounts Payable	2,545
Salaries Payable	41,143
Insurance and Benefits Payable	26,098
Compensated Absences	168,607
Net Pension Obligation	9,286,388
Deferred Inflows of Resources	637,180
Due to Other Funds	7,446
Landfill Close/Post Close	8,524,931
<b><i>Liabilities</i></b>	<b><u>18,694,337</u></b>
<b><i>Net Assets</i></b>	<b><u>1,391,597</u></b>
<b><i>Total Liabilities and Net Assets</i></b>	<b><u>20,085,934</u></b>

\*All figures are unaudited

Note: Capital assets shown at book value (cost less accumulated depreciation).

City of Conway  
 Monthly Financial Report - Airport  
 For the month ended May 31, 2017



	<u>Budget</u>	<u>Month</u> <u>Activity</u>	<u>Year to</u> <u>Date</u>	<u>Encumbered</u>	<u>(Over)/Under</u> <u>Budget</u>	<u>%</u> <u>Expend/Collect</u>
<b>Revenues</b>						
Sales Tax	13,000	-	3,600		9,400	28%
Airport Fuel Sales	600,000	69,308	314,874		285,126	52%
T-Hangar Rent	118,000	4,530	41,647		76,353	35%
Community Hangar Rent	25,000	500	3,695		21,305	15%
Ground Leases	125,000	-	44,205		80,795	35%
Insurance Proceeds	3,681	-	-		3,681	0%
Miscellaneous Revenues	13,000	40	3,840		9,160	30%
<b>Total Revenues</b>	<b>897,681</b>	<b>74,378</b>	<b>411,861</b>	<b>-</b>	<b>485,820</b>	<b>46%</b>
<b>Expenditures</b>						
Personnel Costs	214,405	19,457	93,308	-	121,097	44%
Fuel for Resale	431,000	50,526	237,728	-	193,272	55%
Other Operating Costs	142,381	16,409	41,863	2,135	98,383	29%
Total Operating Costs	787,786	86,392	372,899	2,135	412,752	47%
Capital Outlay	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>787,786</b>	<b>86,392</b>	<b>372,899</b>	<b>2,135</b>	<b>412,752</b>	<b>47%</b>
<b>Net Revenue/(Expense)</b>	109,895		<u><u>38,963</u></u>			

\*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.
- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway  
Airport Fund  
2017  
Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
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City of Conway  
 Balance Sheet - Airport  
 For the month ended May 31, 2017



Cash - Operating	423,422
Taxes Receivable	2,020
Accounts Receivable - Fuel Vendor	(2,736)
Due from Other Funds	733
Land	1,607,274
Buildings	4,652,909
Machinery & Equipment	477,842
Vehicles	16,454
Infrastructure	25,425,821
Construction in Progress	52,066
<b><i>Assets</i></b>	<b><u>32,655,803</u></b>
Salaries Payable	2,268
Insurance and Benefits Payable	1,552
Compensated Absences	5,127
Due to General	693
Accrued Interest Payable	108,986
Notes Payable	2,750,000
<b><i>Liabilities</i></b>	<b><u>2,868,626</u></b>
<b><i>Fund Balance</i></b>	<b><u>29,787,177</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>32,655,803</u></b>

\*All figures are unaudited

Note: Capital assets shown at book value (cost less accumulated depreciation).

City of Conway  
Monthly Financial Report - Major Project Funds  
For the month ended May 31, 2017



Parks and Rec A&P Tax

Balance, 4/30/17	2,168,773
Receipts	275,880
Payments	(718,290)
Balance, 5/31/17	\$ 1,726,362

Pay as you go Sales Tax

Balance, 4/30/17	4,596,953
Receipts	302,067
Payments	(1,789,574)
Balance, 5/31/17	\$ 3,109,446

Street Impact Fees

Balance, 4/30/17	849,403
Receipts	15,988
Payments	(22,125)
Balance, 5/31/17	\$ 843,266

Parks Impact Fees

Balance, 4/30/17	400,890
Receipts	12,191
Payments	-
Balance, 5/31/17	\$ 413,081





**City of Conway, Arkansas  
Resolution No. R-17-\_\_\_**

**A RESOLUTION REQUESTING THE FAULKNER COUNTY TAX COLLECTOR PLACE A CERTIFIED LIEN AGAINST REAL PROPERTY AS A RESULT OF INCURRED EXPENSES BY THE CITY OF CONWAY; AND FOR OTHER PURPOSES.**

**Whereas**, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on 1025 Knights Dr. within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904: and

**Whereas**, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount \$261.20 (\$210.18 + Penalty-\$21.02 + filing fee-\$30.00) to be thereafter certified to the Faulkner County Tax Collector; and

**Whereas**, a hearing for the purpose of determine such lien has been set for **June 27<sup>th</sup>, 2017** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Conway, Arkansas that:

**Section 1:** That after said public hearing the amount listed above is hereby certified and is to be forwarded to the Faulkner County Tax Collector and Assessor by the City of Conway.

**Section 2:** That this Resolution shall be in full force and effect from and after its passage and approval.

**ADOPTED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**

**City of Conway**  
Code Enforcement  
1201 Oak Street  
Conway, Arkansas 72032



*Missy Lovelady*  
Phone: 501-450-6191  
Fax: 501-504-6908

## MEMO:

To: Mayor Bart Castleberry  
CC: City Council Members

From: Missy Lovelady  
Date: June 6, 2017

Re: 1025 Knights Dr.

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- April 13, 2017– Warning Violation written regarding grass and rubbish/trash by Kim Beard.
- Property Owner is listed as Eric Watts & Kim Murphy.
- Property was rechecked on 4/21/17 with no progress made.
- Certified and regular letters were mailed 4/24/17 to address on file and a notice was left by post office.
- Property was rechecked on 4/26/17 with no action taken.
- Final Cleanup completed on 5/9/17.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

If you have any questions, please advise.

# INVOICE

**City of Conway**  
Code Enforcement

DATE: JUNE 22, 2017

1201 Oak Street  
Conway, AR 72032  
Phone: 501-450-6191  
Fax 501-504-6908  
missy.schrag@cityofconway.org

TO WATTS, ERIC & MURPHY, KIM  
1025 KNIGHTS DR  
CONWAY AR 72034

Description: Mowing/Clean-up/Admin Fees  
associated with the nuisance abatement at  
1025 Knights Dr., Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Kim Beard	711-12169-036		June 13, 2017

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	1 Employee -Mowing/Cleanup	18.40	36.80
6	3 PT Employee -Mowing/Cleanup	10.94	65.64
1	Maintenance fee (mower)	15.00	15.00
	Sanitation (ticket# 593402)	32.63	32.63
1	Administrative Fee (Code Enforcement)	20.49	20.49
1	Administrative Fee (Code Officer)	17.46	17.46
1	Administrative Fee (Physical Plant)	10.94	10.94
2	Certified Letter	5.13	10.26
2	Regular letter	.48	.96

TOTAL BY 6/13/17 \$210.18

- Total amount due after June 13, 2017 includes collection penalty & filing fees

TOTAL AFTER 6/13/17 \$261.20

Make all checks payable to City of Conway Code Enforcement @ 1201 Oak Street Conway Arkansas 72032

**City of Conway**  
**Code Enforcement**

1201 Oak Street  
Conway, Arkansas 72032  
[www.cityofconway.org](http://www.cityofconway.org)



*Missy Lovelady*  
Conway Permits & Code Enforcement  
Phone 501-450-6191  
Fax 501-504-6908

May 20, 2017

Parcel # 711-12169-036

WATTS, ERIC & MURPHY, KIM  
1025 KNIGHTS DR  
CONWAY AR 72034

**RE: Nuisance Abatement at 1025 Knights Dr., Conway AR**  
**Cost of Clean-Up, Amount Due: \$210.18**

To whom it may concern:

Because you failed or refused to remove, abate or eliminate certain conditions on the aforementioned real property in the City of Conway, after having been given seven (7) days notice in writing to do so, the City of Conway was forced to undertake the cleanup of this property to bring it within compliance of the Conway Municipal Code.

The City of Conway is requesting payment for all costs expended in correcting said condition. If after thirty (30) days from the receipt of this letter notifying you of the cost to correct said condition, such payment has not been remitted to the City, the City has the authority to file a lien against real estate property for the cost expended after City Council approval.

At its **June 13, 2017 Meeting**, 6:30 p.m. located at 810 Parkway Street, the City Council will conduct a public hearing on three items:

1. Consideration of the cost of the clean-up of your real property.
2. Consideration of placing a lien on your real property for this amount.
3. Consideration of certifying this amount determined at the hearing, plus a ten percent (10%) penalty for collection & filing fees, to the Tax Collector of Faulkner County to be placed on the tax books as delinquent taxes and collected accordingly.

None of these actions will be necessary if full payment is received before the meeting date. Please make check payable to the **City of Conway** and mail to **1201 Oak Street Conway Arkansas 72032** with the **attention** to **Missy Lovelady**. If you have any questions, please feel free to call me at 501-450-6191.

Respectfully,

Missy Lovelady

**Conway Code Enforcement  
Incident Report**

**Date of Violation: 04/13/17**

**Violator Name: Eric Watts & Kim Murphy**

**Address of Violation: 1025 Knights Dr**

**Violation Type: Grass; Rubbish & trash**

**Warning #: CE9515**

**Description of Violation and Actions Taken: On 04/13/17 Code Enforcement Officer Kim Beard wrote a warning violation for grass and rubbish/trash. Property was rechecked on 04/21/17 with no progress made. Certified & regular letters were mailed 04/24/17. Property was rechecked on 04/26/17 with no action taken. Final cleanup was completed on 05/09/17.**

**Code Enforcement Officer: Kim Beard**

**Officer Signature: \_\_\_\_\_**

**Date:**

**Time:**



**City of Conway, Arkansas  
Resolution No. R-17-\_\_\_**

**A RESOLUTION REQUESTING THE FAULKNER COUNTY TAX COLLECTOR PLACE A CERTIFIED LIEN AGAINST REAL PROPERTY AS A RESULT OF INCURRED EXPENSES BY THE CITY OF CONWAY; AND FOR OTHER PURPOSES.**

**Whereas**, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on 1521 Hardy St within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904; and

**Whereas**, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount \$336.07 (\$278.25 + Penalty-\$27.82 + filing fee-\$30.00) to be thereafter certified to the Faulkner County Tax Collector; and

**Whereas**, a hearing for the purpose of determine such lien has been set for **June 27<sup>th</sup>, 2017** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Conway, Arkansas that:

**Section 1:** That after said public hearing the amount listed above is hereby certified and is to be forwarded to the Faulkner County Tax Collector and Assessor by the City of Conway.

**Section 2:** That this Resolution shall be in full force and effect from and after its passage and approval.

**ADOPTED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**

**City of Conway**  
Code Enforcement  
1201 Oak Street  
Conway, Arkansas 72032



*Missy Lovelady*  
Phone: 501-450-6191  
Fax: 501-504-6908

## MEMO:

To: Mayor Bart Castleberry  
CC: City Council Members

From: Missy Lovelady  
Date: June 6, 2017

Re: 1521 Hardy St.

---

- March 16, 2017– Warning Violation was written regarding grass; rubbish/trash and appliance/furniture by Kim Beard.
- Property Owner is listed as BLACK, JASON & STEPHANIE & GUETLING, MARSHA B TRUSTEE GUETLING FAMILY TRUST.
- Property was rechecked on 3/24&31/17 with no progress made.
- Certified and regular letters were mailed 3/31/17 to address on file and a notice was left by post office.
- Property was rechecked on 4/11/17 with no action taken.
- Final Cleanup completed on 4/25/17.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

If you have any questions, please advise.

**City of Conway**  
**Code Enforcement**

1201 Oak Street  
Conway, Arkansas 72032  
[www.cityofconway.org](http://www.cityofconway.org)



*Missy Lovelady*  
Conway Permits & Code Enforcement  
Phone 501-450-6191  
Fax 501-504-6908

May 1, 2017

Parcel # 710-03350-000

BLACK, JASON & STEPHANIE & GUETLING, MARSHA B TRUSTEE GUETLING FAMILY TRUST  
1058 LAKE GLEN WAY  
SACRAMENTO CA 95822

**RE: Nuisance Abatement at 4320 Emerald Garden, Conway AR**  
**Cost of Clean-Up, Amount Due: \$278.25**

To whom it may concern:

Because you failed or refused to remove, abate or eliminate certain conditions on the aforementioned real property in the City of Conway, after having been given seven (7) days notice in writing to do so, the City of Conway was forced to undertake the cleanup of this property to bring it within compliance of the Conway Municipal Code.

The City of Conway is requesting payment for all costs expended in correcting said condition. If after thirty (30) days from the receipt of this letter notifying you of the cost to correct said condition, such payment has not been remitted to the City, the City has the authority to file a lien against real estate property for the cost expended after City Council approval.

At its **June 13, 2017 Meeting**, 6:30 p.m. located at 810 Parkway Street, the City Council will conduct a public hearing on three items:

1. Consideration of the cost of the clean-up of your real property.
2. Consideration of placing a lien on your real property for this amount.
3. Consideration of certifying this amount determined at the hearing, plus a ten percent (10%) penalty for collection & filing fees, to the Tax Collector of Faulkner County to be placed on the tax books as delinquent taxes and collected accordingly.

None of these actions will be necessary if full payment is received before the meeting date. Please make check payable to the **City of Conway** and mail to **1201 Oak Street Conway Arkansas 72032** with the **attention** to **Missy Lovelady**. If you have any questions, please feel free to call me at 501-450-6191.

Respectfully,

Missy Lovelady



# INVOICE

## City of Conway Code Enforcement

DATE: JUNE 22, 2017

1201 Oak Street  
Conway, AR 72032  
Phone: 501-450-6191  
Fax 501-504-6908  
missy.schrag@cityofconway.org

TO BLACK, JASON & STEPHANIE & GUETLING, MARSHA B TRUSTEE  
GUETLING FAMILY TRUST  
1058 LAKE GLEN WAY  
SACRAMENTO CA 95822

Description: Mowing/Clean-up/Admin Fees  
associated with the nuisance abatement at  
1521 Hardy, Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Kim Beard	710-03350-000		June 13, 2017

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
3	1 Employee -Mowing/Cleanup	16.62	49.86
3	1 Employee -Mowing/Cleanup	18.40	55.20
3	1 PT Employee - Mowing/Cleanup	10.94	32.82
1	Maintenance fee	15.00	15.00
	Sanitation fee (ticket #591817;591816	32.63	65.26
1	Administrative Fee (Code Enforcement)	20.49	20.49
1	Administrative Fee (Code Officer)	17.46	17.46
1	Administrative Fee (Physical Plant)	10.94	10.94
2	Certified Letter	5.13	10.26
2	Regular letter	.48	.96

TOTAL BY 6/13/17 \$278.25

- Total amount due after June 13, 2017 includes collection penalty & filing fees

TOTAL AFTER 6/13/17 \$336.07

Make all checks payable to City of Conway Code Enforcement @ 1201 Oak Street Conway Arkansas 72032

**Conway Code Enforcement  
Incident Report**

**Date of Violation: 03/16/17**

**Violator Name: Jason & Stephanie Black & Marsha B Guetling, Trustee Guetling Family Trust**

**Address of Violation: 1521/1523 Hardy St**

**Violation Type: Grass; Rubbish/trash; Appliance/furniture**

**Warning #: CE8369**

**Description of Violation and Actions Taken: On 03/16/17 Code Enforcement Officer Kim Beard wrote a warning violation for grass, appliance/furniture and rubbish/trash. Property was rechecked on 03/24/17 and 03/31/17 with no progress made. Certified & regular letters were mailed 03/31/17. Property was rechecked on 04/11/17 with no action taken. Final cleanup was completed on 04/25/17.**

**Code Enforcement Officer: Kim Beard**

**Officer Signature: \_\_\_\_\_**

**Date:**

**Time:**

06.6.2017

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## Memo

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**To**  
Mayor Bart Castleberry

**From**  
B. Finley Vinson, P.E.

**CC**  
Felicia Rogers  
City Attorney Chuck  
Clawson

**Re**  
College and Salem  
Roundabout  
Condemnations

**Comments:**

The City of Conway Street & Engineering Department opened bids on June 1, 2017 for the College & Salem Roundabout Project. I would like to provide the contractor with a notice to proceed as soon as possible, once this is done the contractor will be waiting on the following:

- 1) Approval of the agreements with Arvest Bank and Park Place PUD.
- 2) City Council to authorize the City Attorney to proceed with condemnation of the Walgreen property.
- 3) Conway Corporation will not have electric and fiber lines moved for approximately 6 weeks.

**In order to ensure that right-of-way acquisition does not delay construction, I recommend the City Council approve items 1 and 2 above as soon as possible.**

Please don't hesitate to contact me if you have any questions.

---

## City of Conway Street & Engineering Department

(501) 450-6165  
100 E Robins St, Conway, AR 72032

[www.cityofconway.org/pages/street-department/](http://www.cityofconway.org/pages/street-department/)  
[firstname.lastname@cityofconway.org](mailto:firstname.lastname@cityofconway.org)



Parcel No. 1  
College-Salem Intersection  
Conway, Arkansas

**CONTRACT TO SELL**  
**REAL ESTATE FOR HIGHWAY PURPOSES**

Grantor: ARVEST Bank  
Address: P.O. Box 799  
Lowell, Arkansas 72745  
Grantee: City of Conway

IN CONSIDERATION of the benefits that will inure to the Grantor(s) and the public, the undersigned does hereby give and grant to the City of Conway, of the State of Arkansas, upon the terms and conditions hereinafter stated, the right to purchase the following real estate, save and except the oil and gas threerin and thereunder the described real estate as follows, situated in the County of Faulkner, to wit:

**LEGAL DESCRIPTION**

A parcel of land situated in the Southwestern Corner and along the south line of Lot 1 of Final Plat of Lot 1 and Lot 2 WEST END ADDITION, a Replat of Part of Lot 7 West End Addition (Plat No. J-107 in the Office of Faulkner County Circuit Clerk & Recorder) being situated in the SW ¼, NE ¼ Section 11, T-5-N, R-14-W, Faulkner County, Arkansas being more particularly described as follows:

Beginning at the Southeast Corner of said Lot 1, thence S89°50'51"W, 310.19 feet along the south line of said Lot 1; thence along Southwesterly corner of said Lot 1 along a curve to the right having a radius of 25 feet and a chord bearing N45°07'37"W, 35.37 feet; thence along the westerly line of said Lot 1 N00°06'05"W, 80.07 feet; thence N89°53'55"E, 5.00 feet; thence along a curve to the left having a radius of 100.00 feet and a chord bearing S45°07'37"E, 141.48 feet; thence N89°50'51"E, 230.13 feet to the East Line of said Lot 1; thence S00°06'05"E, 5.00 feet to the Point of Beginning and containing 0.096 acres more or less.

**PAYMENT DUE ----- \$71,050.00**

Land Area of Acquisition: ----- \$36,583.75  
(4,193 Square Feet Square Foot)  
Value of Improvements Damaged ----- \$16,085.90  
Sign Relocation (Remove Existing Pedestal Sign and Construct Monument Sign) ----- \$18,360.27

(Appraised value offered by the City for real estate, including damages, if any, to the remainder; to be paid after approval of title and execution of a deed as hereinafter provided).

The City shall have the irrevocable right to exercise the "Contract to Sell" at any time within thirty (30) days from date; and it is agreed that if within the time above specified, the said City shall declare its intention to exercise this "Contract to Sell" including the right to purchase said land, the Grantor(s) will execute and sign a General Warranty Deed when presented by the City and receive payment of the stated "Payment Due" from the said City, less any amount that may be found due and payable to any mortgagee. It is expressly understood that the said City shall not be obligated further unless stated herein to wit:


It is understood and agreed that closing costs will not accrue to the Grantor(s) as the Grantee's Attorney will prepare the necessary documents for closing and the Grantee will pay the cost of recording all instruments conveying title to the City of Conway.

Grantor(s) further grants an immediate right of entry onto the described property to allow construction to proceed upon execution of this document while the property closing documents are being prepared.

Grantor(s) further agrees neither to sell nor encumber the said real estate during the term of the "Contract to Sell".

**The City of Conway is hereby authorized and directed to make payment of the purchase funds for the conveyance to ARVEST Bank, Inc.**

Dated this 8 day of June, 2017

  
\_\_\_\_\_  
Signature  
Fed. I.D.# /SS# 71-0118700

\_\_\_\_\_  
Signature  
Fed. I.D.# /SS# \_\_\_\_\_

\_\_\_\_\_  
Signature  
Fed. I.D.# /SS# \_\_\_\_\_

\_\_\_\_\_  
Signature  
Fed. I.D.# /SS# \_\_\_\_\_

ACKNOWLEDGMENT

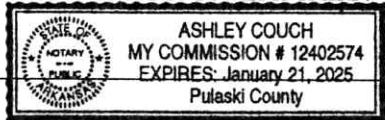
STATE OF Arkansas )  
 )  
COUNTY OF Pulaski )

BE IT REMEMBERED, that on this day came before the undersigned, a Notary Public within and for the County aforesaid, duly commissioned and acting, appeared in person Jim Cargill and \_\_\_\_\_ to me well known, who stated that they were/was the President and CEO of ARVEST Bank and duly authorized to execute this document and are the persons whose names are subscribed to the foregoing instrument, and further stated that they had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and Seal as such Notary Public on this 8<sup>th</sup> day of June, 2017.

Ashley Couch  
, Notary Public

MY COMMISSION EXPIRES:



**ART MCWILLIAMS**  
VICE PRESIDENT  
PROPERTY & SECURITY MANAGER  
PHONE: (501) 379-7244  
CELL: (501) 454-8011  
FAX: (501) 379-7261  
EMAIL: amcwilliams@arvest.com

500 BROADWAY PLACE  
LITTLE ROCK, AR 72201

Parcel No. 1  
College-Salem Intersection  
Conway, Arkansas

**CONTRACT TO SELL**  
**REAL ESTATE FOR HIGHWAY PURPOSES**

Grantor: PUD Park Place No. 1, LLC, an Arkansas Limited Liability Company

Address: PUD Park Place #1 LLC  
P.O. Box 10382  
Conway, AR 72034

Grantee: City of Conway

IN CONSIDERATION of the benefits that will inure to the Grantor(s) and the public, the undersigned does hereby give and grant to the City of Conway, of the State of Arkansas, upon the terms and conditions hereinafter stated, the right to purchase the following real estate, save and except the oil and gas threrin and thereunder the described real estate as follows, situated in the County of Faulkner, to wit:

**LEGAL DESCRIPTION**

A parcel of land situated in the Northwestern Corner and along the North and West lines of Lot 3 Park Place Planned Unit Development Amended Lots 1 thru 6 (Plat No. I-133 in the Office of Faulkner County Circuit Clerk & Recorder) being situated in the NW ¼, SE ¼ Section 11, T-5-N, R-14-W, Faulkner County, Arkansas being more particularly described as follows:

Beginning at the Southwest Corner of said Lot 3, thence North, along the west line of said Lot 3, 158.85 feet; thence along Northwesterly corner of said Lot 3 along a curve to the right having a radius of 25 feet and a chord bearing N45°05'00"E, 35.407 feet; thence along the northerly line of said Lot 3 S89°50'00"E, 103.06 feet to the Northeast Corner of said Lot 3; thence South along the East line of said Lot 3, 5.00 feet; thence N89°50'00"W, 22.84 feet; thence along a curve to the left having a radius of 100.00 feet and a chord bearing S45°05'00"W, 141.63 feet; thence South, 78.63 feet to the South Line of said Lot 3; thence N89°50'00"W, 5.00 feet to the Point of Beginning and containing 0.082 acres more or less.

**PAYMENT DUE ----- \$50,080.00**

Land Area of Acquisition: ----- \$31,300.00  
(3,571.92 Square Feet Square Foot)

Improvements ----- \$18,780.00

(Appraised value offered by the City for real estate, including damages, if any, to the remainder; to be paid after approval of title and execution of a deed as hereinafter provided).

The City shall have the irrevocable right to exercise the "Contract to Sell" at any time within thiry (30) days from date; and it is agreed that if within the time above specified, the said City shall declare its intention to exercise this "Contract to Sell" including the right to purchase said land, the Grantor(s) will execute and sign a General Warranty Deed when presented by the City and receive payment of the stated "Payment Due" from the said City, less any amount that may be found due and payable to any mortgagee. It is expressly understood that the said City shall not be obligated further unless stated herein to wit:

It is understood and agreed that closing costs will not accrue to the Grantor(s) as the Grantee's Attorney will prepare the necessary documents for closing and the Grantee will pay the cost of recording all instruments conveying title to the City of Conway.

Grantor(s) further agrees neither to sell nor encumber the said real estate during the term of the "Contract to Sell".

**The City of Conway is hereby authorized and directed to make payment of the purchase funds for the conveyance to PUD Park Place #1 LLC.**

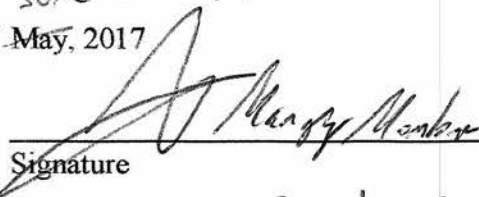
Dated this 7<sup>th</sup> day of ~~May~~ <sup>JUNE</sup> 2017

\_\_\_\_\_  
Signature

Fed. I.D.# /SS# \_\_\_\_\_

\_\_\_\_\_  
Signature

Fed. I.D.# /SS# \_\_\_\_\_

*JUNE 4/7/17*  
  
\_\_\_\_\_  
Signature

Fed. I.D.# /SS# 62-1696144

\_\_\_\_\_  
Signature

Fed. I.D.# /SS# \_\_\_\_\_



**ACKNOWLEDGMENT**

STATE OF )

COUNTY OF )

BE IT REMEMBERED, that on this day came before the undersigned, a Notary Public within and for the County aforesaid, duly commissioned and acting, appeared in person John Pennington and \_\_\_\_\_ to me well known, who stated that they were/was the managing member and \_\_\_\_\_ of PUD Park Place #1 LLC and duly authorized to execute this document and are the persons whose names are subscribed to the foregoing instrument, and further stated that they had executed the same for the consideration and purposes therein mentioned and set forth.

WITNESS my hand and Seal as such Notary Public on this 7<sup>th</sup> day of June, 2017.

Wendy R Francis  
Notary Public

MY COMMISSION EXPIRES:

April 8, 2020



**A RESOLUTION AUTHORIZING THE OFFICE OF THE CITY ATTORNEY TO ACT PURSUANT TO ARKANSAS CODE ANNOTATED §18-15-201 *ET SEQ.*, AND OTHER STATE STATUTORY AUTHORITY TO SEEK CONDEMNATION BY EMINENT DOMAIN PROCEEDINGS OF CERTAIN PROPERTIES DESCRIBED HEREIN FOR THE PUBLIC PURPOSE OF CONSTRUCTING AND MAINTAINING STREET, ROAD AND BOULEVARD RIGHT OF WAY AND ALL NECESSARY AND PROPER EASEMENTS RELATED THERETO FOR THE CITY OF CONWAY COLLEGE & SALEM ROUNDABOUT**

**Full Resolution provided at meeting**



**BICYCLE & PEDESTRIAN  
ADVISORY BOARD**  
CITY OF CONWAY, ARKANSAS

## **MEMO**

**To: Mayor Bart Castleberry**  
**CC: City Council Members**

**From: Beth Sketoe, Staff Representative to the Board**  
**Date: May 18, 2017**

**Re: Nomination for approval**

---

The Bicycle & Pedestrian Advisory Board submits Michael Yoder for approval to serve a second term, ending December 31, 2019.

The Bicycle & Pedestrian Advisory Board requests that this nomination be voted on at your next regularly scheduled meeting.

Please advise if you have any questions.



**City of Conway, Arkansas  
Ordinance No. O-17- \_\_\_\_\_**

**AN ORDINANCE APPROPRIATING GRANT FUNDS FOR THE SPENCER STREET BROWNFIELD CLEANUP PROJECT; DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES;**

**Whereas**, grant funds in the amount of \$1,576.02 were received from the U.S. Environmental Protection Agency in support of the Spencer Street Brownfield Cleanup Project and for other expenses.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY ARKANSAS THAT:**

**Section 1:** The City of Conway, Arkansas, shall accept grant funds in the amount of \$1,576.02 and appropriate \$1,563.36 from Federal Miscellaneous Grant Account (399-000-4200) to the Planning & Development Grant Account (399-105-5799) and \$12.66 from Federal Miscellaneous Grant Account (399-000-4200) to Planning & Development Postage Account (001-105-5725).

**Section 2:** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



**City of Conway, Arkansas**  
**Ordinance No. O-17-\_\_\_**

**AN ORDINANCE APPROPRIATING MATCH FUNDS AND EXTENDING ITS EXPIRATION PERIOD FOR AN EPA BROWNFIELD CLEAN UP GRANT FOR 1110 SPENCER STREET, FORMERLY THE CONWAY SCRAP METAL YARD; AND FOR OTHER PURPOSES**

**Whereas**, the City of Conway appropriated match funding in the amount of \$40,000 on December 9, 2014 by Ordinance O-14-107 in support of an EPA Brownfields Cleanup Grant awarded to the City for the cleanup of the former Conway Scrap Metal Yard located at 1110 Spencer Street; and

**Whereas**, the expenditure of the EPA Brownfields Cleanup Grant began in 2015 upon award, and is still being expended, which grant period runs through October 2018; and

**Whereas**, said match funds appropriated under Ordinance O-14-107 were never expended, and had an expiration of January 2017; and

**Whereas**, said match funds expiration needs to be extended to match the expiration of the EPA grant period of October 2018.

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1:** The City of Conway shall extend the period for the Match Funds for this grant through October 2018 by appropriating General fund money in the amount of \$13,334 to the account 001.119.5902, Street Fund money in the amount of \$13,333 to 002.201.5902, and Parks A&P money in the amount of \$13,333 to 252.140.5902 for a total amount of \$40,000 as security for the match requirement, with unused portions returning to their respective funds by January 2019.

**Section 2:** All ordinances in conflict herewith are repealed to the extent of the conflict.

**Passed** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE ACCEPTING AND APPROPRIATING DONATION FUNDS FOR THE CONWAY HISTORIC DISTRICT COMMISSION FOR COMMISSIONER TRAINING, AND FOR OTHER PURPOSES;**

**Whereas,** Arkansas Historic Preservation Program (AHPP) has awarded grant funds in the amount of \$7,481.51 to support the City of Conway’s Historic District Commission to provide funding for the Commission Assistance and Mentoring Program training, and for other expenses.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY ARKANSAS THAT:**

**Section 1:** The City of Conway, Arkansas, shall accept donation funds in the amount of \$7,481.51 and appropriate said funds from the State Grant Revenue account (399-000-4751) to the Planning Grant Expense account (399-105-5799). The City of Conway Project Management number is 399-105C.

**Section 2:** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



**City of Conway, Arkansas**  
**Ordinance No. O-17- \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE PROPERTY LOCATED AT 1616, 1620, AND 1624 ROBINSON AVENUE FROM R-2A TO PUD:**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1:** The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **R-2A** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

[1616 Robinson Avenue]

LOT 22,23&24 BLK 31 ROBINSONS PLAN E 22 1/2 F and LOT 10,11&12 BLK 31 ROBINSONS PLAN W 56 1/2 FT

[1620 Robinson Avenue]

PT LOT 22,23&24 BLK 31 ROBINSONS PLAN CENT 70 FT S 30 FT OF 22 & CENT 70' OF LOTS 23 & 24

[1624 Robinson Avenue]

PT LOT 22, 23 & 24 BLK 31 ROBINSONS PLAN S 30 FT W 71 FT OF 22 & W 71' LOTS 23 & 24

to those of **PUD**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

**Section 2:** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



1201 OAK STREET • CONWAY, AR 72032  
(501) 450-6105 • [planningcommission@cityofconway.org](mailto:planningcommission@cityofconway.org)

## MEMO

**To:** Mayor Bart Castleberry  
**CC:** City Council Members

**From:** Anne Tucker, 2017 Planning Commission Chairman  
**Date:** June 20, 2017

**Re:** Request to rezone property located at 1616, 1620, 1624 Robinson Avenue from R-2A to PUD

---

Mustela Properties, LLC's request to rezone from R-2-A (Large Lot Duplex) to PUD (Planned Unit Development) property identified as 1616, 1620, and 1624 Robinson Avenue with the legal descriptions:

**[1616 Robinson Avenue]**

Lot 22, 23 & 24 Blk 31 Robinsons Plan E 22 1/2 F And Lot 10, 11 & 12 Blk 31 Robinsons Plan W 56 1/2 Ft

**[1620 Robinson Avenue]**

Pt Lot 22, 23 & 24 Blk 31 Robinsons Plan Cent 70 Ft S 30 Ft Of 22 & Cent 70' Of Lots 23 & 24

**[1624 Robinson Avenue]**

Pt Lot 22, 23 & 24 Blk 31 Robinsons Plan S 30 Ft W 71 Ft Of 22 & W 71' Lots 23 & 24

was reviewed by the Planning Commission at its regular meeting on June 19, 2017. The Planning Commission voted 7-1 that this request be forwarded to the City Council with a recommendation for approval including the PUD Final Development Plan conditions listed below. Commissioner Justin Brown voted in opposition.

**Staff Suggested Conditions:**

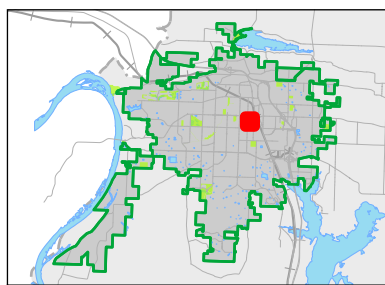
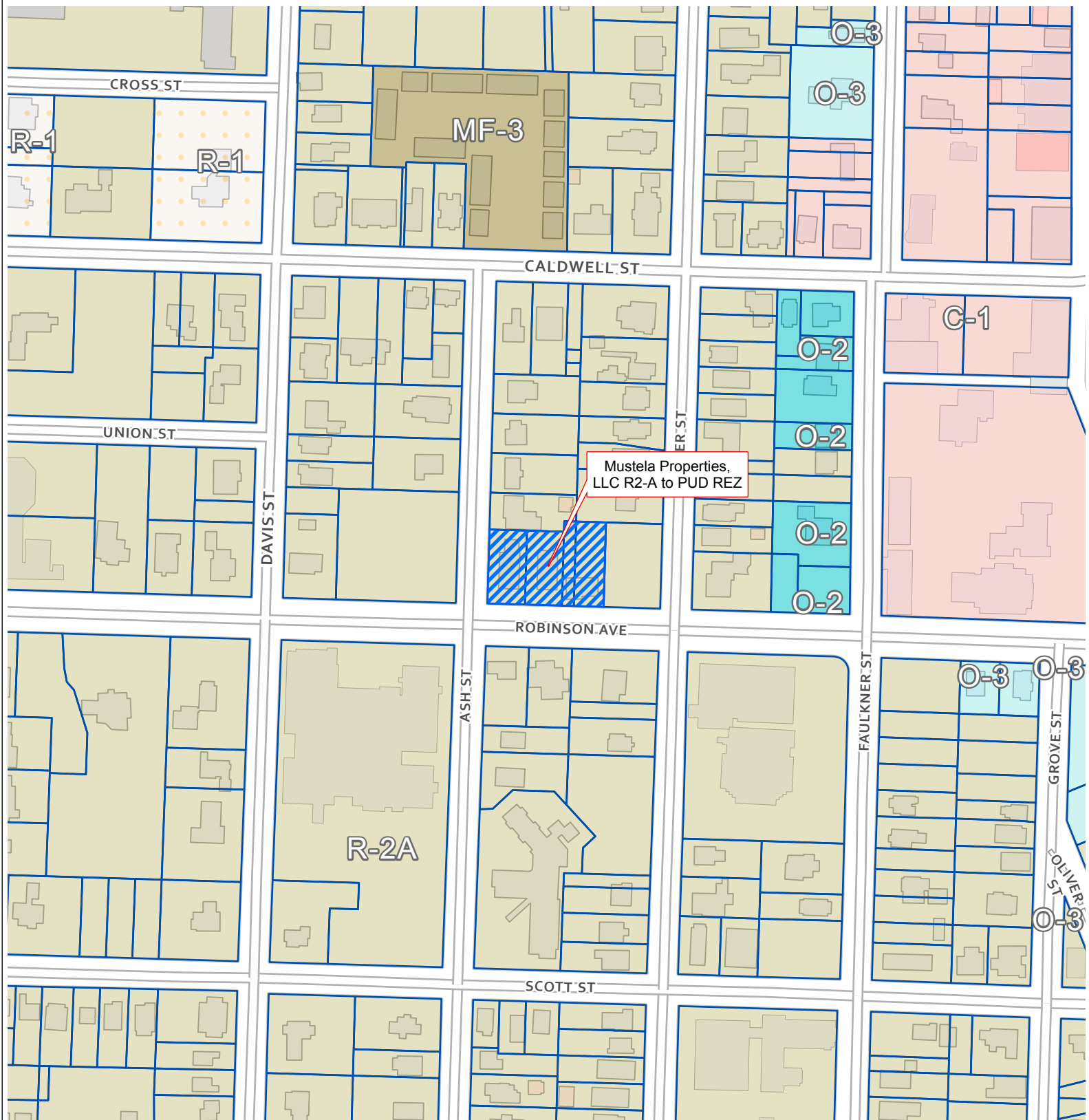
1. The PUD is tied to applicants; Mustela Properties, LLC. If Mustela Properties, LLC does not own the property by June 19, 2018, this PUD shall become null and void and the property will revert to an R-2A zoning district.
2. The PUD shall allow a maximum of 12 residential units; 4 units in each of the two historic apartment structures and 4 units in a new apartment structure.
3. Signage must be approved by the Historic District Commission.
4. The PUD shall be generally developed as shown on site plan. Specific structure design, materials, landscaping, and variations from the submitted plan shall be allowed per Historic District Commission review. However, the density and intent of the site plan shall be followed.
5. Appropriate setbacks, shall be determined during Historic District Commission review.
6. This allowed increase in density shall be allowed only with a rehabilitation/restoration of the two existing historic apartment structures. No increase in density shall be allowed without substantial exterior improvements meeting the approval of the Conway Historic District Commission.

**Additional Suggested Conditions [by area residents]:**

7. Privacy fencing shall be required on the north property line.
8. The minimum number to trash containers, as allowed by ordinance, will be provided/used. Owners shall designate a resident/manager to ensure timely roll cart curb collection placement and retrieval.
9. No parking will be allowed on Robinson Avenue fronting the development.

Please advise if you have any questions.





**DESCRIPTION**

Request for Rezoning  
R2-A TO PUD  
--  
1616, 1620, 1624 ROBINSON AVE

Residential		Industrial	
R-1	MF-1	I-1	
R-2A	MF-2	RU-1	
R-2	MF-3	I-3	
HR	RMH		
SR			
Commercial		Office	
C-1	O-1		
C-2	O-2		
C-3	O-3		
C-4			
Special			
	SP		
	S-1		
	A-1		
	PUD		
	TJ		

**City of Conway  
Planning & Development**

THIS MAP WAS PREPARED BY THE CITY OF CONWAY PLANNING AND DEVELOPMENT DEPARTMENT FOR ITS USE, AND MAY BE REVISED AT ANY TIME WITHOUT NOTIFICATION TO ANY USER.  
THE CITY OF CONWAY PLANNING AND DEVELOPMENT DEPARTMENT DOES NOT GUARANTEE THE CORRECTNESS OR ACCURACY OF ANY FEATURES ON THIS MAP. THIS DOCUMENT IS TO BE USED FOR REFERENCE PURPOSES ONLY.  
www.cityofconway.org/pages/planning-development  
www.cityofconway.org/pages/gis

N  
210  
Feet  
JUN 2017



**City of Conway, Arkansas**  
**Ordinance No. O-17- \_\_\_\_\_**

**AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE THE +/- 13.90 ACRES LOCATED SOUTH OF DAVE WARD DRIVE, WEST OF SOUTH SALEM ROAD AND NORTH OF PHEASANT ROAD FROM RU-1, MF-1, AND R-1 TO MF-3:**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1:** The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **RU-1, MF-1, R-1** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

**[905/945 South Salem Road]**

Lot 3, Crown Plaza

**[2955 Dave Ward Drive]**

A part of the W 1/2, E 1/2, NE 1/4, SE 1/4, Section 15, T-5-N, R-14-W, Faulkner County, Arkansas, more particularly described as beginning at the SW corner of said W 1/2, E 1/2, NE 1/4, SE 1/4, thence N02°02'12"E (deeded North) 952.60 feet; thence S88°35'19"E 231.18 feet (deeded East 231.50 feet); thence N02°42'56"E 354.37 feet (deeded N00°10'00"E 374.50 feet) to the South right-of-way of Hwy 286; thence along South right-of-way S89°06'50"E 25.11 feet; thence leaving said South right-of-way S02°05'17"W 923.19 feet (deeded S00°01'00"W 925.55 feet); thence N88°57'50"W 328.30 feet (deeded West 328.80); to the point of beginning, containing 7.18 acres more or less.

**[2902 Pheasant Drive]**

Part of the SE 1/4 SE 1/4, Section 15, T5N, R14W, Faulkner County, Arkansas, described as beginning at the Northeast Corner of the said SE 1/4 SE 1/4 run thence north 89 degrees 25 minutes west along the north line of said SE 1/4 SE 1/4, 220.00 feet; thence south 1 degree 05 minutes 31 seconds west, a distance of 445.9 feet; thence south 88 degrees 50 minutes 38 seconds east 448.10 feet to the point of beginning, containing 2.26 acres, more or less. Subject to a 25 foot road easement along the south and east lines.

to those of **MF-3**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

**Section 2:** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Attest:**

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



1201 OAK STREET • CONWAY, AR 72032  
(501) 450-6105 • [planningcommission@cityofconway.org](mailto:planningcommission@cityofconway.org)

## MEMO

**To:** Mayor Bart Castleberry  
**CC:** City Council Members

**From:** Anne Tucker, 2017 Planning Commission Chairman  
**Date:** May 16, 2017

**Re:** Request to rezone property located at 2902 Pheasant Road, 2955 Dave Ward Drive, and 905/945 South Salem Road from R-1, RU-1, and MF-1 to MF-3

---

Salter Acquisitions, LLC's request to rezone from R-1 (Single-Family Residential), RU-1 (Restricted Use), and MF-1 (Multi-Family, 12 units per gross acre) to MF-3 (Multi-Family, 24 Units per gross acre) property identified as 2902 Pheasant Road, 2955 Dave Ward Drive, and 905 and 945 South Salem Road, located south of Dave Ward Drive, west of South Salem Road, and north of Pheasant Road with the legal descriptions:

### **[2902 Pheasant Drive]**

Part of the SE 1/4 SE 1/4, Section 15, T5N, R14W, Faulkner County, Arkansas, described as beginning at the Northeast Corner of the said SE 1/4 SE 1/4 run thence north 89 degrees 25 minutes west along the north line of said SE 1/4 SE 1/4, 220.00 feet; thence south 1 degree 05 minutes 31 seconds west, a distance of 445.9 feet; thence south 88 degrees 50 minutes 38 seconds east 448.10 feet to the point of beginning, containing 2.26 acres, more or less. Subject to a 25 foot road easement along the south and east lines.

### **[2955 Dave Ward Drive]**

A part of the W 1/2, E 1/2, NE 1/4, SE 1/4, Section 15, T-5-N, R-14-W, Faulkner County, Arkansas, more particularly described as beginning at the SW corner of said W 1/2, E 1/2, NE 1/4, SE 1/4, thence N02°02'12"E (deeded North) 952.60 feet; thence S88°35'19"E 231.18 feet (deeded East 231.50 feet); thence N02°42'56"E 354.37 feet (deeded N00°10'00"E 374.50 feet) to the South right-of-way of Hwy 286; thence along South right-of-way S89°06'50"E 25.11 feet; thence leaving said South right-of-way S02°05'17"W 923.19 feet (deeded S00°01'00"W 925.55 feet); thence N88°57'50"W 328.30 feet (deeded West 328.80); to the point of beginning, containing 7.18 acres more or less.

### **[905/945 South Salem Road]**

Lot 3, Crown Plaza

This request was reviewed by the Planning Commission at its regular meeting on May 15, 2017. The Planning Commission voted 6-4 that this request be forwarded to the City Council with a recommendation for approval. Commissioners Marilyn Armstrong, Dalencia Hervey, Jerry Rye, and Arthur Ingram voted in opposition.

Please advise if you have any questions.





**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE ACCEPTING AND APPROPRIATING FUNDS RECEIVED FROM FIRST SECURITY BANK AND CONWAY REGIONAL HEALTH SYSTEMS; AND FOR OTHER PURPOSES**

**Whereas**, the City of Conway Parks and Recreation Department has received sponsorships for the purchase of scoreboards at Conway Station Park from First Security Bank and Conway Regional Health Systems; and

**Whereas**, the annual payments of these sponsorships shall be dedicated to the A&P funds; and

**Whereas**, the cost of all the scoreboards will be \$65,200.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall accept sponsorship monies totaling in the amount of \$65,200 from First Security Bank and Conway Regional Health Systems.

**Section 2.** The City of Conway shall appropriate an amount of \$65,200 from Parks and Recreation A&P Miscellaneous Revenue (252-000-4799) to the Conway Parks Department Parks General CIP Account (252-156-5990) for the reimbursement of receipts that are a direct result of work and materials for the scoreboards at Conway Station Park.

**Section 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**

# MEMO



**To:** Mayor Bart Castleberry and City of Conway Council  
**CC:** Jack Bell Joe Hopper Felicia Rogers  
**From:** Jamie Brice  
**Date:** June 13<sup>th</sup>, 2017  
**Re:** Sanitation Uniforms - Bid 2017-17

Bids Were Received at 10:00 a.m. on Wednesday June 7<sup>th</sup>, 2017 at Conway City Hall for Sanitation Uniforms. The winning bid will furnish uniforms and provide weekly uniform services for the City of Conway Sanitation Department. A total of four (4) effective bids were received and weekly totals are listed below. More Detail can be seen from the attached Bid Tabulation Sheet.

Aramark	\$10.33
Clean Uniform	\$14.80
Unifirst	\$11.059
Paramount	\$7.32

I would like to recommend accepting the lowest bid from Paramount. Funds to cover these uniform cost have been previously budgeted for in the Sanitation Enterprise Fund Uniform Expense Account.

Sincerely,

Jamie Brice  
Purchasing Manager  
City of Conway

**Department Head Acknowledgement**

Name: Joe Hopper

Signature: \_\_\_\_\_

Date: 06/14/2017



City of Conway, Arkansas  
Purchasing Department  
1201 Oak Street  
Conway, AR 72032  
501.358.6810

City of Conway  
Purchasing Department  
Bid Tabulations  
[www.cityofconway.org](http://www.cityofconway.org)

Number of Bids Received 5  
Bids Opened by: Jamie Brice

2017-17 Sanitation Uniforms

Bid Opening Date: Wednesday, June 7, 2017 at 10:00 a.m. City Hall Downstairs Conference Room

Bidder's Name	Total Bid Amount
Aramark	10.33/Week
Cintas	Bid Rejected
Clean Uniform	14.80/Week
Unifirst	11.059/Week
Paramount	7.32/Week

Bid Winner:

Bid Approval Date:

Contact Person:

UNOFFICIAL BID TABULATION SHEET



To: Bart Castleberry, Mayor  
 From: Joseph Hopper, Director  
 Date: June 13, 2017  
 Re: Request to Remove and Dispose of Assets from Inventory

The Department of Sanitation has the following vehicles and equipment that are no longer being used:

<u>Asset #</u>	<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Description</u>	<u>VIN/Serial Number</u>
2436	2008	John Deere	700J	Dozer	T0700JX169465
2520	2008	Ford	F250	4X4 Pickup Truck	1FTSW21568EA08065
	1991	GMC	Value Van 35	Step Van	1GTGP32K6M3500324

We formally request the removal of these items from the Department's fixed asset inventory for disposal. If approved, these items will be auctioned via an online auction, such as GovDeals.com or PublicSurplus.com, and/or sold as scrap metal.

Please let me know if you have any questions or concerns regarding this request.





**City of Conway, Arkansas**  
**Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE APPROPRIATING REVENUE RECEIVED FROM THE MUNICIPAL VEHICLE PROGRAM FOR  
 THE CONWAY DEPARTMENT OF SANITATION AND FOR OTHER PURPOSES**

**Whereas**, the Conway Department of Sanitation requests a revenue appropriation in the amount of \$5,441.07 for damage to asset 728, a 2011 Chevrolet 2500 pickup, that was involved in an accident; and

**Whereas**, the Conway Department of Sanitation requests a revenue appropriation in the amount of \$292.09 for damage to asset 907, a 2015 Chevrolet 2500 pickup, that was also involved in an accident; and

**Whereas**, funds in the amount of \$5,441.07 and \$292.09 were received from the Municipal Vehicle Program to be used for said purpose.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall appropriate \$5,733.16 from the Sanitation Enterprise Fund Insurance Proceeds account (510.510.4360) to the Vehicles Maintenance account (510.510.5450).

**Section 3.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_**

**AN ORDINANCE WAIVING THE REQUIREMENT TO OBTAIN COMPETITIVE BIDS FOR EQUIPMENT REPAIR, DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES**

**Whereas**, a 2011 Mack MRU613 Front Load Truck (asset #733), which is utilized by the collections program of the Department of Sanitation to conduct business efficiently, in a timely manner, and to fully and adequately provide commercial collection services for and on behalf of the inhabitants and businesses of the City, experienced a fire in the engine compartment causing severe damage to the electrical components on the chassis and refuse body on October 3, 2016; and

**Whereas**, an insurance claim from the Arkansas Municipal League’s Municipal Vehicle Program was denied due to a “mechanical breakdown” on October 26, 2017; and

**Whereas**, Shipley Motor Equipment Company is a central Arkansas dealer for Mack Truck parts and service, is an approved City vendor, and was able to provide these repair services to assist the collections program in conducting and maintaining uninterrupted daily operations; and

**Whereas**, this matter represents an exceptional circumstance which renders the competitive bidding process impractical and unfeasible, because the type of repair requires the use of an authorized Mack Truck parts and service provider, and the use of the competitive bidding process would delay the completion of the repairs and therefore unnecessarily delay the return of the vehicle to service; and

**Whereas**, the Shipley Motor Equipment Company’s quoted price for the repair of this equipment exceeds the amount that allows purchase without bids being taken.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1:** The City of Conway, because the competitive bidding process is impractical and unfeasible due to exceptional circumstances, shall waive the conditions of competitive bidding, so that competitive bidding requirements are hereby waived, and the repairs to asset #733 for \$43,789.07 from the Shipley Motor Equipment Company, are approved.

**Section 2:** This ordinance is necessary for the protection of the public peace, health and safety, and an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**Section 3:** All ordinances in conflict herewith are repealed to the extent of the conflict.

This Ordinance adopted this 27<sup>th</sup> day of June, 2017.

**Approved**

**Attest:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE WAIVING THE REQUIREMENT TO OBTAIN COMPETITIVE BIDS FOR EQUIPMENT REPAIR, DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES**

Whereas, the engine failed on asset 829, a 2014 Mack MRU613 Front Load Truck, which is utilized by the collections program of the Department of Sanitation to conduct business efficiently, in a timely manner, and to fully and adequately provide commercial collection services for and on behalf of the inhabitants and businesses of the City; and

Whereas, Shipley Motor Equipment Company is a central Arkansas dealer for Mack Truck parts and service, is an approved City vendor, and was able to provide these repair services to assist the collections program in conducting and maintaining uninterrupted daily operations; and

Whereas, Shipley Motor Equipment Company originally stated that the engine would be covered under the Mack manufacturer’s warranty, but Mack denied the warranty claim after the Department of Sanitation had the truck back in service; and

Whereas, this matter represents an exceptional circumstance which renders the competitive bidding process impractical and unfeasible, because the type of repair required the use of an authorized Mack Truck parts and service provider, and the use of the competitive bidding process would delay the completion of the repairs and therefore unnecessarily delay the return of the vehicle to service; and

Whereas, the Shipley Motor Equipment Company’s quoted price for the repair of this equipment exceeds the amount that allows purchase without bids being taken.

**NOW THEREFORE, BE IT ORDAINED AND ENACTED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

Section 1: The City of Conway, because the competitive bidding process is impractical and unfeasible due to exceptional circumstances, shall waive the conditions of competitive bidding, so that competitive bidding requirements are hereby waived, and the repairs to asset #829 for \$32,711.95 from the Shipley Motor Equipment Company, are approved.

Section 2: This ordinance is necessary for the protection of the public peace, health and safety, and an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

Section 3: All ordinances in conflict herewith are repealed to the extent of the conflict.

This Ordinance adopted this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



## MEMORANDUM

**TO:** Mayor Bart Castleberry  
**FROM:** Aaron Knight *mak*  
**DATE:** June 20, 2017  
**SUBJECT:** Removal of Items from Inventory

Attached to this memo is a list of items that the Information Technology Department wishes to remove from inventory. Items will be disposed of as e-waste or auctioned. Please let me know if you have any questions.

## Information Technology Items for Inventory Removal - June 2017

CLASS	MAKE	MODEL	SERIAL NUMBER
Desktop	Dell	Optiplex 780	8PLZBP1
Desktop	Dell	Optiplex 780	8PNZBP1
Desktop	Dell	Optiplex 780	8PL3CP1
Firewall	Watchguard	FS2E5	70AA02FB22C31
Camera	Super Circuit	CD23	100504002-0083
Printer	HP	Deskjet 648C	TH07R945VFNL
Antenna	Hawking	HAO14SDP	HAST14SDP083600096
Antenna	Cisco	N/A	N/A
Laptop	Panasonic	CF-52GFNBXAM	9BTYA48972
Laptop	Panasonic	CF-52GFNBXAM	9BTYA48662
Printer	HP	LaserJet 1018	CNB1025847
Printer	HP	LaserJet 1018	CNB1025838
Laptop	HP	Elitebook 8530W	2CE945FB62
Laptop	Panasonic	CF-52GFNBXAM	9ATYA43904
Laptop	Panasonic	CF-52GFNBXAM	9ATYA42054
Laptop	Apple	MacBook Pro A1226	W87500QUXAH
Laptop	Dell	Latitude E6410ATG	20D1XN1
Laptop	Dell	Latitude E6410ATG	21K1XN1
Laptop	Dell	Latitude E6410ATG	7LJ1XN1
Laptop	Dell	Latitude E6410ATG	J2D1XN1
VCR	Samsung	SSC-960	61VRC01758T/SAM
Antenna	Cisco	Air-Ant 2480V-N	N/A
Antenna	Cisco	Air-Ant 2480V-N	N/A
Antenna	Cisco	Air-Ant 2480V-N	N/A
Antenna	Cisco	Air-Ant 5180V-N	N/A
Television	LG	42LD450	004FXXQ62754
Elite over TCP/IP	Precidia	Ether 232 Solo	N/A
Elite over TCP/IP	Precidia	Ether 232 Solo	N/A
Camera	SuperOn	SID-372/NDF-30	SID372JG06250141
CCTV Controller	AD	AD1476	496909
Camera	Security Labs	SLC-142	PI-101180
Camera	Security Labs	SLC-142	PI-101173
Printer	HP	OfficeJet 6700 Premium	CN348BSG9905RQ
Thin Client	HP	NV268AA#ABA	CNV9200HG7
Monitor	HPQ	L240w	KRJ1520Y3N
Camera	Panasonic	WV-NP244	ILV68839
Printer	Brother	PJ-623	U62864C5Z990800
Amplifier	TOA	BG-2015	15E87 09128
Amplifier	DMC	DMS4121B AMP	08008A
Access Point	Meraki	MR66	Q2CK-AVCR-YZBB
Access Point	Meraki	MR66	Q2CK-CL4Q-JC8W
Access Point	Meraki	MR66	Q2CK-AVFD-MWEJ

<b>Access Point</b>	Meraki	MR66	Q2CK-AKQ9-QCEB
<b>Access Point</b>	Meraki	MR66	
<b>Access Point</b>	Meraki	MR66	Q2CK-CPGS-9ABC
<b>Access Point</b>	Meraki	MR66	Q2CK-5QB3-NLLN
<b>Antenna</b>	Meraki	ANT-11	
<b>Antenna</b>	Meraki	ANT-11	None
<b>Antenna</b>	Meraki	ANT-11	None
<b>Antenna</b>	Meraki	ANT-11	None
<b>Antenna</b>	Meraki	ANT-11	None
<b>Antenna</b>	Meraki	ANT-11	None
<b>Antenna</b>	Meraki	ANT-11	None
<b>Access Point</b>	Meraki	MR16	Q2DD-XTUC-FFN6
<b>Access Point</b>	Meraki	MR16	Q2DD-YDFA-JLRF
<b>Access Point</b>	Meraki	MR16	Q2DD-MR9Y-E44B
<b>Access Point</b>	Meraki	MR16	Q2DD-NA2D-Q9GF
<b>Access Point</b>	Meraki	MR16	Q2DD-Q4LY-GWD3
<b>Access Point</b>	Meraki	MR16	Q2DD-4DKF-S4B7
<b>Access Point</b>	Meraki	MR16	Q2DD-KK7T-FRAT
<b>Access Point</b>	Meraki	MR16	Q2DD-JAVZ-P9ZK
<b>Access Point</b>	Meraki	MR12	Q2CD-3SPA-6LJ9
<b>Access Point</b>	Meraki	MR12	Q2CD-Q5PP-TFZG
<b>Access Point</b>	Meraki	MR12	Q2CD-C6U2-JFP7
<b>Access Point</b>	Meraki	MR12	Q2CD-GWQH-LFFZ
<b>Access Point</b>	HP	MSM460	CN41D3220B
<b>Access Point</b>	HP	MSM460	CN41D3233L
<b>Access Point</b>	HP	MSM460	CN41D32347
<b>Access Point</b>	HP	MSM460	CN41D32208
<b>Access Point</b>	HP	MSM460	CN41D3220C
<b>Access Point</b>	HP	MSM460	CN41D3222K
<b>Access Point</b>	HP	MSM460	CN41D3222L
<b>Access Point</b>	HP	MSM460	CN41D3222G
<b>Access Point</b>	HP	MSM460	CN41D3222P
<b>Access Point</b>	HP	MSM460	CN41D3222Z
<b>Access Point</b>	HP	MSM466	TW42FFM0MF
<b>Access Point</b>	HP	MSM466	TW42FFM0ML
<b>Access Point</b>	Aruba Networks	APIN0205	CM0505236
<b>Antenna</b>	HP	J9719A	MY42FFR09V
<b>Antenna</b>	HP	J9720A	MY42FFS0TD
<b>Antenna</b>	HP	J9719A	MY42FFR09J
<b>Antenna</b>	HP	J9720A	MY42FFS0TC
<b>Switch</b>	HP	J9693A	CN30F2DB1J
<b>Switch</b>	HP	J9562A	CN35B03053
<b>Docking Station</b>	HP	VB041UT#ABA	CNU028ZV65
<b>Printer</b>	HP	C8962	MY3873N4H87A
<b>Jetpack</b>	Verizon	MiFi	

<b>Surge Protector</b>	ITWLinx	CAT5-LAN	
<b>Television</b>	LG	42LD450	004FXXQ62754
<b>Printer</b>	Dell	5210n	45VH4B1
<b>Tape Drive</b>	IBM	Magstar MP3570	13-57781
<b>Monitor</b>	Dell	P2211Ht	CN0TYXD9744450BKBF2S
<b>Monitor</b>	HP	HSTND-3701-Q	CNK4060LPM
<b>Monitor</b>	Planar	PT1701MU-BK	A569749A0A11K0143



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_**

**AN ORDINANCE APPROPRIATING FUNDS FOR THE CITY OF CONWAY CIVIL SERVICE EXPENSES; AND FOR OTHER PURPOSES:**

**Whereas**, The City of Conway has a need to pay for expenses related to Civil Service Commission firefighter entry level and promotional testing at a cost of \$2,600 for which funding has not previously been provided.

**Whereas**, budgetary authority for such expenditure has not previously been provided.

**NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall appropriate \$2,600 for expenses related to the Civil Service Commission firefighter entry level and promotional testing from the General Fund – Fund Balance Appropriation Account (001.119.4900) to the Civil Service Account (001.119.5770).

**Section 2.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



# MEMO

City of Conway, Arkansas  
 Jamie Brice, Purchasing Manager  
 1201 Oak Street  
 Conway, AR 72032

[www.cityofconway.com](http://www.cityofconway.com)

**To:** Mayor Bart Castleberry and City of Conway Council  
**CC:** Chief Jody Spradlin Major William Tapley Felicia Rogers Jack Bell  
**From:** Jamie Brice  
**Date:** June 13<sup>th</sup>, 2017  
**Re:** Animal Welfare Unit Roof Replacement Bid # 2017-16

Bids Were Received at 10:00 a.m. on Friday June 2nd, 2017 at Conway City Hall for Animal Welfare Unit Roof Replacement. The winning bidder will deconstruct and replace the existing roof for the City of Conway Animal Welfare Unit. A total of eight (8) bids were received and totals are listed below.

Bidder's Name	Total Bid Amount
Arkansas Roofing Co.	\$29,750
Collier Roofing Co.	\$20,375
Covington Roofing	\$16,902
D&G Quality Roofing	\$64,750
Industrial Roofing	\$40,960
Hiegel	\$44,750
Jancour, Inc.	\$19,925
Oliver's Custom Roofing	\$44,200

I would like to recommend accepting Collier Roofing Co., based on price, experience, and location. Funds to cover this cost has been previously budgeted for in the General Fund - Animal Welfare expense account.

Sincerely,

Jamie Brice  
 Purchasing Manager  
 City of Conway

**Department Head Acknowledgement**

Name: Jody Spradlin

Signature: [Handwritten Signature]

Date: 6-14-17

## MEMORANDUM

**TO:** City Council Members  
Mayor Bart Castleberry

**FROM:** Chief Jody Spradlin

**DATE:** June 20, 2017

**SUBJECT:** Request for disposal of assets

The Police Department has the following vehicles that are not being used:

- 2003 Volkswagen Passat VIN WVWPD63B4P440298
- 2001 Chevy Camaro VIN 2G1FP22K612132723
- 2007 Ford Ranger VIN 1FTYR14U17PA06614
- 1998 Ford Crown Vic VIN 2FAFP71W4WX139842

I would like to request approval to remove these items from our inventory listing and to dispose of them.

These vehicles will be sold through auction, "as is", on [www.publicsurplus.com](http://www.publicsurplus.com).

Thank you for your consideration.



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE APPROPRIATING FUNDS TO REPLACE THE HEATING AND COOLING UNIT AT THE CONWAY EMERGENCY OPERATIONS CENTER; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

**Whereas**, the Conway Emergency Operations Center (CEOC) has an immediate need to purchase a heating and cooling unit to replace the existing 2003 model heating and cooling unit; and;

**Whereas**, several quotes were received to remove and replace the heating and cooling unit for Conway Emergency Operations Center and the estimated \$15,000 has not previously been budgeted.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall appropriate an amount of \$15,000 from the General Fund Balance Appropriation account 001-119-4900 into the General Fund CEOC CIP – Building Improvement expense account 001-125-5904 to remove and replace the heating and cooling unit.

**Section 2.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**Section 3.** This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

\_\_\_\_\_  
**Michael O. Garrett  
City Clerk/Treasurer**



**City of Conway, Arkansas**  
**Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE APPROPRIATING REIMBURSEMENTS FUNDS FROM VARIOUS ENTITIES FOR  
THE CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES**

**Whereas**, the City of Conway has received reimbursements funds from the following entities:

Various Companies	\$7,820.38	Extra Duty Services
AR State Police	\$6,608.99	DUI/Seatbelt Taskforce
Municipal Vehicle Program	\$1,514.11	Insurance Proceeds
Various Companies	\$3,600.00	Donations

**Whereas**, the Conway Police Department needs these funds to replenish their expenditure accounts.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS THAT:**

**Section 1.** The City of Conway shall appropriate funds from various companies in the amount of \$7,820.38 from 001.121.4185 to the CPD overtime expense account, 001.121.5114.

**Section 2.** The City of Conway shall appropriate funds from the AR State Police in the amount of \$6,608.99 from 304.000.4201 to the CPD overtime expense account 001.121.5114.

**Section 3.** The City of Conway shall appropriate funds from the Municipal Vehicle Program in the amount of \$1,514.11 from 001.119.4360 to the CPD vehicle maintenance expense account 001.121.5450.

**Section 4.** The City of Conway shall appropriate funds from the various companies in the amount of \$3,600.00 from 001.121.4705 to the CPD grants and donations expense account 001.121.5760.

**Section 5.** All ordinances in conflict herewith are repealed to the extent of the conflict

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

**Attest:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

\_\_\_\_\_  
**Michael O. Garrett**  
**City Clerk/Treasurer**



**City of Conway, Arkansas  
Ordinance No. O-17-\_\_\_\_\_**

**AN ORDINANCE AMENDING ORDINANCE O-16-141, WHICH ADOPTED AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY AND CLARIFYING PURCHASING AUTHORIZATION LEVELS AND APPROVAL HIERARCHY; AND FOR OTHER PURPOSES:**

**Whereas, the City would like to clarify the purchasing authorization Levels and approval hierarchy.**

**Whereas, the City Council has adopted, pursuant to Ordinance O-16-141, an Employee Handbook to be used for personnel matters for the City.**

**Whereas, a revision of the Employee Handbook is needed for the fair and impartial implementation of personnel policies.**

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CONWAY, ARKANSAS, THAT:**

**Section 1. The Purchasing Authorization Levels and Approval Hierarchy shall be summarized as follows:**

<u>Minimum</u>	<u>Maximum</u>	<u>Authorization Level</u>
\$0	\$2,499	Department Head, Purchasing Manager
\$2,500	\$19,999	Department Head, Purchasing Manager, Mayor
\$20,000	+	Council

**Section 2.** The Purchasing Policies and Procedures under Section I, Employment Policies shall be updated. The Purchasing Policies and Procedures shall be revised as follows:

**IV. Purchasing Procedures**

The City’s purchase order (“PO”) system provides management with the tools to process purchase requests and is required for any purchase beginning January 1, 2011 (Springbrook Requirement). The PO system verifies that budgeted funding is in place for any purchase and encumbers, or “reserves” funds for subsequent payment. If funds are not available, the department will be required to prepare and submit a budget transfer form to transfer funds from another account, if available, or to request Council that funds be appropriated through approval of an ordinance. Currently, items for Council consideration must be submitted to the Mayor’s office by noon on the Wednesday prior to the Council meeting. Transfers between the budgeted accounts require approval of the Mayor (or his designated representative) and, at his discretion, Council approval.

Purchases equal to or in excess of \$2,500 require the approval of the Mayor and are routed automatically to his office for consideration. Purchases are not considered approved until the department receives back the PO, initialed by the Mayor for those purchases equal to or in excess of \$2,500.

Departments are authorized to make purchases of less than \$2,500 on behalf of the City only upon receipt of an approved PO.

Approved POs are routed by the departments as follows:

Original PO is returned to Finance with the invoice for payment. Invoices will not be paid without an attached PO.

Purchases equal to or in excess of \$2,500 but less than \$20,000 require three quotes. These quotes may be verbal or written, but are to be included as documentation of the request and must be included on the face of the PO.

Repair and maintenance may sometimes require the use of Original Equipment Manufacturers (OEM). Departments may request the Mayor to waive the requirement to obtain quotes for OEM parts, when they can only be purchased from vendors of the original manufacturer. A department may determine that the City's interest will be better served by obtaining competitive sealed bids for purchases below \$20,000 and may do so.

Purchases in excess of \$20,000 must indicate on the face of the PO the date Council considered and approved bids or the ordinance number approved by Council authorizing sole source vendor or bid waiver or the fact that the purchase is made under state contract. If the purchase is made through the state contract, a copy of the documentation clearly indicating that the purchase is through a state contract approved vendor and that the goods or services are specifically included in the state contract, must be provided to the Finance Department before the PO will be produced and provided for consideration by the Mayor. Once approved, departments may purchase the goods or services from the vendor. Upon receipt of an invoice, the original invoice and PO are forwarded to the Finance Department for payment.

#### **V. Federal Grant Requirements**

The City of Conway receives significant funding from Federal grants. It is important that City purchasing procedures insure that Federal requirements are met. Specifically, purchases that are funded with Federal money require government wide debarment and suspension review. Additionally, vendor verification must be performed by checking the Excluded Parties List System ([www.sam.gov](http://www.sam.gov)). Individual Conflict of Interest statements must be obtained from persons responsible for procurement of goods and services. Other requirements based on individual Federal grants must be completed.

**Section 3.** Three (3) copies of the Section I, Employment Polices, Purchasing Policies and Procedures; Form of Government policy; shall be and hereafter kept on file in the Office of the City Clerk/Treasurer.

**Section 4.** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 27<sup>th</sup> day of June, 2017.

**Approved:**

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**Mayor Bart Castleberry**

**Attest:**

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**Michael O. Garrett**  
**City Clerk/Treasurer**