

Mayor Bart Castleberry  
Clerk/Treasurer 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

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**Tuesday, March 12<sup>th</sup>, 2019 City Council Agenda**

Judge Russell L. “Jack” Roberts District Court Building – 810 Parkway St., Conway, AR 72032

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<b><u>5:30pm:</u></b>	No Committee Meeting
<b><u>6:30pm:</u></b>	City Council Meeting
<b><u>Call to Order:</u></b>	Bart Castleberry, Mayor
<b><u>Roll Call:</u></b>	Michael O. Garrett, Clerk/Treasurer
<b><u>Minutes Approval:</u></b>	<i>February 20<sup>th</sup> &amp; February 26<sup>th</sup>, 2019</i>

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**Report of Standing Committees:**

**A. Community Development Committee (Airport, Community Development, Planning & Development, Permits & Inspection (Code Enforcement), Historic District, Transportation)**

1. Consideration to approve a new taxi service request from Green and White Taxi & Delivery for the City of Conway.
2. Ordinance amending the procurement card policy and procedure handbook for the Purchasing Department.
3. Ordinance authorizing personnel changes within the Administration Department.
4. Ordinance appropriating reimbursement funds for the Transportation Department.

**B. Public Safety Committee (Police, Fire, District Court, Animal Welfare Unit, CEOC - Communication Emergency Operations Center, Department of Information Systems & Technology, & Office of the City Attorney)**

1. Consideration to remove items from inventory for the Conway Police Department.
2. Consideration to approve the bid for a metal building for the Conway Police Department.
3. Ordinance appropriating funds for the gate at the training and fire center & waiving bids for the purchase of tasers for the Conway Police Department.
4. Consideration to enter into an agreement for fleet services for the City of Conway.

**C. Old Business:**

1. Ordinance to provide for the removal from office of members on boards and commissions for good cause for the City of Conway.

**Adjournment**

# MEMO

City of Conway, Arkansas  
Office of the Mayor  
1201 Oak Street  
Conway, AR 72032  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)

**To:** Mayor Bart Castleberry  
**CC:** City Council Members  
**From:** Felicia Rogers  
**Date:** March 12, 2019  
**Re:** Taxi Services

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The Office of the City Clerk/Treasurer has received a request from Green and White Taxi and Delivery to operate a taxi services within the City limits of Conway. The registered owners are Shawn DeMers & Laurie Gullett.

They have submitted all the required documents to our office.

- Copy of Driver's License for all drivers
- List of Vehicles with VIN#
- Copy of Insurance with each vehicle listed, Policy #, etc.
- Franchise Fee Paid\_per vehicle
- Driver's Applications on file & Fees Paid per driver

Please let us know if you have any questions.



**City of Conway, Arkansas  
Ordinance No. O-19-\_\_**

**AN ORDINANCE AMENDING ORDINANCE O-17-131, WHICH ADOPTED A PROCUREMENT CARD POLICY AND PROCEDURES HANDBOOK; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

**Whereas**, the City Council has adopted, pursuant to Ordinance O-17-131, a Procurement Card Policy and Procedures Handbook to be used for City of Conway procurement cardholders.

**Whereas**, a revision of the Procurement Card Handbook is needed for the fair and impartial implementation of policies and best business practices.

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

**Section 1.** Under Section 4: Unacceptable Visa Card Purchases – “Travel” should be removed from the list of unacceptable uses.

**Section 2.** The following disclosure will be added to Section 4: “Procurement cards are generally not used for travel. In order to use a procurement card for travel proper authorization from the Mayor’s Office is required. Authorization will be determined on a case by case basis.”

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

**Section 4.** 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 12<sup>th</sup> day of March, 2019.

**Approved:**

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**Mayor Bart Castleberry**

**Attest:**

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



**City of Conway, Arkansas**  
**Ordinance No. O-19-\_\_\_\_**

**AN ORDINANCE AUTHORIZING PERSONNEL CHANGES WITHIN THE ADMINISTRATION DEPARTMENT & APPROPRIATING FUNDS FOR A DIVERSITY & ECONOMIC DEVELOPMENT COORDINATOR AND RELATED COST; AND FOR OTHER PURPOSES**

**Whereas**, the Administration Department has determined that there is a need for a Diversity & Economic Development Coordinator; and

**Whereas**, this change will enable the department to increase efficiency in order to provide a higher level of service to the citizens and businesses of Conway; and

**Whereas**, a budget adjustment is required for the remainder of the 2019 budget year.

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

**Section 1.** The authorized staffing level in the City of Conway Administration Department is increased by one (1) Diversity & Economic Coordinator position with a salary of \$55,000.

**Section 2.** Funding should be appropriate for the remainder of the 2019 budget year in an amount not to exceed \$45,000 for the staffing adjustment.

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

**PASSED** this 12<sup>th</sup> day of March, 2019.

**Approved:**

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

**Attest:**

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



**City of Conway, Arkansas  
Ordinance No. O-19-\_\_\_\_\_**

**AN ORDINANCE APPROPRIATING REIMBURSEMENT FUNDS FROM CONWAY CORPORATION FOR THE CITY OF CONWAY TRANSPORTATION DEPARTMENT; AND FOR OTHER PURPOSES**

**Whereas**, the City of Conway has received reimbursement funds from Conway Corporation in the amount of \$841.73 to cover the cost to repair/replace a damaged traffic signal pole; and

**Whereas**, the Transportation Department needs these 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 an amount of \$841.73 from the miscellaneous revenue account (002-201-4799) to the traffic signal maintenance account (002-201-5466).

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

PASSED this 12<sup>th</sup> day of March, 2019.

**Approved:**

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

**Attest:**

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

## MEMORANDUM

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

**FROM:** Chief Jody Spradlin

**DATE:** March 12, 2019

**SUBJECT:** Request for disposal of assets

The attached listing details items to be removed from Conway Police Departments Narcotics Division asset forfeiture inventory. These items are obsolete or broken and are no longer in use within the department.

I would like to request approval to remove these items from our inventory listing and to dispose of them. These items will be sold through auction, "as is", on [www.publicsurplus.com](http://www.publicsurplus.com).

Thank you for your consideration.

## MEMORANDUM

TO: City Council Members/Mayor Bart Castleberry

FROM: Chief Jody Spradlin

DATE: March 12, 2019

SUBJECT: CPD CFD Metal Building Bid #2019-10

The City of Conway received two bids on February 27, 2019 for 50 x 80 x 16 metal building for Police equipment storage.

They were as follows:

Cowell Steel	\$27,347.00
SBI	\$27,881.43

I would like to recommend Council accept bids from SBI, in the amount of 27,881.43.

Funding to cover the cost of this project was previously appropriated by O-19-23 into the Asset Forfeiture fund CIP account 250-121-5904.

Thank you for your consideration.



**City of Conway, Arkansas**  
**Ordinance No. O-19-\_\_\_\_\_**

**AN ORDINANCE WAIVING BIDS FOR THE PURCHASE OF TASERS FROM AXON AND APPROPRIATING ASSET FORFEITURE FUNDS TO THE CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES**

**Whereas**, the Conway Police Department needs to purchase 10 Tasers, cartridges, holsters, and batteries for the department and;

**Whereas**, Axon is the sole source provider for the Taser International products, therefore, it is the desire of the City Council to waive bids and enter into an agreement with Axon. Funding for Tasers is included in the 2019 budget. The current price to purchase 10 Tasers, cartridges, holsters and batteries is \$25,161.

**Whereas**, the Conway Police Department also needs an additional \$7,708.20 for the gate at the police and fire training center.

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

**Section 1.** The City of Conway shall accept Axon (formally known as Taser international) as the sole source provider and hereby waive the competitive bid requirements and enter into an agreement with Axon.

**Section 2.** The City of Conway shall appropriate funds in the amount of \$7,708.20 from the Fund Balance Account (250.000.4900) into the Asset Forfeiture Capital-CIP Building Improvements revenue account (250.121.5904) and;

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

**PASSED** this 12<sup>th</sup> day of March, 2019.

**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.org](http://www.cityofconway.org)

**To:** Mayor Bart Castleberry and City of Conway Council

**CC:** Felicia Rogers Jack Bell

**From:** Jamie Brice

**Date:** March 12, 2019

**Re:** Fleet Maintenance RFP

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The City of Conway received six Proposals from vendors that are interested in providing fleet services.

Please see the attached Proposal Tabulation. The Fleet Committee respectfully ask Council to allow the City to enter into an agreement with Steve's Auto for fleet services.

Funding to cover the cost of this service is included in the 2019 City of Conway Budget.

Sincerely,



Jamie Brice  
Purchasing Manager  
City of Conway



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

City of Conway  
Purchasing Department  
Request for Proposal  
[www.cityofconway.org](http://www.cityofconway.org)

Number of Proposals Received: 6

RFP Fleet Maintenance

Bidder's Name	Labor Rate	Parts Rate	Standard Oil Change
McKinney	\$75	25%	\$28
Renewal Ranch	\$45	20%	\$32.50
Hines	\$75	30%	\$30
Green Toad	\$75	30%	\$31.59
JC Auto	\$60	City to Purchase parts direct	\$14.19 parts not included
Steve's Auto	\$60	20%	\$34.99

RFP Recommended: Steve's Auto

Bid Approval Date Council approval pending Council Approval 3/12/19

Contact Person: [Jamie.brice@cityofconway.org](mailto:Jamie.brice@cityofconway.org)



**City of Conway, Arkansas**  
**Ordinance No. O-19-\_\_\_\_**

**AN ORDINANCE AMENDING O-87-16 PROVIDING FOR THE REMOVAL FROM OFFICE OF MEMBERS OF BOARDS, COMMISSIONS AND COMMITTEES FOR GOOD CAUSE OF SAID BOARDS, COMMISSIONS AND COMMITTEES; DECLARING AN EMERGENCY AND FOR OTHER PURPOSES:**

**Whereas**, the attendance by members of the boards/commissions/committees of the City of Conway is vital for proper administration of government functions; and

**Whereas**, there is no effective procedure for removing members of City boards/commissions/committees for failure to attend meetings or for other good cause; and

**Whereas**, it is necessary and indispensable that members of the City boards/commissions/committees be in attendance at the meetings of said boards/commissions/committees; and

**Whereas**, it is equally as important that members of boards/commissions/committees conduct themselves with professionalism and integrity at all times as to live up to the confidence placed in them by the City of Conway and the Conway City Council in appointing them to their respective positions.

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

**Section 1:** The City of Conway will require members of boards/commissions/committees of the City of Conway be in attendance if possible at all meetings of said boards/commissions/committees.

**Section 2:** That inherent in the appointment to a board/commission/committee there is an expectation that the appointee will conduct themselves in a professional, honorable manner at all times so as not to impugn the integrity of the City Council who appointed them to the position they hold.

**Section 3:** That a member may be removed from service for Good Cause after notice and hearing.

**Section 4:** As used in this section "Good Cause" shall include, but not be limited to:

- (a) Chronic discourteous behavior to other board/commission/committee members, staff or the general public;
- (b) Conduct constituting a criminal offense;
- (c) Gross dereliction of duty;
- (d) Gross abuse of authority; or
- (e) Three (3) absences within any 12 month period

**Section 5:** That the chairperson of each board/commission/committee of the City of Conway shall maintain attendance records on all members of his or her respective board/commission/committee, and upon any member having three (3) absences within any 12 month period, then the chairman shall set the issue of removal for a hearing on a regularly scheduled meeting of the board/commission/committee.

**Section 6:** That it shall be the responsibility of all members of the board/commission/committee to notify the chairperson or Mayor if they become aware of information that would be Good Cause grounds for removal

of any member. Any member of the board/commission/committee may request a hearing for the removal of another member if they have a good faith belief Good Cause exists. The requesting member may make a motion for a hearing for removal during a meeting of the board/commission/committee. The motion will require a majority vote to set the hearing.

**Section 7:** Concurrently with the hearing being schedule but in no event less than ten (10) prior to the proposed hearing date, notice shall be sent to the board/commission/committee member who is the subject of the removal hearing.

The notice to the member shall include:

- i. The dates of the absences and/or other reasons or facts supporting Good Cause;
- ii. Inform the member of the date of the hearing;
- iii. Explain the process of the hearing including the member will have an opportunity to be heard and present evidence as to why they should not be removed from their position or refute the evidence presented against them;
- iii. Inform the member they have the option to waive a hearing by providing a written resignation at any time before the scheduled hearing.

**Section 8:** After a hearing, the board/commission/committee shall hold a vote. A two-thirds (2/3) vote of the remaining members in attendance at the hearing will be required for removal. If the vote for removal fails, the member cannot be brought to a hearing for removal again for the same set of circumstances and/or conduct.

**Section 9:** If the hearing results in removal, the former member can appeal the decision of the board/commission/committee to the Conway City Council within ten (10) days after the vote of removal. The appeal must be in writing addressed and delivered to the Mayor requesting to be placed on the Conway City Council agenda as soon as practical, but in no event later than 45 days. It must also state the reasons they should be reinstated to their former position. The Mayor will notify the chairperson of the board/commission/committee of the appeal and the date of the hearing in front of the Conway City Council.

The chairperson or the board/commission/committee's designated representative(s) will submit a written statement, which address the reason(s) for removal along with any supporting documentation, if any. The chairperson and one representative from the board/commission/committee will attend the hearing before the City Council.

**Section 10:** It will take a two-thirds (2/3) vote of the City Council to reinstate the former member.

**Section 11:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of that conflict.

**Section 12:** That it is ascertained and declared that it is necessary for the public peace and welfare of the citizens of the City of Conway, Arkansas, an emergency is hereby declared to exist and this ordinance shall take effect and be in force from and after its passage and publication.

**PASSED** this 12<sup>th</sup> day of March, 2019.

**Approved:**

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**Mayor Bart Castleberry**

**Attest:**

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