



# City of Conway Council Agenda

**Council Meeting Date:** June 9<sup>th</sup>, 2015

**5:30pm – Committee Meeting:** No Committee Meeting

6:30pm - Council Meeting

Call to Order: Mayor Tab Townsell

Roll Call: City Clerk/Treasurer Michael O. Garrett

Minutes Approval: **May 26<sup>th</sup>, 2015**

**Mayor Tab Townsell**

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 Whitmore

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**1. Report of Standing Committees:**

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


1. Consideration for the Airport Department to apply for the Arkansas Department of Aeronautic Grant.
2. Consideration to accept the bid to purchase a Street Sweeper to be utilized by the Street & Engineering Department.
3. Consideration to acquire right of way property & construction of an internal road for the improvement/construction of the Dave Ward Drive and I-40 improvements
4. Consideration to accept the Johanson Group engineering market study job titles and salary recommendation for the Street & Engineering Department.

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

1. Consideration to remove & dispose of fixed assets from the inventory listing for Parks & Recreation.
2. Ordinance amending the Title 12 of the Municipal Code (Parks and Recreation) Beaverfork Lake.
3. Consideration to approved architecture and interior design for the finish out of the Conway Expo Center.

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

1. Consideration to enter into an agreement to provide one fully equipped community policing officer for the Conway Housing Authority.

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2. Consideration to accept the bid for night vision sighting and aiming system for the CPD Swat Team.
  3. Consideration to approve the Conway Police Department to apply for the 2015 Justice Assistant Grant (JAG).

**Adjournment**



# MEMO

To: Mayor Tab Townsell

CC: City Council Members

From: Josh Zylks, Airport Manager

Date: June 2<sup>nd</sup>, 2015

Re: ADA Grant for AIP 2011 Local Match Reimbursement

Upon completion of the FAA AIP 2011 grant, the City has the opportunity to apply to the Arkansas Department of Aeronautics for reimbursement of the City's 5% Match.

I kindly request permission to apply for this match grant with the Arkansas Department of Aeronautics in the amount of \$207,239.71.

If you have any questions please advise.

State Airport Aid Application – Page 1

The City/County of Conway, herein called "Sponsor", hereby makes application to the Arkansas Department of Aeronautics for State funds pursuant to Act 733 of 1977, for the purpose of aiding in financing a project for the development of a municipal airport located in the city of Conway Arkansas, Faulkner county.

Date of Request: May 21, 2015

Name of Airport: Conway Municipal Airport

Name and address of City/County Commission sponsoring request:

City of Conway  
1201 Oak Street  
Conway, AR 72032

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Person to Contact about project:

Josh Zylks  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (501) 513-5300

Cell Number: (501) 428-1832

Fax Number: (501) 513-3566

Name and address of Engineering Firm (if applicable):

Garver, LLC  
4701 Northshore Drive  
North Little Rock, AR

Contact Person: Blake Roberson

Phone/Fax Number: (501) 376-3633

Describe the work to be accomplished: Stage 1B Grading and Drainage for the new airport.

State and Local Project Costs:  
Please indicate:

- 50-50% Match
- 80-20% Match
- 90-10% Match
- 100%

Total Cost of Project \_\_\_\_\_  
Local Share/Funds \_\_\_\_\_  
Local Share/In-Kind \_\_\_\_\_  
State Share \_\_\_\_\_

Federal AIP Projects:

AIP Number: 3-05-0089-004-2011

- 95-5% Match
- 90-10% Match

Total Cost of Project: \$4,148,291.71  
Federal Share: \$3,937,552.00  
State Share: \$ 207,239.71  
Local Share: \$ 3,500.00

State Airport Aid Application – Page 2

Provide the information listed below as it applies to your project:

Funding:

Source of Funds: FAA/Arkansas Department of Aeronautics/ City of Conway

Source of In-Kind Services: N/A

Estimated starting date of project: October , 2011

Estimated completion date of project: August, 2014

Project will be for: ~~New Airport~~ Existing Airport

Is land to be leased or purchased? N/A

Description of land and cost per acre: N/A

Provide the Federal AIP Grant Number (if applicable): N/A

State Legislators for your area:

State Senator: Jason Rapert

State Representative: Steve Magie

State Airport Aid Application – Page 3

The sponsor agrees to furnish the Arkansas Department of Aeronautics a copy of the legal instrument affecting use of the property for an airport. In application for a new landing site or expansion of existing facility, the FAA Form 7480-1, *Notice of Landing Area Proposal*, must be approved by the FAA before review for grant can be made by the State. Applications for hangar construction or renovation funds must include a signed lease agreement. This agreement must be in compliance with all FAA grant assurances. The application must be based on bids and include a calculated return on investment.

No land, hangars, or buildings purchased with State Grant funds may be sold or disposed of without State Aeronautics Commission prior approval. All requests for sale or disposal of property will be considered on an individual case basis. No hangar (funded by a grant from the Department of Aeronautics) shall be used for non-aviation purposes without State Aeronautics Commission prior approval. All requests for non-aviation use will be considered on a case-by-case basis. Failure to receive prior approval from A.D.A. concerning land and/or building use could result in the commission requesting grant refund from the Sponsor. Additionally, all hgr/building grant applications must include proof of insurance coverage.

No airport accepting State Grant funding may issue an Exclusive Rights lease.

All applications for navigational aids (such as NDB or ILS) must have FAA site approval before a state grant can be approved.

All Grant applications involving Federal Airport Improvement Program (AIP) funding must be accompanied by the approved FAA grant agreement with grant number assigned.

If this project is approved by the Arkansas Department of Aeronautics, and is accepted by the sponsor, it is agreed that all developments and construction shall meet standard FAA construction practices as outlined in the specifications of this agreement. Runways, Taxiways, Parking Ramps, etc. shall have a base and a thickness that will accommodate the weight of aircraft expected to operate at this airport.


**All grant applicants (City and/or County) are totally responsible for compliance with all Federal, State, County, and City laws, Statutes, Ordinances, Rules, Regulations, and Executive Orders concerning contracts and purchases for which this grant is approved and issued.**

It is understood and agreed that the sponsor shall start this project immediately upon award of grant. It is also agreed that this project shall be completed within one year from the date of acceptance of this grant by the Arkansas Department of Aeronautics. Applications for extension will be entertained if circumstances beyond the sponsor’s control occur. Amendment requests are to be made only under extraordinary circumstances.

Funds will be disbursed according to Department procedures and final inspection of completed project (See payment instruction page). *Payment of grant funds are contingent upon the Department’s annual appropriation.*

IN WITNESS WHEREOF, the sponsor has caused this Application for State Airport Aid to be duly executed in its name, this  21  day of  May ,  2015  .

\_\_\_\_\_  
City of Conway  
Name of Sponsor  
  
\_\_\_\_\_  
Authorized Signature  
  
\_\_\_\_\_  
Mayor  
Title

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS		OMB APPROVAL NO. 0348-0002		PAGE 1 OF 1 PAGES	
(See instructions on back)		1. TYPE OF REQUEST <input checked="" type="checkbox"/> FINAL <input type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input type="checkbox"/> CASH <input checked="" type="checkbox"/> ACCRUAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED FAA/DOT		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY 3-05-0089-004-2011		5. PARTIAL PAYMENT REQUEST NO. 24 & Final	
6. EMPLOYER IDENTIFICATION NUMBER 71-6001898	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	PERIOD COVERED BY THIS REQUEST			
		FROM (Month, day, year) 07/30/2013		TO (Month, day, year) 02/28/2015	
9. RECIPIENT ORGANIZATION Name: City of Conway No. and Street: 1201 Oak Street City, State and ZIP Code: Conway, AR 72032		10. PAYEE (Where check is to be sent if different than item 9) Name: No. and Street: City, State and ZIP Code:			
11. STATUS OF FUNDS					
CLASSIFICATION	PROGRAMS -- FUNCTIONS -- ACTIVITIES			TOTAL	
	(a)	(b)	(c)		
a. Administrative expense	\$	\$	\$	\$ 0.00	
b. Preliminary expense				0.00	
c. Land, structures, right-of-way				0.00	
d. Architectural engineering basic fees	98,000.00			98,000.00	
e. Other architectural engineering fee	58,029.71			58,029.71	
f. Project inspection fees	236,823.51			236,823.51	
g. Land development				0.00	
h. Relocation expense				0.00	
i. Relocation payments to individuals and businesses				0.00	
j. Demolition and removal				0.00	
k. Construction and project improvement cost	3,733,765.17			3,733,765.17	
l. Equipment				0.00	
m. Miscellaneous cost	21,673.32			21,673.32	
n. Total cumulative to date (sum of lines a thru m)	4,148,291.71	0.00	0.00	4,148,291.71	
o. Deductions for program income	3,500.00			3,500.00	
p. Net cumulative to date (line n minus line o)	4,144,791.71	0.00	0.00	4,144,791.71	
q. Federal share to date	3,937,552.00			3,937,552.00	
r. Rehabilitation grants (100% reimbursement)				0.00	
s. Total Federal share (sum of lines q and r)	3,937,552.00	0.00	0.00	3,937,552.00	
t. Federal payments previously requested	3,720,105.00			3,720,105.00	
u. Amount requested for reimbursement	\$ 217,447.00	\$	\$	\$ 217,447.00	
v. Percentage of physical completion of project	100 %	%	%	100 %	
12. CERTIFICATION  I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.	a. RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		DATE REPORT SUBMITTED	
		TYPED OR PRINTED NAME AND TITLE Tab Townsell, Mayor		TELEPHONE (Area code, number, and extension) 501-450-6110	
	b. REPRESENTATIVE CERTIFYING TO LINE 11V	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		DATE SIGNED	
		TYPED OR PRINTED NAME AND TITLE Blake Roberson, Project Manager		TELEPHONE (Area code, number, and extension) 501-376-3633	



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Airports Division  
Southwest Region

FAA ASW-630  
2601 Meacham Blvd.  
Fort Worth, TX 76137

**APR 30 2015**

The Honorable Tab Townsell  
Mayor of Conway  
1201 Oak Street  
Conway, AR 72032

Dear Mayor Townsell:

Cantrell Field (Conway Replacement Airport)  
AIP Grant No 3-05-0089-004-2011  
DUNS No 098563026  
Letter Amendment (Amendment No. 1)

This is in response to your letter dated April 9, 2015, requesting an amendment to the Grant Agreement for the subject AIP project to: increase the maximum obligation of the United States as set forth in the Grant Agreement accepted by the Sponsor on September 6, 2011. This letter, together with your letter, effects the amendment, as requested, and commits the Federal Aviation Administration, acting for and on behalf of the United States of America, to increase the maximum obligation of the United States by \$217,447 (from \$3,720,105 to \$3,937,552) to cover the Federal share of the total actual eligible and allowable project costs. Under the terms of the Grant Agreement, this document is incorporated into and constitutes Amendment No. 1 to the above referenced Grant Agreement. All other terms and conditions of the Grant Agreement remain in full force and effect.

Sincerely,

  
Glenn A. Boles  
Manager, AR/OK ADO





# MEMO

**To:** Mayor Tab Townsell  
**From:** Finley Vinson, P.E.  
**Date:** June 3, 2015  
**Re:** 2015 Dual Steering Street Sweeper Bid Summary

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Bids were opened at 10:00am June 3, 2015 for a Street Sweeper to be utilized by the Street & Engineering Department. One bid was received, and is summarized below.

**RIVER CITY HYDRAULICS, INC.**

<u>MATERIALS OR SERVICE</u>	<u>PRICE</u>
Tymco 500X Dual Steering Street Sweeper	\$221,960.00

This price is competitive with other distributors offering similar equipment. With all bid specifications met and a 12 month warranty included, I recommend we award the bid to River City Hydraulics, Inc. with a total cost of \$221,960.00.

Thank you for your consideration.

# CITY OF CONWAY

## CITY OF CONWAY STREET DEPARTMENT

### BID INVITATION

Bid Number: 2015-24

Bid Opening Date: Wed., June 3, 2015 Time: 10:00 A.M.

**BID OPENING LOCATION:**  
City of Conway Mayor's Office  
1201 Oak Street  
Conway, AR 72032

**MAIL TO:**  
City of Conway Mayor's Office  
1201 Oak Street  
Conway, AR 72032

**DELIVER TO:**  
City of Conway Mayor's Office  
1201 Oak Street  
Conway, AR 72032

Sealed bids for furnishing the commodities and/or services described below, subject to the Conditions on the reverse hereof and as may be attached hereto will be received at the above-noted mail and delivery locations until the above-noted bid opening date and time, and then publicly opened at the above-noted bid opening location. **Bids must be submitted on this form, with attachments when appropriate, or bids will be rejected. Late bids and unsigned bids will not be considered.**

In compliance with this Bid Invitation and subject to all the Conditions thereof, the undersigned offers and agrees to furnish any and all items upon which prices are quoted, at the price set opposite each item.

Company Name: RIVER City Hydraulics, Inc. Name (Type or Print): Roger Williams

Address: P.O. Box 6033 Title: SALES MANAGER

122 Magnet Drive Phone: 835.5230 Fax: 834.1233

City: SHERWOOD State: AR Zip: 72120 E-mail Address: rchroger@sbcglobal.net

Federal Tax ID or Social Security No.: 71-0634564

Signature: Roger Williams  
Signature must be original (not photocopied) and in ink. Unsigned bids will be rejected.

Item No.	Description	Quantity	Unit	Unit Price	Total
1.	Dual Steering High Dump Regenerative Air Sweeper	1	Ea.	214,212.50	214,212.50
2.	Training	3	Ea.	N/C	N/C N/C
3.	Air Purge System	1	Ea.	150.00	150.00
4.	Arrow Stick	1	Ea.	800.00	800.00
5.	Auto Sweep Interrupt	1	Ea.	1,125.00	1,125.00
6.	Auxiliary Hand Hose	1	Ea.	1,500.00	1,500.00
7.	DCVA Back Flow Protection	1	Ea.	225.00	225.00
8.	Engine Block Heater	1	Ea.	350.00	350.00
9.	Fire Extinguisher	1	Ea.	80.00	80.00
10.	Gutter Broom	1	Ea.	563.00	563.00
11.	Hazard Reflectors	1	Ea.	50.00	50.00
12.	Hydrant Wrench	1	Ea.	40.00	40.00
13.	Low Emission Package	1	Ea.	750.00	750.00

14.	Removable Pick-up Head Front Curtain	1	Ea.	19000	190 00
15.	Pick-up Head Curtain Front Lifter	1	Ea.	1,12500	1,125 00
16.	Slow Moving Vehicle Emblem	1	Ea.	5000	50 00
17.	Sweeper Deluge System	1	Ea.	750 00	750 00

FOB:

1 ea. – City of Conway Street Department

# 221,960.<sup>00</sup>

Sweeper proposed to furnish:

Make Tymco Model 500X Warranty 12 months

If any literature and/or specifications of items conflict with City of Conway specifications,

The conflict(s) shall be specifically noted, corrected and submitted with the bid on a separate Letterhead.

WE MEET ALL SPECIFICATIONS ON BID

**Note: Bid amount shall include all applicable taxes, fees, freight and delivery cost.**

The successful bidder will be required to complete delivery within 45 days after award.

Delivery - 180 to 200 Days

TOTAL BID ~~#~~ 221,960.<sup>00</sup>

June 3, 2015

Mayor Tab Townsell  
1201 Oak Street  
Conway, AR 72032

Dear Mayor Townsell,

I am writing to inform you and the City of my situation with the Arkansas State Highway and Transportation Department ("AHTD"), and to propose a solution I feel will allow the Dave Ward Drive Project to move forward immediately and benefit the City of Conway, and the future development of my land.

As I'm sure you are aware, AHTD has been attempting to obtain the southern portion of my land on Dave Ward Drive for their right-of-way needs for the improvement of Dave Ward Drive from I-40 thru Thomas G. Wilson Drive. Negotiations with the AHTD seems to have broken down. I propose that I donate the needed right-of-way land to the City of Conway in exchange for City participation in a street project across our site. It would then be the City's to do with as it wishes.

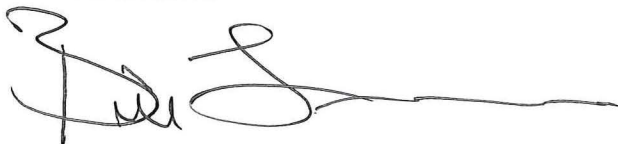
What I ask, is that there is an equitable in-kind contribution made by the City towards the construction of the road shown on the attached plan. If the City will engineer the street and put the benefit it receives from its contribution to AHTD into the construction of the road, I will not only donate the necessary remaining right-of-way to the City for the internal road, but I will also make up any cost shortfall to complete the new road.

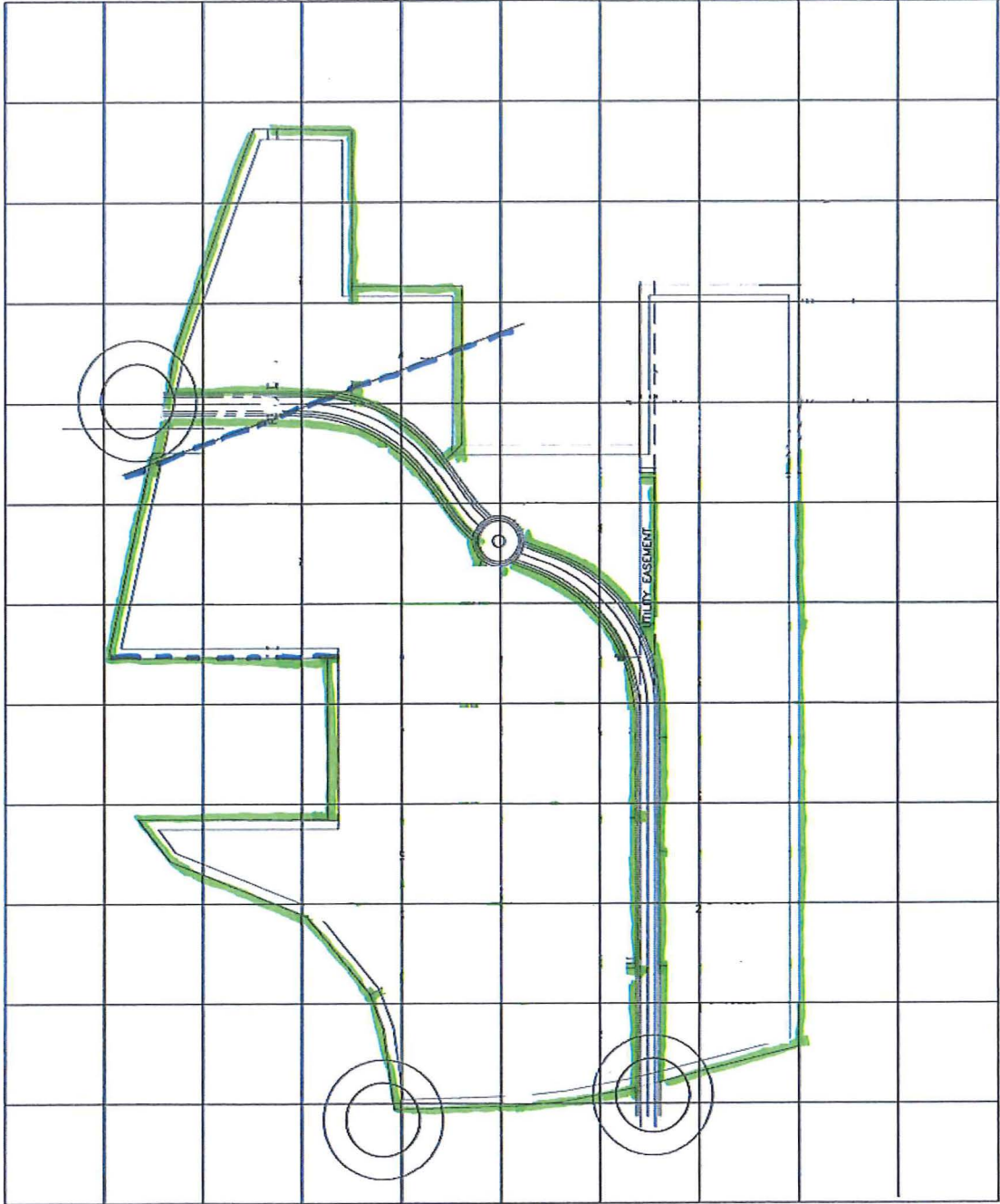
Obviously this proposal is contingent upon AHTD, the City, and myself all being in agreement that the arrangement is equitable. But, I believe that by addressing the issue in this manner AHTD gets the right-of-way easement it needs in a timely manner and can proceed with construction of the Dave Ward Drive improvements. The City gets the benefit of the land contribution to AHTD, the Lewis Crossing development opening for customers as soon as possible, and another route to ease traffic congestion from the new development. In return, whenever my land develops, I get some assistance towards the construction of a road.

If this approach is amenable to the City, I would be happy to put a formal agreement in place.

Sincerely,

Bill M. Lewis

A handwritten signature in black ink, appearing to read "Bill M. Lewis", with a long horizontal flourish extending to the right.



05/07/15



# MEMO

To: Mayor Tab Townsell

From: Finley Vinson

cc: Lisa Mabry-Williams

Date: May 6, 2015

Re: Johanson Group Engineering Market Study

As you know, there are three Engineering positions that have remained vacant for nearly a year now due to uncompetitive compensation. In discussion with the Human Resources department, it was suggested that The Johanson Group be secured to perform a more detailed salary study in order to determine current market rates for the Engineering field.

Below are the results of the study. It is our belief that Johanson Group's recommendations for compensation are competitive. Existing vacancies will be filled with the job titles that reflect the needs of the department at that time.

Job Title	Requirement	Minimum	Midpoint	Maximum	Proposed
Engineer Intern	ABET Eng. Degree	\$41,786	\$54,282	\$66,773	\$54,282
Advanced Engineer Intern	EI Certification	\$46,881	\$59,584	\$72,289	\$59,582
Civil Engineer	PE License	\$55,635	\$69,559	\$83,401	\$69,559
Senior Civil Engineer	PE License	\$64,681	\$80,852	\$98,337	\$80,852
Staff Engineer	PE License	\$71,283	\$87,265	\$103,246	\$87,265
Senior Staff Engineer	PE License	\$72,420	\$88,890	\$107,953	\$91,625
Traffic Engineer	PE License	\$74,008	\$90,715	\$109,496	\$95,251
City Engineer	PE License	\$83,242	\$101,809	\$120,369	\$95,251
Director of Street & Eng. Dep.	PE License	\$86,383	\$106,060	\$125,730	\$99,999

**City of Conway**  
**Engineering Positions**  
**Market Pay Study Matrix**  
 April, 2015

							Market Avg.	Market Avg.	Market Avg.	Market Avg.	
Job Title	Primary Duties	Education	General Experience	Management Experience	Necessary Supervision	Requirements	Actual Average	Range Minimum	Range Midpoint	Range Maximum	Proposed
<b>Engineer Intern</b>	Assist in various engineering related tasks; compute project quantities; perform preliminary engineering calculations; research product specifications; prepare preliminary cost estimates for construction projects; review project field conditions and compute preliminary drainage and hydraulic modeling; prepare preliminary storm water pollution prevention plans; perform CAD drafting for preliminary design.	Civil Engineering Degree	12-18 months of related experience and/or training	No management experience required	Under Immediate Supervision	ABET Accredited Engineering Degree Required	\$54,315	\$41,786	\$54,282	\$66,773	\$54,282
<b>Advanced Engineer Intern</b>	Perform engineering related work; compute project quantities; perform engineering calculations; research product specifications; prepare preliminary cost estimates for construction projects; review project field conditions and compute preliminary drainage and hydraulic modeling; prepare preliminary storm water pollution prevention plans; perform CAD drafting for preliminary design.	Civil Engineering Degree	3 Years of related experience and/or training	12-18 months of related management experience and/or training	Under Immediate Supervision	Engineer Intern Certification Required, Flood Plain Administrator Accreditation Preferred	\$59,889	\$46,881	\$59,584	\$72,289	\$59,582
<b>Civil Engineer</b>	Perform moderately complex professional engineering work; prepare plans, specifications and contract documents for small scale street and drainage improvement projects; compute project quantities; perform engineering calculations; research product specifications; prepare cost estimates for construction projects; review project field conditions and complete drainage and hydrological modeling; project management, contract administration, and coordination with consultants on small scale projects.	Civil Engineering Degree	4 Years of related experience and/or training	2 Years of related management experience and/or training	Under Close Supervision	Professional Engineering License	\$68,972	\$55,635	\$69,559	\$83,401	\$69,559
<b>Senior Civil Engineer</b>	Perform moderately complex professional engineering work in specialized fields; prepare plans, specifications and contract documents for small to medium scale street and drainage improvement projects; compute project quantities; perform engineering calculations; research product specifications; prepare cost estimates for construction projects; review project field conditions and complete drainage and hydrological modeling; project management, contract administration, and coordination with consultants on small to medium scale projects.	Civil Engineering Degree	5 Years of related experience and/or training	3 Years of related management experience and/or training	Under Technical Supervision	Professional Engineering License	\$81,410	\$64,681	\$80,852	\$98,337	\$80,852
<b>Staff Engineer</b>	Perform complex professional engineering work in specialized fields; prepare plans, specifications and contract documents for medium scale street and drainage improvement projects; providing engineering expertise in areas of storm water management, flood plain management, prepare and review storm water pollution prevention plans, prepare and review street and drainage plans, and review construction activities for compliance with plans; project management, contract administration, and coordination with consultants on medium scale projects.	Civil Engineering Degree	7 Years of related experience and/or training	4 Years of related management experience and/or training	Under Technical Supervision	Professional Engineering License Required, Certified Flood Plain Manager Certification Preferred	\$87,207	\$71,283	\$87,265	\$103,246	\$87,265
<b>Senior Staff Engineer</b>	Perform highly complex professional engineering work in specialized fields; prepare plans, specifications and contract documents for medium to large scale street and drainage improvement projects; providing engineering expertise in areas of storm water management, flood plain management, prepare and review storm water pollution prevention plans, prepare and review street and drainage plans, and review construction activities for compliance with plans; project management, contract administration, and coordination with consultants on medium to large scale projects.	Civil Engineering Degree	8 Years of related experience and/or training	5 Years of related management experience and/or training	Under Technical Supervision	Professional Engineering License Required, Certified Flood Plain Manager Certification Preferred	\$90,837	\$72,420	\$88,890	\$107,953	\$91,625
<b>Traffic Engineer</b>	Perform highly complex professional engineering work in a specialized area; manage, modify and update the City's Traffic Signal System; prepare plans, specification and contract documents for traffic signal installations; design and implement traffic signal optimization programs; manage other engineers and traffic technicians; review development plans in regard to traffic impact and interact with the public to address complaints, questions and concerns; represent the department on the Bicycle and Pedestrian Advisory Board.	Civil Engineering Degree	9-10 Years of related experience and/or training	6 Years of related management experience and/or training	Under the Direction of the Department Director	Professional Engineering License Required, Professional Traffic Operations Engineer Certification Preferred	\$92,950	\$74,008	\$90,715	\$109,496	\$95,251

**City of Conway**  
**Engineering Positions**  
**Market Pay Study Matrix**  
 April, 2015

							Market Avg.	Market Avg.	Market Avg.	Market Avg.	
Job Title	Primary Duties	Education	General Experience	Management Experience	Necessary Supervision	Requirements	Actual Average	Range Minimum	Range Midpoint	Range Maximum	Proposed
<b>City Engineer</b>	Perform highly complex professional engineering work in a specialized area; prepare plans, specifications and contract documents for large scale street and drainage improvement projects; manage other design engineers and technicians; designated Floodplain Manager for FEMA Floodplain issues; review development plans and interact with public to address complaints, questions and concerns; project management, contract administration, and coordination with consultants on large scale projects.	Civil Engineering Degree	9-10 Years of related experience and/or training	6 Years of related management experience and/or training	Under the Direction of the Department Director	Professional Engineering License	\$101,241	\$83,242	\$101,809	\$120,369	\$95,251
<b>Director of the Street and Engineering Department</b>	Perform highly complex supervisory work of a professional engineering nature in a specialized area; direct the activities of the department; manage Civil Engineering staff and efforts; scheduling of construction projects; manage street department's maintenance and repair employees; provide engineering expertise to the Mayor's Office and City Council on City Planning issues; represent City in joint and related public works projects with AHTD and other State and Federal agencies; represent City on the Metroplan Technical Coordinating Committee; represent the department at City Council; manage departmental budget including budgeting for public works projects; prepare plans and construction specifications for street and drainage projects and review and comment on street and drainage construction plans submitted to the City for private developments; project management, contract administration, and coordination with consultants on large scale projects.	Civil Engineering Degree	10-12 Years of related experience and/or training	7 Years of related management experience and/or training	Reports Directly to the Mayor	Professional Engineering License	\$105,399	\$86,383	\$106,060	\$125,730	\$99,999

**Market Pay Study Data Sources**

- AHTD
- AR DOL Pay Study
- CEI
- Crafton Tull
- Fayetteville
- Fort Smith
- Jonesboro
- Kenexa IBM - Cost indexed to Conway
- Little Rock





**Parks and Recreation**

10 Lower Ridge Road • Conway AR 72032  
www.conwayparks.com

Steve Ibbotson  
Director

May 19, 2015

Mayor Tab Townsell and City Council  
1201 Oak Street  
Conway AR 72032

Re: Disposal / Removal from Inventory

Mayor:

The Conway Parks and Recreation Department would like to request to remove the following items from the inventory listing and dispose of them as listed:

Inventory Item	Asset #	Purchase Price	Disposal
1995 GMC Pickup Sierra	2084	\$ 13,221.15	auction online
1995 Dodge Ram Wagon	2115	\$ 13,909.00	auction online
1999 Dodge 150 Pickup	2085	\$ 13,356.00	auction online
2008 Ford F-250 4-Door Pickup	2119	\$ 21,815.00	auction online

Sincerely,

Steve Ibbotson  
Parks Director

SDI: rfs



**City of Conway, Arkansas  
Ordinance No. O-15-\_\_**

**AN ORDINANCE AMENDING TITLE 12 (PARKS AND RECREATION) OF THE CONWAY MUNICIPAL CODE; REPEALING ANY ORDINANCES IN CONFLICT; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

**Whereas**, the Mayor and City Council desire to amend Title 12 of the Conway Municipal Code;

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

**Section 1.** Title 12 (Parks and Recreation) Chapter 12.12 (Activity On And Around Beaverfork Lake) Section 22 (Structures) shall be amended to read as follows:

12.12.22.A.2 Rules governing boat docks, boat houses, and piers generally:

a) Landowners wishing to construct a new structure into the lake must complete an application to apply for approval to build a structure into the lake. The applicant must submit documentation showing the location of the property for which a permit is requested, the existing lot lines and the extrapolation of these lines into the lake, the design and dimensions of the structure, the materials to be used in construction and a written agreement signed by all owners of record of the adjacent property for which the permit is requested, providing that if the structure is removed or demolished by the City pursuant to the procedures of Chapter 12.12 of the Conway Municipal Code, the permittee, applicant and property owner agrees to pay to the City the costs of such removal or demolition. Additional documentation may be required if the submitted documents do not clearly show the application meets the requirements of this code. The Lake Supervisor as well as the City Building Inspector, and a registered professional engineer must certify the application and they must conform to Beaverfork ordinance and design guidelines. New structures permitted for construction only are subject to periodic review of city building inspectors. Final approval must be granted by the City Building Inspector in writing and the written agreement governing removal or demolition costs must be executed prior to the issuance of the annual permit and occupancy and use of the structure by the applicant.

b) No structure may encroach on an imaginary line drawn from perpendicular to the property line into the lake from the existing lot corners. Structure into the lake shall be limited to one (1) per lakefront property owner and one per easement.

Two (2) adjacent landowners may construct a structure on the lot line of the properties for their joint use. The dimensions for such a structure shall be the same as a single owner structure.

All structures into the lake are for the private use of the owner except as reasonable in cases of emergency. The City reserves the right to periodically enter upon the structure for purposes of inspection and enforcement of lake regulations.

All structures into the lake must have appropriate reflective materials on the sides and ends of the structures for the safety of boaters.

All structures into the lake shall meet the minimum construction and maintenance requirements provided by the Lake Supervisor.

All remodeling, alterations, or additions to any structure must receive the written permission of the Lake Supervisor prior to work being done. Requests to alter or remodel any structure should include a description of the work to be done; detailing any dimensions changes and plans listing the location of any and all changes. The Lake Supervisor's approval will be determined by the conformance of the plans to lake regulations.

All structures into the lake must be permitted annually. Permits must be displayed on the lakeside of the structure in clear view of the lake. Permits will be good from April 1<sup>st</sup> of each year until March 31<sup>st</sup> of the following year.

c) Structures in the lake must remain in good repair, pass the annual inspection, have on file with the City the written agreement governing removal or demolition costs set out above and pay the required annual fee. Failure to maintain those fees and standards or execute the written agreement shall be grounds for revoking or non-renewal of the permit, demolition of the structure, and denial of lake access.

**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 9<sup>th</sup> day of June, 2015.

**Approved:**

\_\_\_\_\_  
**Mayor Tab Townsell**

**Attest:**

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

**GEORG ANDERSEN**

CONWAY, AR

NEW YORK, NEW YORK

May 19, 2015

Mayor Tab Townsell  
Mr. Jack Bell  
City of Conway  
Conway, AR 72032

RE: Conway Expo/Conference Center  
Conway, AR 72034

**CONSULTATION**

Consultation fee by Georg Andersen for design of:

Conference Center Interior  
Conference Center Façade North and Southwest Entrance  
Coordination of landscaping and driveways

Payable in full at onset of project

\$ 45,000.00

Please make check payable to: Georg Andersen

NOTE: Additional expenses incurred - i.e. plans, copies, samples, shipping  
to be billed separately.

## Mayor

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**From:** Rik Sowell <rik@sowellarchitects.com>  
**Sent:** Friday, May 22, 2015 11:05 AM  
**To:** Mayor  
**Cc:** Joanna Nabholz  
**Subject:** Expo Center Finish-Out

Mr. Mayor,

Thank you for the opportunity to work with you on the finish-out of the Expo Center. I think Conway needs a facility like this and we look forward to completing the work. Mr. Andersen will certainly make it a distinctive and exciting place. Once again, Conway will shine.

It is very difficult to quote a fee since I don't know the scope of changes that are coming. It could simply be a few hours of our time or it could be many. Please permit me to give you a fixed fee with the flexibility to change it once the scope is understood. I will be very fair with you. We appreciate and enjoy working with the City of Conway. Mr. Andersen mentioned some significant exterior changes such as a large covered drop-off area, driveway and parking revisions and new entrance structures on the west side of the exhibit building. The interior layout may also change based on his comments. At this time, it is very difficult to grasp the scope of our work. There is also a possibility that HVAC, structural, electrical and plumbing engineers may be needed. I'm sure that some 3D computer renderings will also be included.

I propose a fee of \$10,000 to get the ball rolling. Let me know what you think.

BTW – I will be in Belize next week on a mission trip. Back in the office on June 1<sup>st</sup>.

**Rik Sowell AIA**



**Sowell Architects, Inc.**  
1315 North Street, Suite 100  
Conway, AR 72034

501.450.9633 phone  
501.450.7228 fax  
[www.sowellarchitects.com](http://www.sowellarchitects.com)

**AGREEMENT**

This agreement is entered this 20<sup>th</sup> day of May 2015, between the City of Conway, Arkansas, and the Conway Housing Authority.

**WITNESSETH:**

**WHEREAS**, the Conway Housing Authority (hereafter, "CHA") desires to maintain and improve the security of its premises and to serve the respective needs and to provide for the maximum mutual benefit of the parties hereto; and

**WHEREAS**, this objective is to be accomplished by the controlled interaction of the City's police officers with tenants and guests of CHA; and

**WHEREAS**, the Conway Housing Authority desires to prevent and control crime, restore and/or maintain order, and reduce citizens' fear of crime within the CHA.

**NOW, THEREFORE, IN CONSIDERATION OF THE COVENANTS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:**

**1. SERVICES**

The City shall provide one fully equipped community policing officer, with police vehicle, on a full-time basis to for the Conway Housing Authority. The Chief will select a qualified candidate. The officer will be selected based upon their qualifications to perform assigned duties. Should said community policing officer be requested by CHA to work any hours beyond the normal complement of the officer's pay period, said overtime hours will be subject to reimbursement by CHA to the City of Conway.

**2. CONSIDERATION**

In consideration for providing the above-described services, the Conway Housing Authority shall pay to the City the sum of \$37,000, which represents an amount that will offset the costs associated with the City providing one officer. The compensation shall be paid by the Conway Housing Authority to the City of Conway monthly, starting July 1, 2015 and ending June 1, 2016.

**3. TERMS**

The initial term of this Agreement shall be for a period commencing July 1, 2015 to and including, June 30, 2016. Absent termination by one of the parties hereto, or amendments mutually agreed upon by the parties, this Agreement shall automatically be renewed for additional terms of one year. This Agreement and all performances and obligations required hereunder may be terminated by the Mayor of the City of Conway or the Executive Director of the Conway Housing Authority at any time and for any cause provided that the terminating party provides the other party with written notice of termination immediately upon the date of termination.

**4. PERSONNEL**

The officer provided by the City shall be considered an employee of the City. Notwithstanding anything contained in the Agreement the Officer shall at all times be subject to the policies and procedures of the Conway Police Department. The City shall be responsible for the selection of an officer. The City shall be responsible for the special training of the officer as required for participation in this program, and the scheduling of such officer. As required for the police department’s performance evaluation system, CHA’s Executive Director will provide letter input relating to the assigned officer’s performance.

**5. INSURANCE**

City and Conway Housing Authority acknowledges that the City of Conway, as a requirement of this Agreement, shall not be required to have additional insurance.

**6. ASSIGNMENT AND SUBCONTRACTING**

This Agreement and the performance of services required hereunder shall not be assigned or subcontracted by either party without the written consent of the other party.

**7. NOTICES**

Notices hereunder shall be given by first-class mail or personal service. Notice to the City shall be delivered or addressed to the Mayor, City of Conway, 1201 Oak Street, Conway, AR 72032. Notice to the Conway Housing Authority shall be delivered or addressed to the Executive Director, Mary Boyd, 335 S. Mitchell, Conway, Arkansas, 72034.

Conway Housing Authority

City of Conway

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Mayor Tab Townsell

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

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

**MEMORANDUM**

**TO:** City Council Members/Mayor Tab Townsell  
**FROM:** Chief A.J. Gary  
**DATE:** May 28, 2015  
**SUBJECT:** Acceptance of Bids

Bids were opened May 27, 2015 for Night Vision Sighting and Aiming System for the CPD SWAT team. The following bid was received:

- ANVS, Inc.: \$ 34,193

I respectfully request that the City of Conway accept this bid from ANVS, Inc. Thank you for your consideration.



# MEMORANDUM

**TO:** City Council Members/Mayor Tab Townsell

**FROM:** Chief Gary

**DATE:** May 27, 2015

**SUBJECT:** 2015 Justice Assistance Grant

Please accept this as official notification that the Conway Police Department and Faulkner County Sheriff's department will be jointly applying for the 2015 Justice Assistance Grant (JAG grant). The total amount of this award, if granted, is \$21,484 which would be split equally between both agencies. There is no requirement for matching funds.

The Conway Police Department plans to use their portion of the grant proceeds, \$10,742, for the purchase of patrol rifles in efforts to enhance the safety of officers and citizens.