



City of Conway Council Agenda

<u>Council Meeting Date:</u>	May 22nd, 2018
<u>5:30pm - Committee Meeting:</u>	No committee meeting
<u>6:30pm:</u>	Council Meeting
<u>Call to Order:</u>	Mayor Bart Castleberry
<u>Roll Call:</u>	Michael O. Garrett, City Clerk/Treasurer
<u>Minutes Approval:</u>	May 8 th , 2018
<i>Approval of the monthly financial report ending April 30th, 2018</i>	

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, Airport, & Conway Housing Authority)

1. Resolution setting a public hearing to discuss the closing of a portion of the utility easement of Lot 95RR, in the Village at Hendrix.
2. Resolution requesting the Faulkner County Tax Collector to place certified lien on property located at 1110 Neal Street as a result of incurred expenses by the City.
3. Ordinance to approve the private club permit for Aramark – Conway Club Inc. DBA as Twisted Taco.
4. Ordinance approving support staff for the Community Development Block grant program.
5. Resolution to approve the policies & procedures manual for the Community Development Block grant program.
6. Resolution to approve the action plan and budget of CDBG Program Year 2018.
7. Ordinance amending the Conway subdivision ordinance to comply with the Master Street Plan.

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

1. Consideration to approve the bid for a electrical switchgear for the Sanitation Recycling Center.
2. Consideration to remove and dispose of inventory for the Department of Sanitation.
3. Ordinance to approve a reclassification within the Sanitation Department.

Adjournment



City of Conway, Arkansas
Monthly Financial Reports
April 30, 2018

City of Conway
 Monthly Financial Report - General Fund
 For the month ended April 30, 2018



Revenues	Budget	Month Activity	Year to Date	Encumbered	(Over)/Under Budget	% Expend/Collect
Ad Valorem Tax	3,900,000	116,884	746,301		3,153,699	19%
Payments in Lieu of Tax	20,000	-	-		20,000	0%
State Tax Turnback	930,000	64,182	192,421		737,579	21%
Insurance Tax Turnback - LOPFI	1,300,000	-	-		1,300,000	0%
Sales Tax	19,000,000	1,368,943	6,664,018		12,335,982	35%
Beverage Tax	400,000	47,319	201,497		198,503	50%
Franchise Fees	3,279,000	290,124	1,246,228		2,032,772	38%
Permits	400,500	52,616	153,504		246,996	38%
ACIEA Revenues	2,500	3,781	11,401		(8,901)	456%
Dog Tags & Fees	30,000	1,795	8,942		21,058	30%
Municipal Court Fines and Fees	1,059,000	92,554	344,064		714,936	32%
Law Enforcement	682,050	17,767	331,616		350,434	49%
Parks	595,467	48,756	284,542		310,925	48%
Interest Income	52,500	11,486	45,220		7,280	86%
Proceeds from Sale of Assets	-	9,500	44,637		(44,637)	-
Insurance Proceeds	-	485	12,264		(12,264)	-
Donations	-	3,450	5,690		(5,690)	-
Act 833 Revenue	90,000	-	18,825		71,175	21%
Miscellaneous Revenues	145,000	7,818	35,793		109,207	25%
Transfers from Other Funds	723,000	-	70,500		652,500	10%
Total Revenues	32,609,017	2,137,457	10,417,463	-	22,191,554	32%
Expenditures						
Admin (Mayor, HR)	783,285	49,530	199,039	10,178	574,068	25%
Finance	415,994	23,863	99,822	27,000	289,172	24%
City Clerk/Treasurer	139,910	11,625	44,046	-	95,864	31%
City Council	104,881	6,227	27,788	-	77,093	26%
Planning	431,401	28,046	120,279	943	310,180	28%
Physical Plant	540,925	36,367	136,706	2,514	401,705	25%
Information Technology	1,028,583	53,796	231,572	8,340	788,671	23%
Permits and Inspections	692,475	56,690	175,392	4,000	513,083	25%
Nondepartmental	626,871	18,031	352,501	1,754	272,616	56%
Police	11,612,040	982,970	3,632,253	44,590	7,935,197	31%
CEOC	1,455,983	83,055	484,189	36,792	935,002	33%
Animal Welfare	481,390	36,836	132,621	2,024	346,745	28%
Municipal District Court	888,805	65,445	301,117	280	587,408	34%
City Attorney	507,288	35,365	145,463	182	361,643	29%
Fire	10,176,237	1,015,937	3,131,863	38,687	7,005,688	31%
Parks	2,998,857	253,362	802,008	16,260	2,180,589	27%
Total Expenditures	32,884,925	2,757,143	10,016,658	193,544	22,674,723	30%
Net Revenue/(Expense)	(275,908)		400,805			

*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
2018



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-18-21	2/13/18	Add a Tennis Manager position to Parks and Rec personnel	25,000
O-18-23	2/13/18	Upgrade to the 911 system	247,913
O-18-38	3/13/18	Renovation at the Emergency Operations Center	58,816
O-18-43	3/27/18	Down payment on a new Fire Dept pumper/rescue unit	260,000
			<u>\$ 591,729</u>

City of Conway
 Balance Sheet - General Fund
 For the month ended April 30, 2018



Cash - Operating	4,380,394
Cash - Reserve	2,011,965
Petty Cash	715
Taxes Receivable	3,763,425
Accounts Receivable	4,828,479
Due from Other Funds	33,650
Due from Street	41,006
Due from Component Unit	208,892
Fleet Inventory	15,539
Fuel Inventory	20,304
General Inventory	585
<i>Assets</i>	<u>15,304,956</u>
Accounts Payable	(218,544)
Salaries Payable	238,593
Insurance and Benefits Payable	40,476
Held for Others - Performance Bonds	12,700
Held for Others - Crimestopper Reward	5,000
Event Deposits	1,450
Due to Other Funds	99,992
Deferred Revenue	4,045,383
<i>Liabilities</i>	<u>4,225,050</u>
Fund Balance - Committed to cash flow	2,000,000
Fund Balance - Committed to reserve	2,000,000
Fund Balance - Unassigned	7,079,906
<i>Fund Balance</i>	<u>11,079,906</u>
<i>Total Liabilities & Fund Balance</i>	<u>15,304,956</u>

*All figures are unaudited

City of Conway
 Monthly Financial Report - Street Fund
 For the month ended April 30, 2018



Revenues	Budget	Month	Year to	Encumbered	(Over)/Under	%
		Activity	Date		Budget	Expend/Collect
Ad Valorem Tax	1,500,000	15,573	241,544		1,258,456	16%
Payments in Lieu of Tax	8,000	-	-		8,000	0%
State Tax Turnback	2,683,474	211,238	635,300		2,048,174	24%
AHTD 1/2 Cent Sales Tax Turnback	1,100,000	109,812	324,358		775,642	29%
Severance Tax	75,000	13,798	41,090		33,910	55%
Sales Tax	270,000	19,181	93,376		176,624	35%
Federal Grant Revenues	-	-	47,369		(47,369)	-
Sign Permits	-	-	480		(480)	-
Engineering Fees	5,000	1,250	10,050		(5,050)	201%
Interest Income	40,000	8,854	31,672		8,328	79%
Miscellaneous Revenues	10,000	707	707		9,293	7%
Total Revenues	5,691,474	380,411	1,425,947	-	4,265,527	25%
Expenditures						
Personnel Costs	2,829,724	171,059	625,029	-	2,204,695	22%
Other Operating Costs	3,651,108	153,146	560,959	104,326	2,985,823	15%
Total Operating Costs	6,480,832	324,205	1,185,988	104,326	5,190,518	18%
Capital Outlay	480,915	39,405	104,450	104,764	271,701	22%
Total Expenditures	6,961,747	363,609	1,290,438	209,090	5,462,220	19%
Net Revenue/(Expense)	(1,270,273)		135,510			

*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
2018

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-18-02	1/9/18	Parkway St. parking lot improvements	169,945

City of Conway
Balance Sheet - Street Fund
For the month ended April 30, 2018



Cash - Operating	4,591,662
Taxes Receivable	52,733
Accounts Receivable	1,521,063
Due from Other Funds	83,056
<i>Assets</i>	<u>6,248,514</u>
Accounts Payable	(3,472)
Salaries Payable	17,412
Insurance and Benefits Payable	10,796
Due to Other Funds	10,841
Due to General	33,874
Deferred Revenue	1,375,073
<i>Liabilities</i>	<u>1,444,522</u>
<i>Fund Balance</i>	<u>4,803,991</u>
<i>Total Liabilities & Fund Balance</i>	<u>6,248,514</u>

*All figures are unaudited

City of Conway
 Monthly Financial Report - Sanitation
 For the month ended April 30, 2018



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	868,862	3,148,308		5,601,692		36%
Proceeds - Recycled Materials	540,000	57,032	170,833		369,167		32%
Landfill Fees - General	200,000	14,687	67,127		132,873		34%
Interest Income	70,000	30,293	107,570		(37,570)		154%
Proceeds from Sale of Assets	-	-	14,474		(14,474)		-
Miscellaneous Revenues	-	10	(204)		204		-
Total Revenues	9,560,000	970,884	3,508,107	-	6,051,893		37%
Expenditures							
Personnel Costs	4,341,737	321,108	1,257,638	-	3,084,099		29%
Other Operating Costs	<u>3,608,263</u>	<u>253,775</u>	<u>710,138</u>	<u>88,669</u>	<u>2,809,457</u>		<u>20%</u>
Total Operating Costs	7,950,000	574,883	1,967,776	88,669	5,893,556		25%
Capital Outlay	<u>3,760,905</u>	<u>-</u>	<u>14,998</u>	<u>1,992,607</u>	<u>1,753,300</u>		<u>0%</u>
Total Expenditures	11,710,905	574,883	1,982,773	2,081,275	7,646,856		17%
Net Revenue/(Expense)	(2,150,905)		<u>1,525,334</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
2018

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
			<u>\$ -</u>

City of Conway
 Balance Sheet - Sanitation
 For the month ended April 30, 2018



Cash - Operating	11,075,268
Petty Cash	200
Post Closure Cash Account	5,698,077
Accounts Receivable	(1,140)
Due from Other Funds	(537)
Due from Component Unit	789,483
General Inventory	2,122
Land & Buildings	2,377,422
Infrastructure	997,112
Machinery and Equipment	4,336,266
Vehicles	383,386
Deferred Outflows of Resources	1,454,446
<i>Assets</i>	<u>27,112,104</u>
Accounts Payable	3,150
Salaries Payable	40,356
Insurance and Benefits Payable	23,891
Compensated Absences	168,607
Net Pension Obligation	9,286,388
Deferred Inflows of Resources	637,180
Due to Other Funds	10,385
2016 Equipment Loan	1,277,830
Landfill Close/Post Close	8,524,931
<i>Liabilities</i>	<u>19,972,718</u>
<i>Net Assets</i>	<u>7,139,386</u>
<i>Total Liabilities and Net Assets</i>	<u>27,112,104</u>

*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 April 30, 2018



	<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>
Revenues						
Sales Tax	13,000	-	4,422		8,578	34%
Airport Fuel Sales	821,500	61,210	252,758		568,742	31%
T-Hangar Rent	118,000	3,795	24,967		93,033	21%
Community Hangar Rent	25,000	1,400	5,350		19,650	21%
Ground Leases	125,000	-	26,136		98,864	21%
Miscellaneous Revenues	13,000	600	1,880		11,120	14%
Total Revenues	1,115,500	67,005	315,513	-	799,987	28%
Expenditures						
Personnel Costs	270,596	20,183	80,964	-	189,632	30%
Fuel for Resale	596,500	37,491	214,639	-	381,861	36%
Other Operating Costs	163,534	13,139	45,359	5,443	112,732	28%
Total Operating Costs	1,030,630	70,813	340,961	5,443	684,226	33%
Capital Outlay	52,405	35,405	35,405	29,500	(12,500)	0%
Total Expenditures	1,083,035	106,218	376,367	34,943	671,726	35%
Net Revenue/(Expense)	32,465		(60,854)			

*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
2018



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-18-15	2/13/18	Reimburse levee district for Lollie herbicide spraying	\$ 7,000
O-18-16	2/13/18	Purchase a celiometer for the AWOS	\$ 35,405
O-18-26	2/27/18	Purchase additional radio equipment	\$ 4,100
			<u>\$ 46,505</u>

City of Conway
 Balance Sheet - Airport
 For the month ended April 30, 2018



Cash - Operating	345,223
Taxes Receivable	5,010
Accounts Receivable - Fuel Vendor	31,072
Due from Other Funds	733
Land	1,607,274
Buildings	4,461,805
Machinery & Equipment	850,107
Vehicles	12,797
Infrastructure	24,866,349
Construction in Progress	52,066
<i>Assets</i>	<u>32,232,438</u>
Accounts Payable	5,952
Salaries Payable	2,826
Insurance and Benefits Payable	2,250
Compensated Absences	5,127
Due to General	800
<i>Liabilities</i>	<u>16,956</u>
<i>Fund Balance</i>	32,215,482
<i>Total Liabilities & Fund Balance</i>	<u>32,232,438</u>

*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 April 30, 2018



Parks and Rec A&P Tax

Balance, 3/31/18	1,509,746
Receipts	270,029
Payments	(8,100)
Balance, 4/30/18	\$1,771,675

Pay as you go Sales Tax

Balance, 3/31/18	4,466,272
Receipts	8,304
Payments	(23,346)
Balance, 4/30/18	\$4,451,230

Street Impact Fees

Balance, 3/31/18	1,052,355
Receipts	32,904
Payments	-
Balance, 4/30/18	\$1,085,259

Parks Impact Fees

Balance, 3/31/18	518,670
Receipts	9,590
Payments	-
Balance, 4/30/18	\$ 528,260



**City of Conway, Arkansas
Resolution No. R-18-___**

A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF A PORTION OF THE UTILITY EASEMENT ON LOT 95RR, THE VILLAGE AT HENDRIX, IN THE CITY OF CONWAY, ARKANSAS:

Whereas, a petition has been filed with the City Council of the City of Conway, Arkansas by Chris Thornton, to abandon a portion of the utility easement on *Lot 95RR, The Village at Hendrix, Phase 1 Replat of lots 95-R thru 103-R, 104-R-A, 104-R-B*, within the corporate limits of the City of Conway, Arkansas; and

Whereas, upon the filing of the petition with the City, the City shall set a date and time for a hearing before the City Council for consideration of the petition.

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

1. That the City Council shall hear said petition at its regular meeting to be held at the Russell L. "Jack" Roberts District Court Building, 810 Parkway Street, Conway, Arkansas, on the 12th day of June, 2018 at 6:30 pm.
2. That the City Clerk is hereby directed to publish notice of the filing of said petition and of said hearing for the time and in the matter prescribed by law.

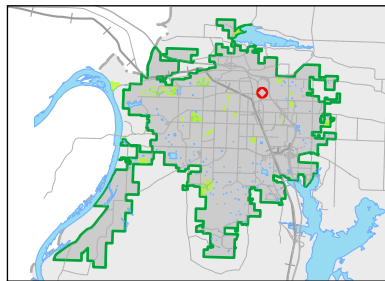
PASSED this 22nd day of May, 2018.

Approved:

Mayor Bart Castleberry

Attest:

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



DESCRIPTION
Request for Easement Closure

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		Special	
C-1	O-1	SP			
C-2	O-2	S-1			
C-3	O-3	A-1			
C-4		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/page/18

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Feet



City of Conway, Arkansas
Resolution No. R-18-_____

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 **1110 Neal Street** 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 **\$4222.34** (\$3811.22 + Penalty \$381.12 + 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 **May 22nd, 2018** 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 22nd day of May, 2018.

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: May 14, 2018

Re: 1110 Neal St. CE18-9857

- April 5, 2018– Warning Violation was written regarding dilapidated structure by Kim Beard.
- Property Owner is listed as Cindy Marshall.
- Property was rechecked on 4/11/18 with no progress made.
- Certified and regular letters were mailed 4/12/19 to address on file and a notice was left by post office.
- Property was rechecked on 4/19/18 with no action taken.
- Final Cleanup completed on 4/24/18.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

If you have any concerns or questions please advise.

City of Conway
Code Enforcement

1201 Oak Street
Conway, Arkansas 72032
www.cityofconway.org



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

April 30, 2018

Parcel # 710-02797-000

MARSHALL CINDY
1701 DAVE WARD DR LOT 58
CONWAY, AR 72032

RE: Nuisance Abatement at 1110 Neal St., Conway AR
Cost of Clean-Up, Amount Due: \$3811.22

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 **May 22, 2018 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: MAY 17, 2018

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

TO MARSHALL CINDY
1701 DAVE WARD DR LOT 58
CONWAY, AR 72032

Description: Mowing/Clean-up/Admin Fees
associated with the nuisance abatement at
1110 Neal St., Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Kim Beard	710-02797-000		May 22, 2018

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Demolition Performed by Paladino Construction	\$3,800.00	\$3,800.00
2	Certified Letter	5.13	10.26
2	Regular letter	.48	.96
TOTAL			\$3811.22
TOTAL WITH PENALTY & FILING FEES			\$4222.34

- Total amount due after May 22, 2018 includes collection penalty & filing fees

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

**Conway Code Enforcement
Incident Report**

Date of Violation: 04/05/18

Violator Name: Cindy Marshall

Address of Violation: 1110 Neal St

Violation Type: Dilapidated Structure

Warning #: CE9857

Description of Violation and Actions Taken: On 04/05/18 Code Enforcement Officer Kim Beard wrote a warning violation for dilapidated structure. Property was rechecked on 04/11/18 with no progress made. Certified & regular letters were mailed 04/12/18. Property was rechecked on 04/19/18 with no action taken. Final cleanup/demo was completed on 04/24/18.

Code Enforcement Officer: Kim Beard

Officer Signature: _____

Date:

Time:



**City of Conway, Arkansas
Ordinance No. O-18-___**

AN ORDINANCE APPROVING THE PRIVATE CLUB PERMIT FOR ARAMARK – CONWAY CLUB, INC DBA “TWISTED TACO” AND ALLOWING FOR THE APPLICATION OF THE REQUIRED PERMITS FROM THE ARKANSAS ALCOHOLIC BEVERAGE CONTROL DIVISION PER ARKANSAS CODE ANNOTATED §3-9-222 AS AMENDED

Whereas, WunderHaus has applied for a private club permit as required under Chapter 4.12.04 of the Conway City Code per Ordinance No. O-17-100 and A.C.A §3-9-222, and

Whereas, the application is limited and specific to **ARAMARK – CONWAY CLUB INC DBA TWISTED TACO**, and

Whereas, Aramark – Conway Club Inc. DBA Twisted Taco has provided all the information required in permit application process and met all the standards set forth by the Conway City Council, and

Whereas, the City Council for the City of Conway hereby approves the application for permit for the proposed location to operate a private club within the City limits of Conway, and

Whereas, this approval does not authorize the operation of a private club within the City of Conway but does function as an authorization to apply for a private club permit through the Arkansas Alcoholic Beverage Control Division per A.C.A §3-9-222.

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

Section 1. That the application for private club permit is hereby approved for and specific to Aramark – Conway Club Inc DBA Twisted Taco located at 250 Donaghey Avenue, Conway, AR 72035.

Section 2. That no private club operations will begin unless and until a permit to operate a private club is issued by the Arkansas Alcoholic Beverage Division.

Section 3. That the approval and permit are subject to suspension or revocation by the City in the event Aramark – Conway Club Inc DBA Twisted Taco violates Conway City Code or State law.

Passed this 12th day of September, 2017.

Approved:

Mayor Bart Castleberry

Attest:

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



**City of Conway, Arkansas
Ordinance No. O-18-_____**

AN ORDINANCE AUTHORIZING PERSONNEL CHANGES WITHIN THE CONWAY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES

Whereas, the Conway Community Development Block Grant (“CDBG”) has determined that it can more effectively and efficiently manage its resources, provide cross training and promote community development through an increase in an additional position of a support staff personnel; and

Whereas, the Executive Assistant to the Mayor has already assumed this role since January, 2017 and will continue in this role as Support Staff for the Community Development Department; and

Whereas, with these additional duties the salary increase will be adjusted from \$44,975 to \$55,000 and the increase of \$10,025 (plus the additional benefit cost) will be solely funded through the Community Development Block Grant program, permitting funding availability; and

Whereas, no additional general funds are required for this adjustment.

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 CDBG program is increased by one support staff personnel position.
- Section 2.** No additional salary funds are required for this staffing adjustment.
- 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 22nd day of May, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



**City of Conway, Arkansas
Resolution No. R-18-_____**

A RESOLUTION ADOPTING THE CITY OF CONWAY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM POLICIES AND PROCEDURES. AND FOR OTHER PURPOSES

Whereas, The US Department of Housing and Urban Development recommends that entitlement cities have policies and procedures for the Community Development Block Grant program; and

Whereas, this CDBG policies and procedures manual is intended as a guide, not as a substitute for a thorough knowledge of state and federal laws and regulations referenced in this manual; and

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

Section 1: That the City Council of the City of Conway hereby accepts and adopts the Community Development Block grant program policies and procedures manual as a guideline for the City of Conway.

PASSED this 22nd day of May, 2018.

Approved:

Mayor Bart Castleberry

Attest:

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



CITY OF CONWAY

Community Development

To: City Council Members
Mayor Castleberry

From: Kiera Oluokun, Director

Date: May 15th, 2018

Re: Community Development Block Grant Compliance Policies

HUD recommended the Community Development Department adopted a compliance policy & procedure manual for the CDBG program.

This compliance policy is intended to be a guideline to assist the City of Conway as an entitlement city.

This document will be available on our website at:

<http://www.cityofconway.org/pages/community-development/>

If you have any questions please contact me at kiera.oluokun@cityofconway.org.



City of Conway, Arkansas
Resolution No. R-18-_____

A RESOLUTION APPROVING YEAR 2018 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET, THE AUTHORIZING THE SUBMISSION OF THE 2018 ACTION PLAN AND FOR OTHER PURPOSES

Whereas, It is the intention of the City Council of the City of Conway to allocate Community Development Block Grant (CDBG) funds in such a manner that the maximum feasible priority is given to activities which will benefit low to moderate income families and eliminate slum and blight.

Whereas, there is an approximate total of \$464,954 for Program Year 2018 (July 1, 2018 – June 30, 2019) funds allocated to the CDBG Program for budgetary purposes;

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

Section 1: The Program Year 2018 CDBG approximate budget totaling four hundred sixty four thousand nine hundred and fifty four dollars (\$464,954) for budgeting purposes is hereby adopted by reference to the attached budget sheet.

Section 2: The in-house Affirmative Action Policy which prescribes equal opportunity policies for the recruitment, hiring, training, promoting, demotions and termination of employees, with personnel goals revised annually.

Section 3: The Program Year 2018 CDBG Affirmative Action Plan is adopted to provide contractual procedures with regard to equal opportunity personnel policies on the part of CDBG project contractors.

Section 4: The Fair Housing Program/Policy of the City of Conway to affirmatively further Fair Housing practices in the sale, lease or rental of housing and to prevent discrimination on the basis of race, color, religion, national origin, sex, disability or familial status and to provide a procedure and Fair Housing Officer to assist and educate the public on their rights and procedures available to have complaints reviewed, investigated and resolved.

Section 5: The Director of Community Development is authorized to prepare and submit the 2018 Action Plan to carry out the activities/projects identified in the 5-Year Consolidated Plan to the U. S. Department of Housing and Urban Development (HUD) for review and approval. Once the approval by HUD has occurred, the City Council approval, Mayor is authorized to execute contracts, his signature being attested by the City Clerk, and City Attorney with the agencies identified in the 2018 Community Development Department Budget as application numbers to undertake the activities/projects in the Action Plan.

Section 6: All approved agencies of CDBG funds will use the city's procurement procedures for any services or contracts.

Passed this 22nd day of May, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett,
City Clerk/Treasurer



CITY OF CONWAY

Community Development

To: City Council Members
Mayor Castleberry

From: Kiera Oluokun, Director

Date: May 15th, 2018

Re: Action Plan Approval and Program Year 2018 Budget

The Program Year 2018 Annual Action Plan is underway for submittal to HUD in July 2018. The Action Plan (Draft) will be located on our website for 30 days for public comment.

In support of the above items, the CDBG office submits the following attachments in summary for your approval:

Program Year 2018 (July 1, 2018 – June 30, 2019)

- 1) Budget for the Annual Action Plan
- 2) 2016-2020 Strategies with proposed budget for 2018



CITY OF CONWAY

Community Development

Program Year 2018 Annual Action Plan Budget

(July 1, 2018 – June 30, 2019)

CDBG PY 2018 Grant		\$464,954
Administration (20%)	\$92,990	
Project (65%)	\$302,220	
Services (15%)	\$69,743	
Administration:		\$92,990
Project:	Fifth Avenue Park Improvement:	\$292,220
	City of Hope Outreach – COHO	\$10,000
Project Total:		\$302,220
Services:		
	FC Council on Aging	\$17,500
	Independent Living Services	\$15,000
	Boys and Girls Club	\$14,243
	Bethlehem House	\$7,000.00
	Milestones	\$7,000.00
	Y.E.S	\$5,000.00
	Women’s Shelter	\$4,000.00
Service Total:		\$69,743
Total Amount Allocated for Program Year 2018		\$464,953



CITY OF CONWAY

Community Development

CDBG 2016-2020

5 Year objectives:

1. Repair and maintain streets and sidewalks
2. Enhance the capacity of the City's drainage and storm water runoff systems
3. Increase the supply of affordable suitable housing
4. Provision of additional community facilities and public services

Objectives with strategies in brief:

1. Repair and maintain streets and sidewalks

Assess the city's streets and sidewalks and fund according to need.

2. Enhance the capacity of the City's drainage and storm water runoff systems

Assess drainage, storm, water and sewer systems and allow funding for public improvements and a combination of loans and grants for private improvements.

3. Increase the supply of affordable suitable housing

- a. Work with area non-profit partners to create, rehab and replace affordable housing
- b. Create housing strategy that focuses on homeless and leaving public housing
- c. Create incentives for infill housing
- d. Create program for clearing vacant and boarded housing

4. Provision of additional community facilities and public services

- a. Emphasis on transportation for public services
- b. Focus on fair housing activities such as credit counseling when transportation allows extra funds
- c. Emphasis on homeless facilities for community facilities
- d. Allow for neighborhood community facilities



City of Conway, Arkansas

Ordinance No. O-17-__

AN ORDINANCE AMENDING THE CONWAY SUBDIVISION ORDINANCE NO. O-00-03 TO COMPLY WITH THE MASTER STREET PLAN; AND FOR OTHER PURPOSES

Whereas: The City of Conway Standard Details for Roadway & Drainage Construction have been updated with new street cross sections, and;

Whereas: It is desirable to update the subdivision ordinance to reflect these new street cross sections;

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

Section 1. That ARTICLE I. GENERAL PROVISIONS. SECTION 4. DEFINITIONS, include the following definition in alphabetical sequence:

Urban Core Area: Dense urban area typified by, mixed land uses, traditional storefronts, and gridded street network. Zoning may include; C-1 (Central Business District), T-5 (Urban), T-4 (Transitional), C-MU (Commercial Mixed Use), and R-MU (Residential Mixed Use), and CC-MU (College Campus Mixed Use).

Section 2. That ARTICLE IV. GENERAL DESIGN PRINCIPLES, SECTION 5. SUBDIVISION DESIGN STANDARDS, A. Streets, (10) Intersections and Alignment, paragraph a. of the Subdivision Regulations, City of Conway, Arkansas as adopted by Ordinance O-00-03 on January 25, 2000 is hereby amended by adding the following language with subsequent paragraph numbering in sequence:

“f. Roundabouts of appropriate size are recommended at all proposed four-way intersections, which may require larger curb radii. All intersection designs must be approved by the City Engineer.”

Section 3. That ARTICLE IV. GENERAL DESIGN PRINCIPLES, SECTION 5. SUBDIVISION DESIGN STANDARDS, A. Streets, (10) Intersections and Alignment, paragraph d. of the Subdivision Regulations, City of Conway, Arkansas as adopted by Ordinance O-00-03 on January 25, 2000 shall be deleted and replaced as follows:

“d. Property line corners at intersections that involve two collector or arterial streets shall be rounded with a radius of at least one hundred (100) feet to provide adequate right-of-way for the construction of a roundabout. Property line corners at all other street intersections shall be rounded with a radius of at least twenty-eight (28) feet.”

Section 4. That ARTICLE IV. GENERAL DESIGN PRINCIPLES, SECTION 5. SUBDIVISION DESIGN STANDARDS, A. Streets, (11), of the Subdivision Regulations, City of Conway, Arkansas as adopted by Ordinance O-00-03 on January 25, 2000, including Table 2, shall be deleted and replaced as follows:

“(11) Specific Street Design Standards

- a. ~~Central Business District Rights of Way – For existing streets in the C-1 Central Business District, no additional right of way dedication that would encompass any existing buildings is required during the replat or subdivision process.~~ Urban Core Area - For existing streets in the Urban Core Area, no additional right of way dedication that would encompass any existing buildings is required during the replat or subdivision process. No additional right of way dedication or reduced rights of way may also be applicable if warranted by the pattern of urban development.
- b. Major and Minor Arterial Paving Width - Developers are responsible for the cost of the first 36 feet of paving width of major and minor arterial streets. The City of Conway will be responsible for the cost of any additional width of streets should the City choose to have a wider street built. The City may choose to build or have built a lesser width than that shown in the Street Classification and Design Standards Table for major and minor arterial streets, but no less than thirty six (36) feet, except when the first phase of a four lane or greater roadway is being built.
- c. Curb Cut/Traffic Conflicts - For subdivisions and replats that abut collectors, minor arterials, and major arterials, the lots shall be configured to allow curb cuts on those streets only as a final option for providing access.
- d. Minimum Lot Width on Collector and Above - In order to reduce potential traffic conflict points caused by lots with less than 100 feet of street frontage with access to collectors, minor arterials, and major arterials, the Planning Commission and/or the Director of Planning may require the grouping or sharing of driveways. Driveway access easements will be shown on the plat/replat.
- e. Fire Hydrant Clearance - A minimum clearance of twenty-six (26) feet must be provided around a fire hydrant. See Figure B.
- f. Curb Island Clearances - A minimum clearance of twenty (20) feet must be provided on each side of an island within the street right of way. Street right of way must extend ten (10) feet beyond outside curbs where islands are used.”

Section 5. That ARTICLE V. IMPROVEMENTS, SECTION 2. STREETS; G. Curbs and Gutters and Sidewalks of the Subdivision Regulations, City of Conway, Arkansas as adopted by Ordinance 0-00-03 on January 25, 2000 shall be deleted and replaced as follows:

“G. Curbs and gutters are required for all streets unless otherwise specified. The curb and gutters shall be constructed in accordance with the most current edition of the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION. Expansion joints (1/2" remolded material) shall be placed on each side of drainage structures, at the ends of the radius at intersections and cul-de-sacs and at maximum one hundred (100) foot spacing throughout the length of the curb and gutter. Expansion joints (1/2" premolded material) shall be provided in the sidewalk where abutting driveways, concrete curb and gutter or other rigid items and at one hundred (100) foot maximum spacing throughout the length of the sidewalk. Material and construction shall conform to the requirements of Section 634 of the Arkansas Department of Transportation’s "Standard Specifications for Highway Construction".

Section 6. That ARTICLE V IMPROVEMENTS, SECTION 9. SIDEWALKS, SUBSECTION 13 Sidewalk Specifications, paragraph (A) of the Subdivision Ordinance for the City of Conway as adopted by Ordinance No. O-00-03 on January 25, 2000 is deleted and replaced as follows:

“(A) Size. Sidewalks shall be constructed to the appropriate size as depicted by the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION. Any deviation from these details must be approved by the City Engineer.”

Section 7. That ARTICLE V IMPROVEMENTS, SECTION 9. SIDEWALKS, SUBSECTION 13 Sidewalk Specifications, paragraph (C) of the Subdivision Ordinance for the City of Conway as adopted by Ordinance No. O-00-03 on January 25, 2000 is deleted and replaced as follows:

“(C) Sidewalk distances from the curb. The sidewalk shall be installed in the location depicted by the City of Conway STANDARD DETAILS FOR ROADWAY & DRAINAGE CONSTRUCTION unless specifically approved otherwise by the City Engineer.”

Section 8. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 22nd day of May, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

MEMO



To: Mayor Bart Castleberry and City of Conway Council

CC: Joe Hopper Nathan Davis Felicia Rogers Jack Bell

From: Jamie Brice

Date: May 8th, 2018

Re: Sanitation Electrical Switchgear Bid # 2018-11

Bids were received at 3:00 p.m. on Tuesday May 8th, 2018 at Conway City Hall to replace the electrical switchgear at the City of Conway Sanitation Recycling Center.

We received a total of five bids. I would like to recommend Council accept the lowest bid from Lock-Wood Electric, Inc. in the amount of \$39,400.00. The 2017 Sanitation Enterprise Fund budget includes funding in the Building Improvement Expenditure Account 510-510-5904 for this project.

Sincerely,

Jamie Brice
 Purchasing Manager
 City of Conway

Department Head Acknowledgement

Name: JOE HOPPER

Signature: [Handwritten Signature]

Date: 05/09/2018



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

Number of Bids Received 5
Bids Opened by: Jamie Brice

2018-11 Sanitation Electrical Switchgear
Bid Opening Date: May 8, 2018

<u>Bidder's Name</u>		<u>Total Bid Amount</u>
Lee's Elite Electric, LLC		\$42,400.00
Fleming Electric		\$52,604.00
Lock-Wood Electric, Inc.		\$39,400.00
Precise Solar and Power		\$39,863.25
Robert Bailey Electric, Inc.		\$47,725.00

Bid Winner: Lock-Wood Electric, Inc.

Bid Approval Date: Pending Council Approval: 05/22/18

Contact Person: Jamie.brice@cityofconway.org



To: Bart Castleberry, Mayor
 From: Joseph Hopper, Director
 Date: May 15, 2018
 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>
2506	1981	Great Dane	731TL-42	42' Van Trailer	1GRAA8428BB102901
2342	2003	Ingersoll-Rand	P185	Towable Compressor	338949UGN295
418	2004	Chevrolet	Silverado	Regular cab pickup	1GCEC14XX4Z218443
420	2004	Dodge	Durango	4x4 SUV	1D4HBH48D34F145647
2336	2004	Ammco	S290SR1	9,000Lb 2 post lift	T9-19575
2338	2005	Miller	Bobcat	Welder	
2344	2006	Champion	HGR7-3K	Gas air compressor	D041115
2348	2007	Napa	13H630	25-Ton Jack	SS130502999
2349	2007	Napa	791-6620D	10-Ton jack	T1408000041
2351	2007	Champion	HGR7-3H	Gas air compressor	D117817
2372	2007	Miller	Bobcat	Welder	SN5782U1
2442	2007	Warn	F250	Winch bumper	
2443	2007	Auto Crane	3203 PRX	Hoist	3203-PRX-1007-896
2444	2007	Champion	HGR7-3K	Gas air compressor	D051951
2497	2008	Champion	HGR7-3K	Gas air compressor	D046609
2529	2009	Chevrolet	Silverado	4x4 pickup	1GCHK49K99E147362
	2012	Allison	4500RDS	Transmission	6610168106
		Delta	484000	100 gallon tank	40662
		Delta	480000	105 gallon tank	215915
		Direct Lift	Pro-Cycle	Motorcycle Lift	
		Extendo Bed	EB1270	Slide out van storage	E3317
		JCB		4 Wheels w/17.5R25 tires	
		Rotary	SPO10N700	10,000Lb 2 post lift	CSH06A0050
		Stellar	HDFB-22	Roll-off flat bed	KFF94A5-4-94
		Sunex	7793A	Transmission jack	N0405001633
		Tiger		Side attaching brush hog	
				8 ft. Utility Trailer	X8240

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.

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



**City of Conway, Arkansas
Ordinance No. O-18-___**

AN ORDINANCE AUTHORIZING THE RECLASSIFICATION OF ONE (1) COLLECTOR POSITION IN THE SANITATION DEPARTMENT TO ONE (1) SANITATION CDL POSITION IN THE SANITATION DEPARTMENT; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:

Whereas, the Sanitation Department requests the reclassification of one (1) Collector position to one (1) Sanitation CDL position in the Sanitation Department; and

Whereas, the annual salary for a Collector position is \$ 23,907 and the annual salary for a Sanitation CDL position is \$ 32,335; and

Whereas, a budget adjustment is not required for this reclassification.

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

Section 1. The City of Conway shall reclassify one (1) Collector position in the Sanitation Department to one Sanitation CDL position in the Sanitation Department.

Section 2. No additional salary funds are required for this staffing adjustment.

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 22nd day of May, 2018.

Approved:

Mayor Bart Castleberry

Attest:

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