



City of Conway Council Agenda

<u>Council Meeting Date:</u>	November 14th, 2017
<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>	October 24th, 2017 November 3rd, 2017

Presentation of the FY2016 Audit by BKD

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 abandon the entirety of the north south alley in Block 6, Burns Addition.
2. Resolution setting a public hearing to abandon the entirety of the north south alley in Block 8, Burns Addition.
3. Resolution requesting the Faulkner County Title Collector place a certified lien on property located at 1685 Amelia Drive as a result of incurred expenses by the City.
4. Resolution requesting the Faulkner County Title Collector place a certified lien on property located at 255 Garland as a result of incurred expenses by the City.
5. Ordinance accepting and appropriating funds for the Spencer Street Brownfield Cleanup project administered by the Planning & Development Department.
6. Ordinance renaming a portion of South Amity Road to Crain Drive.
7. Consideration to dispose of assets from inventory for the Street & Engineering Department.
8. Consideration to grant a permanent access, utility and sidewalk easement to be construct to allow access to and from the adjacent 6th Street for the Street & Engineering Department.

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

1. Ordinance appropriating funds for the Bean Street Improvements for the Parks & Recreation Department.

C. Public Safety Committee (Police, Fire, District Court, Animal Welfare Unit, Communication Emergency Operations Center, Information Technology, & City Attorney)

1. Ordinance appropriating funds received from Walmart for the Conway Fire Department.
2. Ordinance to accept grant proceeds received from the Arkansas Department of Emergency management for the Conway Fire Department.
3. Consideration to approve the disposal of assets from inventory for the Animal Welfare Unit.
4. Consideration to approve the disposal of assets from inventory for the Conway Police Department.
5. Ordinance appropriating reimbursements funds from various entities for the Conway Police Department.
6. Ordinance appropriating grant funds received from Justice Assistance Grant (JAG) for the Conway Police Department.
7. Ordinance appropriating funds to the Conway Police Department for Operation Shop Secure.

D. Personnel

1. Ordinance adopting the procurement card policy and procedures handbook for the City of Conway.
2. Ordinance appropriating funds for an Employee Appreciation Bonus for City employees.

Adjournment



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

A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF THE ALLEY IN BLOCK 6, BURNS ADDITION, IN THE CITY OF CONWAY, ARKANSAS:

Whereas, a petition has been filed with the City Council of the City of Conway, Arkansas by Old Conway Village, LP, to abandon the entirety of the north south alley in Block 6, Burns Addition, 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 28th day of November, 2017 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 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer





**City of Conway
Planning & Development**

THIS MAP WAS PREPARED BY THE CITY OF CONWAY PLANNING AND DEVELOPMENT DEPARTMENT FOR ITS USE, AND MAY BE REVISED AT ANY TIME WITHOUT NOTIFICATION TO ANY USER.

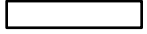
THE CITY OF CONWAY PLANNING AND DEVELOPMENT DEPARTMENT DOES NOT GUARANTEE THE CORRECTNESS OR ACCURACY OF ANY FEATURES ON THIS MAP. THIS DOCUMENT IS TO BE USED FOR REFERENCE PURPOSES ONLY.

www.cityofconway.org/pages/planning-development
www.cityofconway.org/pages/gis



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Feet



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

A RESOLUTION SETTING A PUBLIC HEARING TO DISCUSS THE CLOSING OF THE ALLEY IN BLOCK 8, BURNS ADDITION, IN THE CITY OF CONWAY, ARKANSAS:

Whereas, a petition has been filed with the City Council of the City of Conway, Arkansas by Old Conway Village, LP, to abandon the entirety of the north south alley in Block 8, Burns Addition, 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 28th day of November, 2017 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 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



15 ft.

ALLEY TO BE VACATED

10 ft.

SIEBENMORGEN RD

FACTORY ST

LINCOLN ST

SPRUCE ST



City of Conway
Planning & Development

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PLANNING AND DEVELOPMENT DEPARTMENT FOR
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Feet



City of Conway, Arkansas

Resolution No. R-17-

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

WHEREAS, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on 1685 Amelia Dr. within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904: and

WHEREAS, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount \$164.29 (\$122.08 + Penalty \$12.21 + 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 **November 14, 2017** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

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

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

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

ADOPTED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

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



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

MEMO:

To: Mayor Bart Castleberry
CC: City Council Members

From: Missy Lovelady
Date: November 7, 2017

Re: 1685 Amelia Dr. CE17-9725

- September 6, 2017– Warning Violation was written regarding furniture by Kim Beard.
- Property Owner is listed as Erica Butler.
- Property was rechecked on 9/13/17 with no progress made.
- Certified and regular letters were mailed 9/13/17 to address on file and a notice was left by post office.
- Property was rechecked on 9/21/17 with no action taken.
- Final Cleanup completed on 10/2/17.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

If you have any concerns or questions please advise.

INVOICE

City of Conway Code Enforcement

DATE: NOVEMBER 10, 2017

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

TO ERICA BUTLER
1685 AMELIA DR
CONWAY AR 72034

Description: Mowing/Clean-up/Admin Fees
associated with the nuisance abatement at
1685 AMELIA DR., Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
AUSTIN SULLIVAN	712-11894-017		November 14, 2017

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	1 Employee -Mowing/Cleanup	18.40	18.40
1	1 PT Employee -Mowing/Cleanup	10.94	10.94
	Sanitation ticket #610014	32.63	32.63
1	Administrative Fee (Code Enforcement)	20.49	20.49
1	Administrative Fee (Code Officer)	17.46	17.46
1	Administrative Fee (Physical Plant)	10.94	10.94
2	Certified Letter	5.13	10.26
2	Regular letter	.48	.96
TOTAL			\$122.08
TOTAL WITH PENALTY & FILING FEES			\$164.29

- Total amount due after November 14, 2017 includes collection penalty & filing fees

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

City of Conway
Code Enforcement

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



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

October 12, 2017

Parcel # 712-11894-017

Greg or Rene Ernsbarger
2028 Schweitzer Dr
Poplar Bluff, MO 63901-2731

RE: Nuisance Abatement at 1685 Amelia Dr., Conway AR
Cost of Clean-Up, Amount Due: \$122.08

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 **November 14, 2017 Meeting**, 6:30 p.m. located at 810 Parkway Street, the City Council will conduct a public hearing on three items:

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

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

Respectfully,

Missy Lovelady

**Conway Code Enforcement
Incident Report**

Date of Violation: 9/6//2017

Violator Name: Erica Butler

Address of Violation: 1685 Amelia Drive

Violation Type: Furniture/Appliance

Warning #: CE17-9725

Description of Violation and Actions Taken: On 09/6/17 Code Enforcement Officer Austin Sullivan wrote a warning violation for furniture/appliances. Property was rechecked on 09/13/17 with no progress made. Certified and Regular letters were mailed 09/13/17. Property was rechecked on 09/21/17 with no progress made. Final cleanup was completed on 10/02/17.

Code Enforcement Officer: Austin Sullivan

Officer Signature: _____

Date:

Time:



City of Conway, Arkansas
Resolution No. R-17- _____

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

Whereas, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on 255 Garland St. within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904: and

Whereas, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount **\$5286.48** (\$4778.62 + Penalty \$477.86 + 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 **November 14, 2017** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

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

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

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

ADOPTED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

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



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

MEMO:

To: Mayor Bart Castleberry
CC: City Council Members

From: Missy Lovelady
Date: November 7, 2017

Re: 255 Garland St.

- June 14, 2017– Warning Violation was written regarding grass; rubbish/trash & dilapidated structure by Kim Beard.
- Property Owner is listed as Jaime Vicente Bolanos.
- Property was rechecked on 7/6/17 with no progress made.
- Certified and regular letters were mailed 7/7/17 to address on file and a notice was left by post office.
- Property was rechecked on 7/18/17 with no action taken.
- Partial cleanup for rubbish/trash & grass was performed 8/9/17.
- Request for quotes regarding demolitions went out 8/17/17.
- Final Cleanup/Demolition was completed on 10/9/17/17.
- Certified and regular letters were sent including date, time & place of the City Council meeting.

If you have any concerns or questions please advise.

INVOICE

City of Conway
Code Enforcement

DATE: NOVEMBER 10, 2017

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

TO Jaime Vicente Bolanos
475 E Robins Lot 62
Conway AR 72032

Description: Mowing/Clean-up/Admin Fees associated with the nuisance abatement at 255 Garland St., Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Kim Beard	710-02796-000		November 14, 2017

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Paladino Construction Invoice# 5922	\$4,400	\$4,400
	Code Enforcement Cleanup CE#17-9602	367.40	367.40
	Sanitation Ticket #604335; 604321		
2	Certified Letter	5.13	10.26
2	Regular letter	.48	.96
TOTAL			\$4778.62
TOTAL WITH PENALTY & FILING FEES			\$5286.48

- Total amount due after November 14, 2017 includes collection penalty & filing fees

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

City of Conway
Code Enforcement

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



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

October 12, 2017

Parcel # 710-02796-000

Jaime Vicente Bolanos
475 E Robins Lot 62
Conway AR 72032

RE: Nuisance Abatement at 255 Garland St., Conway AR
Cost of Clean-Up, Amount Due: \$4778.62

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 **November 14, 2017 Meeting**, 6:30 p.m. located at 810 Parkway Street, the City Council will conduct a public hearing on three items:

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

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

Respectfully,

Missy Lovelady

**Conway Code Enforcement
Incident Report**

Date of Violation: 06/14/17

Violator Name: Jaime Vicente Bolanos

Address of Violation: 255 Garland St

Violation Type: Grass, rubbish & trash & dilapidated structure

Warning #: CE9602

Description of Violation and Actions Taken: On 06/14/17 Code Enforcement Officer Kim Beard wrote a warning violation for grass, rubbish and trash and dilapidated structure. Property was rechecked on 07/06/17 with no progress made. Certified & regular letters were mailed 07/07/17. Property was rechecked on 07/18/17 with no action taken. Partial cleanup for grass, rubbish and trash was performed 08/09/17. Request for quotes on demolition went out 08/17/17. Final demolition was completed on 10/09/17.

Code Enforcement Officer: Kim Beard

Officer Signature: _____

Date:

Time:



City of Conway, Arkansas
Ordinance No. O-17- _____

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

Whereas, grant funds in the amount of \$17,773.78 were received from the U.S. Environmental Protection Agency in support of the Spencer Street Brownfield Cleanup Project and for other expenses;

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

SECTION 1: The City of Conway, Arkansas, shall accept and appropriate grant funds in the amount of \$17,773.78 from Federal Miscellaneous Grant Account (399-000-4200) to the Planning & Development Grant CIP-Land Improvements Account (399-105-5902). The City of Conway Project Management number is 399-105C.

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

PASSED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



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

AN ORDINANCE RENAMING A PORTION OF SOUTH AMITY ROAD TO CRAIN DRIVE; AND FOR OTHER PURPOSES:

Whereas, the City Council of the City of Conway, Arkansas desires to rename the portion of South Amity Road that lies south of the round-about, currently under construction to serve the future Lewis Ranch development, to the intersection of East Dave Ward Drive; and

Whereas, the construction of the new round-about and new road will result in two road segments being named South Amity Road.

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

Section 1: That the portion of South Amity Road that lies south of round-about currently being constructed to the intersection of East Dave Ward Drive be renamed to Crain Drive.

Section 2: This charge will become effective January 1, 2018.

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

PASSED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

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



S. Amity Rd. Realignment Proposed Renaming

 Segment to be Renamed Crain Dr.



Geographic Information Systems

MEMO

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

To: Mayor Bart Castleberry and City of Conway Council

CC: Finley Vinson Jacob Reynolds Felicia Rogers Jack Bell

From: Jamie Brice

Date: November 2, 2017

Re: Request to remove and dispose of assets from inventory

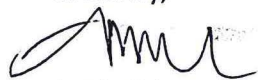
The City of Conway Street Department has the following assets that are no longer being used:

Asset	Description	Purchase Date	Book Value
2167	COMPACTOR MT74F	12/31/2000	0.00
2187	555 D FORD TLB UNIT W/CAB	7/8/1996	0.01
2190	2001 BOBCAT SKID STEER LOADER	6/18/2001	0.00
2196	1993 BADGER 460 EXCAVATOR	1/20/1993	0.00
2201	A-7000 SWEEPER MECHANISM	5/25/2006	22,927.32
2235	FRONTIER BAR CUTTER SICKLE MOW	6/18/2008	1,186.74
2250	NEW HOLLAND 451 SICKLE MOWER	9/18/2002	184.99
2251	1990 FORD TYMCO SWEEPER	10/26/1990	0.00
2255	ATHEY AIR STREET SWEEPER	2/11/1999	0.00
2268	1991 DUMP TRAILER	4/30/1991	0.00
2269	1979 PHELAN LOWBOY TRAILER	1/24/1986	0.00
2272	1050 JOHN DEERE TRACTOR	4/11/1985	0.00
0102	JAC 84021 UTILITY CART	1/1/1996	0.00
2159	GRADELIGHT AUTOLINE 2000	7/15/1998	0.00
2160	DESIGN JET PLUS PLOTTER	4/1/1998	0.00
2162	3-TRAFFIC COUNTER W/ACCESS.	2/18/1986	0.00
2164	WATER PUMP	12/31/2000	0.00
2165	KEROSENE FUEL TANK	12/31/2000	0.00
2166	QUINCY QT-5 AIR COMPRESSOR	12/31/2000	0.00
2168	SURVEY GRADELIGHT AUTOLINE	12/31/2000	0.00
2169	5HP AIR COMPRESSOR	12/31/2004	0.01
2170	CP-433C VIBRATORY COMPACTOR	3/16/1999	0.00
2171	DRIVER SET	6/6/2006	0.00
2173	COMPRESSOR	2/15/2007	850.65
2174	POST DRIVER	5/26/2009	0.00
2176	KUBOTA TRACTOR MOWER	6/10/2010	0.00
2177	STIHL CHAINSAW	12/29/2010	0.00
2181	FMC BRAKE LATHE	1/1/1985	0.00
2188	1985 GALION VIRATORY ROLLER	3/11/1985	0.00
2189	1967 LITTLEFORD ASPHALT DISTR	12/2/1972	0.00
2192	CATERPILLAR 953 TRACK LOADER	12/31/1991	0.00
2197	1989 BADGER 460 EXCAVATOR	6/14/1989	0.00
2199	1986 GALION DRESSER ROLLER	3/26/1986	0.00
2202	1987 GALION DRESSER/GRADER	3/25/1987	0.00
2203	CASE TRACKHOE EXCAVATOR	12/29/2006	0.00
2205	BADGER 460 EXCAVATOR	8/11/1998	0.00
2208	1990 FORD 455C BACKHOE	3/13/1990	0.00

2211	BADGER 460 EXCAVATOR	8/18/1998	0.00
2212	CATERPILLAR BULLDOZER	1/1/1994	0.00
2215	GRANNING T 100 A TOG AXLE	1/1/1986	0.00
2218	MIMAKI CG-101 CUTTER/PLOTTER	3/29/1996	0.01
2219	GASTECH METER	11/27/1991	0.00
2220	8126-P85 MIDWEST BODY/HOIST	1/1/1990	0.00
2221	BLACKHAWK JACK	3/25/1987	0.00
2222	METAL BANDSAW	8/11/2003	0.00
2224	SIGN POST DRIVER	12/30/2003	0.00
2228	STIHL 14" CUTQUIK CONCRETE SAW	11/8/2005	0.00
2234	ICE-O-MATIC ICEMAKER	7/21/1986	0.00
2236	PHONE SYSTEM-5-BUTTON (7)	4/1/1991	0.00
2237	PHONE SYSTEM	6/13/2005	0.00
2257	PORTACUT CONCRETE SAW	1/21/1994	0.00
2259	MAXTRAC RADIO	4/7/1998	0.00
2260	MAXTRAC RADIO	4/7/1998	0.00
2261	MAXTRAC RADIO	4/7/1998	0.00
2262	MOTOROLA W/T WITH CHARGER	5/30/1985	0.00
2270	1978 MACK TRACTOR W/084	7/31/1978	0.00
2306	IDEALARC LINCOLN WIRE WELDER	2/17/1993	0.00
2280	01 DODGE PICK UP	6/12/2001	0.00
2279	01 CHEVY PICK UP	6/8/2001	0.00
	MILITARY DUMP TRUCK		
	MILITARY WATER TRUCK		
	WOODS CUTTER BUSH HOG		
	BOBCAT BACKHOE ATACHMENT		
	FORD F150		
2240	FORD F450	4/25/2003	0.00
2255	99 FRIEGLINER TRUCK	2/11/1999	0.00

The Street Department request the removal of these items from the Department's Inventory. If approved, these items will be auctioned via an online auction, such as GovDeals.com or PublicSurplus.com, properly disposed of, or sold as scrap metal, depending on the condition of the items.

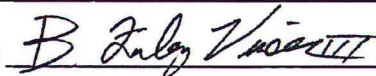
Sincerely,



Jamie Brice
Purchasing Manager
City of Conway

Department Head Acknowledgement

Name: B. Finley Vinson III

Signature: 

Date: 11/2/2017

11.7.2017

Memo

To
Bart Castleberry

From
B. Finley Vinson, P.E.

CC
Felicia Rogers

Re
Conway Commons
Signage

Comments:

The property owned by Bill Tyler on the north side of 6th Street adjacent to I-40 on the attached drawing was separated from 6th Street when it was realigned as part of the overpass construction. A remnant of property, owned by the City of Conway, now separates Mr. Tyler's property from 6th Street, preventing access at the location of the median break providing left turn in access. Mr. Tyler has requested that the City of Conway grant an access easement to allow access to 6th Street at this location. I believe this is a reasonable request and I recommend dedication of the easement.

Attached is a proposed Permanent Access, Utility and Sidewalk Easement for your consideration as well as a drawing depicting the easment. Please advise if you have questions or comments.

City of Conway Street & Engineering Department

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

[www.cityofconway.org/pages/street-department/
finley.vinson@cityofconway.org](http://www.cityofconway.org/pages/street-department/finley.vinson@cityofconway.org)



PERMANENT ACCESS, UTILITY & SIDEWALK EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT City of Conway, Arkansas, for and in consideration of one Dollar, (\$1.00), and other valuable considerations, cash in hand paid, the receipt of which is hereby acknowledged, grant, bargain, sell and convey and warrant to the Public and City of Conway, Arkansas, its successors and assigns forever a Permanent Access, Utility and Sidewalk Easement for public ingress and egress to properties abutting said easement to and from the adjacent 6th Street along with the right to construct and maintain public utilities and sidewalks across, through and over the following lands situated in the County of Faulkner, State of Arkansas:

LEGAL DESCRIPTION

A parcel situated in the SW ¼ of the NW ¼ of Section 8, Township 5 North, Range 13 West, Faulkner County, Arkansas, more particularly described as follows:

Commencing at the Southwest Corner of said SW¼, NW¼ Section 8 thence S88°07'23"E, 396.79 feet along the south line of said SW ¼, NW ¼ Section 8 to the POINT OF BEGINNING; thence N01°52'37"E, 30.00 feet; thence N82°10'28"E, 39.62 feet; thence N72°28'18"E, 89.19 feet; thence S01°50'11"W, 62.31 feet; thence N89°58'35"W, 123.25 feet to the POINT OF BEGINNING containing 0.124 acre more or less.

Together with the rights, easements and privileges in or to said lands which may be required for the full enjoyment of the right herein granted, said highway purposes being the construction and maintenance of a road and related improvements..

TO HAVE AND TO HOLD the same unto the said City of Conway, Arkansas and to its successors and assigns for and during the term aforesaid and for the purposes hereinabove set forth.

WITNESS my signature of this _____ day of _____, 2017.
APPROVED:

Mayor Bart Castleberry

ATTEST:

Michael O. Garrett
City Clerk/Treasurer



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

AN ORDINANCE APPROPRIATING FUNDS FOR THE BEAN STREET PARKING LOT FOR THE CONWAY PARKS AND RECREATION DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway City Council authorized the improvement of Bean Street and the creation of a parking area on the south side of Conway Station Park; and

Whereas, the Conway Street & Engineering Department is responsible for doing the project work; and

Whereas, this project will be partially funded by the Conway Parks & Recreation A&P Funds.

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 \$75,000 from Parks and Recreation A&P Fund Balance Appropriation (252-000-4900) to the Conway Parks Department Parks General CIP-Misc Projects Account (252-140-5990) for the Bean Street parking area work.

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

PASSED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

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



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

AN ORDINANCE APPROPRIATING FUNDS RECEIVED FROM WALMART FOR THE CONWAY FIRE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway Fire Department requests \$1,000 for the use of purchasing carbide chains and liquid smoke, and

Whereas, funds in the amount of \$1,000 were received from Walmart to be used for such purpose.

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

Section 1. The City of Conway shall appropriate \$1,000 from the General Fund Revenue Donation Account to the Fire Department Equipment Repairs and Maintenance Operating Account (001.131.5440).

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

PASSED this the 14th day of November, 2017

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



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

AN ORDINANCE ACCEPTING GRANT PROCEEDS AWARDED TO THE CONWAY FIRE DEPARTMENT BOMB SQUAD, WAIVING THE COMPETITIVE BID REQUIREMENT FOR THE PURCHASE OF A PRIMARY RESPONSE ROBOT; AND FOR OTHER PURPOSES:

Whereas, Conway Fire Department has been awarded a grant in the amount of \$337,500 by the Arkansas Department of Emergency Management (ADEM) as the State Administrative Agency (SAA) for the Homeland Security Grant Program (HSGP) from the Department of Homeland Security Federal Emergency Management Agency (DHS FEMA) as a recipient for the FY17 Homeland Security Grant Program under the Law Enforcement Terrorism Prevention Activities (LETPA) category; and

Whereas, the Conway Fire Department Bomb Squad requests acceptance of this grant in order to purchase equipment; and

Whereas, the Conway Fire Department Bomb Squad entered the competitive application process in April; and

Whereas, this grant is 100% reimbursable to the City of Conway.

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

Section 1. The City of Conway shall budget grant funds of \$337,500 in the Federal Grant Fund Revenue Account (399.000.4750) and transfer \$327,500 into the Grant Machinery and Equipment expense account (399.131.5910); and \$10,000 in to the Travel Expense Line Item (399.131.5910).

Section 2. The City of Conway hereby approves waiving the competitive bid requirement and will utilize Remotec, Inc. as a sole source vendor to purchase the new primary response robot in the amount of \$327,500.

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

PASSED this 14th day of November, 2017

Approved:

Mayor Bart Castleberry

Attest:

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

MEMORANDUM

TO: City Council Members/Mayor Bart Castleberry
FROM: Chief Jody Spradlin
DATE: October 30, 2017
SUBJECT: Request for dispose of assets

The Conway Animal Welfare Unit has a vehicle animal transport box that is no longer being used. This item is a Shoreline Animobile, and it does not have a city inventory tag attached to it. I would like to request approval to remove this item from our inventory listing and to sell it "as is" on Public Surplus.

Thank you for your consideration.

MEMORANDUM

TO: City Council Members/Mayor Bart Castleberry

FROM: Chief Jody Spradlin

DATE: October 26, 2017

SUBJECT: Request for disposal of assets

The attached listing details items to be removed from the fixed assets. All items on this list 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 and to dispose of them. These items will be destroyed and thrown away.

Thank you for your consideration.

City of Conway Police Department E-Waste

CLASS	MAKE	MODEL	SERIAL NUMBER	MISC NOTES
Camera	Panasonic	WV-SF332	KEV55537	no power- dead - came from CEOC breakroom - NO CPD TAG
Cassette Recorder	GE	3-5375A	4336CG	CPD TAG 01954
Cassette Recorder	Sony	TCM-5	42271	NO CPD TAG
Digital Camera	Sony	MVC-FD73	1036765	CPD TAG 01700
Digital Camera	Sony	MVC-FD75	1235867	CPD TAG 01753
Digital Postage Scale	Sunbeam	no model listed	66910607679	NO CPD TAG
In Car Camera	L3 Communications	no model listed	0095193	marked as fuzzy - NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0013272 / AN070820066	marked as bad - NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0013277 / AN070430285	NO CPD TAG
In Car Camera	L3 Communications	unreadable model number	FB0011025	NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0014169 / AN070530115	marked as bad - NO CPD TAG
In Car Camera	L3 Communications	no model listed	0101602	NO CPD TAG
In Car Camera	L3 Communications	unreadable model number	FB006412	Split screen/marked as bad - NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0013273 / AN070820077	NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0016363 / AN080240578	NO CPD TAG
In Car Camera	L3 Communications	no model listed	FB004529	NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0014166 / AN070530248	NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0013276 / AN070820132	black screen/marked as bad - NO CPD TAG
In Car Camera	L3 Communications	MVC-300NL (v1.7)	FB0014161 / AN070530064	black and white only - NO CPD TAG
In Car Camera	L3 Communications	unreadable model number	0095321	NO CPD TAG
In Car Camera	L3 Communications	unreadable model number	unreadable serial number	NO CPD TAG
In Car Camera	L3 Communications	unreadable model number	0101600	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB0013274	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB005845	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BYTM 0425 (FB005850)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB0011022	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB0013276	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BYTL 0573 (FB0????1)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB0056400	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BYUK 1047 (FB0014166)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BTYD 0606 (FB025215)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB0013254	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BPTI 0259 (FBE310808-1B)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	FB0014163	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BYXO 0351 (FB05210)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BYUD 1939 (FB006416)	NO CPD TAG
In Car Camera Display	L3 Communications	3.5" TFT LCD	BPTO 0081 (FBE310812)	NO CPD TAG
In Car Camera DVR	L3 Communications	FB04-M	FBM07050761 (FB013273)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05040140 (FB005844)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07060227 (FB013246)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120117 (FB014168)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07060270 (FB013264)	

In Car Camera DVR	L3 Communications	FB04-M	FBM07020147 (FB011023)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07090392 (FB013271)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05070051 (FB006416)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07050046 (FB013248)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05040058 (FB005851)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120336 (FB014158)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07040303 (FB013276)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05040066 (FB005846)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07050398 (FB013260)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120510 (FB014163)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07050539 (FB013274)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120334 (FB014165)	
In Car Camera DVR	L3 Communications	FB04-M	FB013265	
In Car Camera DVR	L3 Communications	FB04-M	FBM07060063 (FB013270)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07020064 (FB011201)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05070053 (FB006412)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05070186 (FB006413)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05040141 (FB005850)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120331 (FB014161)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07090213 (FB013272)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120115 (FB014169)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07020146 (FB011025)	
In Car Camera DVR	L3 Communications	FB04-M	FBM08040171 (FB005845)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05040143 (FB005849)	
In Car Camera DVR	L3 Communications	FB04-M	FB005848	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120333 (FB014159)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120106 (FB014162)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07020149 (FB011024)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05040163 (FB005847)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07020063 (FB011020)	
In Car Camera DVR	L3 Communications	FB04-M	FBM07120108 (FB014166)	
In Car Camera DVR	L3 Communications	FB04-M	FBM05070049 (FB006414)	
KVM (Video) Switch	AMX	FGP37-0804-844	370804844AP5090004	PRECIS LT 8x4 V5 HD15, A2 - NO CPD TAG
Laminator	Brother	LX-900	U52543-C2J174155	Came out of Sgt. Office closet - no CPD tag
Laptop	Dell	Latitude E6430ATG	42GXM1	IT TAG 3539 - NO CPD TAG
Laptop	Dell	Latitude E6410ATG	J6H1XN1	IT TAG 2667 (from Unit 1543) - NO CPD TAG
Laptop	Dell	Latitude E6410ATG	FLJ1XN1	IT TAG 2664 (from Unit 1540) - NO CPD TAG
Laptop	Samsung	NP300ESE-A01US	J9B291LD301205a	no cpd tag- drug seized laptop - unable to use / no power supply
Li-ion Battery	Sony	NP-F330	no Serial listed	NO CPD TAG
Printer	Hewlett Packard	DeskJet 2050	CN21G3N650	Evidence copier - shows paper jam - does not work - NO CPD TAG
Printer	Brother	PocketJet PJ-623	U62864-M3Z995136	Came out of Unit 600 (IT TAG 3719)
Printer	Brother	PocketJet PJ-623	U62864-C5Z990953	Came out of Unit 503
Printer/Plotter	Hewlett Packard	DesignJet 800 (C7780B)	SG5BUB1034	Printer is non functional - NO CPD TAG
Projector	EIKI	LC-XB23	G5XA2329	Came of of CEOC conference room - (IT TAG 1344)
Projector	EIKI	LC-XB22	G57A4761	Came of of CEOC conference room - (IT TAG 1345)
Scanner	Kodak	ScanMate i940	52719758	black line down middle of scan - cleaning did not fix (IT TAG 3318)
Scanner	Hewlett Packard	Designjet T1100 MFP (Q6713A)	DK8514F009	Scanner and mounting hardware ONLY
Vehicle Laptop Power Supply	Lind Electronics	PA1555-968	no Serial listed	CPD TAG 02698 - OBSOLETE Panasonic power supply

Vehicle Laptop Power Supply	Lind Electronics	PA1555-968	no Serial listed	CPD TAG 02611 - OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1650L-1253	no Serial listed	OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1650L-1253	no Serial listed	OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1650L-1253	no Serial listed	OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1555-2154	no Serial listed	OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1555-2154	no Serial listed	OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1555-2154	no Serial listed	OBSOLETE Panasonic power supply
Vehicle Laptop Power Supply	Lind Electronics	PA1555-2154	no Serial listed	OBSOLETE Panasonic power supply
Xband Radar	Xband		SPC066000109	City Tag #01193, OBSOLETE
Xband Radar	Xband		SPC066000110	City Tag #01192, OBSOLETE
Plasma Monitor	NEC	PX42VM3A	no Serial listed	CPD07838
Taser X2	Taser	X2	X00000CK3	no cpd tag
Projector	Mitsubishi	WD3300U	0002594	no cpd tag
Projector	Mitsubishi	WD3300U	0002608	no cpd tag
Night Vision Scope	ATN		230141	no cpd tag
Flashlight	Tac Star		no Serial listed	no cpd tag
15x56 Scope	Springfield Armory		10745198	no cpd tag



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

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

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

Various Companies	\$31,172.91	Extra Duty Services
AR State Police	\$6,524.32	Task Force Proceeds
Municipal Vehicle Program	\$12,949.80	Insurance Proceeds
Paymac, Inc.	\$8,005.00	Auction Proceeds

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

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

Section 1. The City of Conway shall appropriate funds from various Companies in the amount of \$31,172.91 from 001.121.4185 to the CPD overtime expense account, 001.121.5114.

Section 2. The City of Conway shall appropriate funds from the Arkansas State Police in the amount of \$6,524.32 from 304.000.4201 to the CPD overtime expense account 001.121.5114.

Section 3. The City of Conway shall appropriate funds from the Municipal Vehicle Program in the amount of \$12,949.80 from 001.119.4360 to the CPD vehicle maintenance expense account 001.121.5450.

Section 4. The City of Conway shall appropriate funds from the Paymac, Inc. in the amount of \$8,005.00 from 001.121.4799 to the Police Department vehicle maintenance expense account 001.121.5450.

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

PASSED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



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

**AN ORDINANCE APPROPRIATING GRANT FUNDS FOR THE CONWAY POLICE DEPARTMENT; AND
FOR OTHER PURPOSES**

Whereas, the City of Conway has been approved to receive funds in the amount of \$23,237 on behalf of the Conway Police Department and the Faulkner County Sheriff's Department as part of the 2016 Justice Assistance Grant, joint application.

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

Section 1. The City of Conway shall accept all grant proceeds totaling \$23,237 and appropriate from 401.121.4200, State Grant Revenue account into State Grant weapons and ammo expense account 401.121.5680.

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

PASSED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



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

AN ORDINANCE APPROPRIATING GENERAL FUNDS TO THE CONWAY POLICE DEPARTMENT FOR OPERATION SHOP SECURE AND FOR OTHER PURPOSES:

Whereas, The Conway Police Department needs approximately \$50,000 in overtime funds for Operation Shop Secure; and

Whereas, the Conway Police Department needs these funds in order to increase police presence in all shopping areas throughout the City of Conway during the holidays which will provide a safer shopping experience for the citizens of Conway.

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

Section 1. The City of Conway shall appropriate \$50,000 from the general fund balance appropriation account 001.119.4900 into the Conway Police Departments overtime expense account, 001.121.511.

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

PASSED this 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

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



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

AN ORDINANCE ADOPTING PROCUREMENT CARD POLICY AND PROCEDURES; AND FOR OTHER PURPOSES:

Whereas, the City Council approved establishing a procurement card program on July 11, 2017.

Whereas, the City would like to adopt a Procurement Card Policy and Procedures Handbook to clearly define procurement card procedures and card holder responsibilities.

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

Section 1. The following shall be adopted as the Procurement Card Policy and Procedures Handbook for the City of Conway:

**PROCUREMENT CARD
POLICY & PROCEDURES HANDBOOK**

TABLE OF CONTENTS

1. Introduction
2. Card Procedures
 - a. How to Obtain a Card
 - b. How to Cancel a Card
 - c. Card Renewal
 - d. How to Report a Lost or Stolen Card
 - e. Separation from Service
 - f. Purchasing Card Security
 - g. Card Cancellation
3. Acceptable Use of Purchasing Card
4. Unacceptable Use of Purchasing Card
5. Program Restrictions
6. Recourse for Improper Use
7. Cardholder Responsibilities
 - a. Training
 - b. Making a Purchase
 - c. Making a Return
 - d. Recordkeeping
 - e. Statement Reconciliation
 - f. Missing Receipts
 - g. Sales Tax
 - h. Disputed Charges
 - i. Transactions Not Appearing on Statement
8. Purchasing Card Contact Information
9. Related Information
10. Appendices
 - a. Appendix A – Purchasing Card Request Form
 - b. Appendix B – Purchasing Card-Acknowledgement of Receipt of Card and Terms Form
 - c. Appendix C – Purchasing Card Dispute Form

1. INTRODUCTION

The City of Conway has entered into an agreement with Security BankCard Center to provide qualified employees with a Visa Purchasing Card. The purpose of this document is to establish responsibilities and to implement procedures to be followed in the distribution and use of procurement cards.

- A Purchasing Card is a credit card that enables employees to purchase authorized goods and services on behalf of the City of Conway. The Purchasing Card works like any other credit card. However, the differences are as follows:
 1. Cardholders may have online access to real-time transaction information.
 2. The Coordinator of the Program can make real-time changes such as, increase limits, close cards, as well as, review authorizations and declines.
 3. Additional information about the transaction may be available. For example, what was actually purchased at Lowe's.
- Purchasing cards can be used anywhere VISA is accepted, except for unauthorized vendors that have been specifically blocked from use by the City of Conway. Any vendor from whom you currently purchase goods should be considered a potential vendor of the Purchasing Card.
- A Department Head with the appropriate approving authority may request cards for employees responsible for providing goods and services by completing a Purchasing Card Request Form (Appendix A). Dollar limits for purchases will be set on this form. Cardholder's will be required to sign the Cardholder Agreement (Appendix B)
- Automatic restrictions may be setup on individual cards.
 1. For instance: Sam Smith is only allowed to purchase Office Supplies. Therefore, if Sam tries to use his card at a gas pump, it will be declined by Visa and the City of Conway will be able to view the decline online.
- The purchasing cards are NOT for personal use or unauthorized purchases.
- All purchasing cards are issued through the Purchasing Office.
- Card usage will be audited and may be rescinded at any time. The authorized cardholder is the only person who may use the Purchasing Card. After completion of a training session with the Purchasing Card Coordinator, you will receive your card.
- Recordkeeping is essential to ensure success of this program. Standard payment policies require retention of receipts, and other documentation. As with any credit card, you must retain original, itemized sales slips, cash register receipts, invoices or any other pertinent documentation.
- The Purchasing Card is to be used in accordance with the guidelines established within this Handbook. You are to treat this program with the same sense of responsibility and security you would use with your personal credit cards.

2. CARD PROCEDURES

How to Obtain a Card

- Your supervisor or Department Head must indicate approval by completing and signing the Purchasing Card Request Form (Appendix A) and submitting the form to the Purchasing Card Coordinator in the Purchasing Office.
- The Purchasing Card Coordinator will order the card, arrange for cardholder training, and will notify you when it is available to be picked up. Prior to receipt of the card you must read the Purchasing Card Procedures Handbook and sign the Purchasing Card-Cardholder Agreement Form (Appendix B).
- When you receive the card, you must sign the back of the card immediately and always keep it in a secure place. Although the card is issued in your name, it is the property of **City of Conway** and is only to be used for **City of Conway** purchases as defined in this Handbook and in the City of Conway Purchasing Policy.

How to Cancel a Card

- Contact your Supervisor or the Program Administrator for instructions.

Card Renewal

- A renewal card will automatically be mailed to the Purchasing Card Coordinator. You will be notified when the card is available.

Reporting a Lost or Stolen Card

- The cardholder must notify his or her immediate supervisor of the lost or stolen card within one (1) business day after discovering the card missing.
- Should a lost or stolen card be subsequently discovered by the cardholder, the card shall be cut in half and sent to the Purchasing Card Coordinator.

Cardholder Separation from Service

- Prior to separation from the City of Conway, the cardholder shall surrender the purchasing card with the proper receipts and expense report documenting each transaction.
- The supervisor shall cut the card in half, and notify the City of Conway Purchasing Card Coordinator.

Purchasing Card Security

- Always keep the card in a safe place. The Purchasing Card will have the employee name embossed on the card and shall only be used by the authorized cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.**
- The cardholder is responsible for all transactions procured with their card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner that a cardholder safeguards his or her personal banking information. Although the card is issued in the individual's name, it is the property of **City of Conway**.

Card Cancellation

- The City of Conway reserves the right to cancel any card at any time.

Misuse of the purchasing card includes:

1. Purchase of unauthorized item(s).
2. Use of the purchasing card by someone other than the cardholder.
3. Fraudulent or inaccurate recordkeeping.
4. Failure to obtain original, itemized receipts.
5. Failure to maintain the Purchasing Transaction Log.
6. Failure to reconcile the monthly statement by 22nd of each month.
7. Purchasing items for personal use.

3. ACCEPTABLE VISA CARD PURCHASES

- The following information provides examples of purchases that are appropriate for the purchasing card:
 1. Approved supplies for your building, department or program
 2. Conference and seminar registrations
 3. Federal Express, United Parcel Service, United States Postal Services expenses
 4. Office Supplies
 5. Hardware stores and Discount stores
 6. Other miscellaneous items that apply to your budget
 7. Conference expenses (with pre-approved travel forms)

This list is not intended to be all inclusive. If you have specific questions, please call the Purchasing Card Coordinator for assistance.

4. UNACCEPTABLE VISA CARD PURCHASES

- The following items are examples of unacceptable uses of the VISA Purchasing Card:
 1. Alcoholic beverages
 2. Tobacco
 3. Lottery Tickets
 4. Cash Advances
 5. Travel
 6. ATM withdrawals
 7. Gift certificates or gift cards
 8. Any personal purpose

This list is not intended to be all inclusive. If you have specific questions, please call the Purchasing Card Coordinator for assistance.

5. PROGRAM RESTRICTIONS

- Each VISA Purchasing Card has been assigned a transaction and/or monthly credit limit determined by the supervisor of the cardholder. All limit changes must be submitted to the Purchasing Card Coordinator using the form Appendix A.
- The Purchasing Card will be accepted for purchases of generally approved goods and services.
- Levels of credit authorization are in place to clearly define the individual purchasing limit controls. Each cardholder will have a transaction limit and/or monthly limit. Transaction limit options are listed on the Request for a Visa Purchasing Card form.
- Certain City of Conway-wide cards may have unlimited transaction amounts. Transactions falling outside the assigned level will be declined at the point of sale.
- If your card is declined by a merchant and you feel the decline should not have occurred, contact the Purchasing Card Coordinator. Do NOT ask the cashier to “try it again”. This is a fraud red-flag and could (after 3 times) lock your account from any other charges. If this occurs Security BankCard Center must unlock the account.

6. RECOURSE FOR IMPROPER USE

- In the event that improper usage of the Purchasing Card is discovered, written notification will be sent from the Purchasing Card Coordinator with a copy given to the supervisor of the cardholder.
- Corrective action may occur up to and including termination.

7. CARDHOLDER RESPONSIBILITIES

- As the person whose name appears on the Purchasing Card, you are responsible for keeping track of how the card is used, and for keeping it safe. And just like any credit card, you should protect against fraudulent use of the card.
- You must keep the original receipts for ALL purchases made with your Purchasing Card. Specifically, be sure to keep original, itemized cash register tapes, invoices showing detail of items purchased, or other relevant documentation. Your receipts help you reconcile account activity to your monthly Cardholder Statement.
- Training will be provided prior to a Purchasing Card being issued to the cardholder. During the training session, cardholders must read and sign the Acknowledgement of Receipt of the VISA Purchasing Card and Terms of Revocation Form prior to cards being issued. When the card is received, the cardholder must immediately sign the back of the card.
- When utilizing the card to purchase supplies and materials, the cardholder will check as many sources of supply as reasonable to assure best price and delivery.
- If an item is not satisfactory, received in error, damaged, defective, duplicate order, etc., the following steps should be followed:
 1. The cardholder contacts the vendor to obtain authorization to return the item(s). Every vendor is different for return policies; make sure the return meets the vendor’s criteria without incurring a restocking fee or shipping and handling fees. If available, the item(s) to be returned should be re-packed in original manufacturer’s packaging.
 2. If a vendor has not replaced or corrected the item by the statement cutoff date, then the purchase of that item will be considered in dispute. Attach the completed Dispute form and send as instructed or go to www.securitybankcard.com. Click on COMMERCIAL CARDS and select the Disputes link. Complete the form and submit as requested. A copy of the dispute form should be sent to the Purchasing Office
 3. Standard auditing procedures require retention of receipts and other documentation. As with any transaction you must retain the original itemized sales slips, cash register receipts, invoices, order forms and receiving documents.
 4. Statement cut-off is the 15th of each month. Every cardholder must review their statement for all transactions made on the VISA Purchasing Card.
 5. Reconciled, approved statements and appropriate documentation are due to the Business Office by the 22nd day of each month.

6. If a transaction receipt is misplaced or not received, the cardholder shall be responsible for contacting the vendor and obtaining a duplicate copy of the receipt.
7. Disputed billing can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicated charges, credits not processed, etc.
8. The cardholder is responsible for contacting and following up with the vendor on any erroneous charges or disputed charges as soon as possible. Most issues can be resolved this way. Attach the completed Dispute form and send as instructed or go to www.securitybankcard.com. Click on COMMERCIAL CARDS and select the Disputes link. Complete the form and submit as requested. A copy of the dispute form should be sent to the Purchasing Office

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

PASSED this 14th day of November, 2017

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



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

AN ORDINANCE APPROPRIATING FUNDS FOR EMPLOYEE APPRECIATION BONUSES; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:

Whereas, The City Council of the City of Conway would like to recognize the efforts of full time and part time city employees through the award of an employee appreciation bonus, for which funding must be provided.

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

Section 1: The City of Conway shall appropriate \$216,100 from Fund Balance Appropriation Accounts to the salary accounts for each department in order to provide an expression of appreciation to all full time employees in the net amount of \$350 and all part time employees in the net amount of \$150. Each fund will bear the cost of bonuses for employees, as follows:

General Fund - \$164,500
Street Fund - \$14,000
Sanitation Enterprise Fund - \$35,500
Airport Fund - \$2,100

All part time elected officials are excluded. To receive a bonus, employees must be hired prior to the last full pay period in November and must be actively employed on the date of distribution. Employees pending termination will not receive any appreciation bonus.

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 14th day of November, 2017.

Approved:

Mayor Bart Castleberry

Attest:

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