

City Council Members

Mayor Tab Townsell

City Attorney Michael Murphy

City Clerk/Treasurer Michael O. Garrett



Ward 1 Position 1 – Andy Hawkins  
Ward 1 Position 2 – David Grimes  
Ward 2 Position 1 – Mark Vaught  
Ward 2 Position 2 – Shelley Mehl  
Ward 3 Position 1 – Jim Rhodes  
Ward 3 Position 2 – Mary Smith  
Ward 4 Position 1 – Theodore Jones, Jr.  
Ward 4 Position 2 – Shelia Whitmore

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**City Council Meeting - Tuesday, December 13<sup>th</sup>, 2011 @ 6:30pm**  
**Judge Russell L. "Jack" Roberts District Court Building – 810 Parkway St., Conway, AR 72032**  
**5:30pm - Committee Meeting:**  
**No Committee Meeting**

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Call to Order

Roll Call

Minutes: *November 22<sup>nd</sup>, 2011 & December 6<sup>th</sup>, 2011 (Special City Council Meeting)*

Announcements / Proclamations / Recognition:

**1. Report of Standing Committees:**

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

1. Resolution requesting the Faulkner County Tax Collector to place certified liens on 4470 Raleigh as a result of incurred expenses by the City.
2. Resolution approving and authorizing the issuance of hospital revenue improvement bonds for Conway Regional Medical Center.
3. Resolution authorizing an interlocal agreement between the City of Conway and Faulkner County to provide GIS services to Faulkner County through the GIS Coordinator.
4. Resolution extending the agreement between ATT & the City of Conway.
5. Consideration of a request from David Bradley for a flood plain variance at property located at 10 Trafalgar.
6. Consideration to approve the annual bids for materials and services utilized by the Conway Street Department.
7. Consideration to approve the nominees for the following boards: Oak Grove Cemetery, Building Codes of Appeal Board, Historic District Commission & Planning Commission.
8. Ordinance amending the Arkansas Plumbing Codes for the construction and alterations to plumbing systems as adopted by the City of Conway.
9. Consideration to purchase right of way for the Prince Street Improvement Project.
10. Consideration of a request for a conditional use permit for Jennifer Nichols to allow general retail sales at property located at 2405 Prince Street.
11. Consideration of a request for a conditional use permit for First Church of Nazarene for property located at 500 block of Center (514, 518, & 520 Center Street).

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

1. Ordinance approving the property transfer of warning siren systems to the City of Magazine.
2. Ordinance to accept bids and appropriating additional funds for the Conway Fire Department Station #7 Remodel Project (1810 Highway 64 West).
3. Consideration to accept bids on the Conway Fire Department Station #7 (1810 Highway 64 West) Driveway Reconstruction.

**C. Finance**

1. Consideration to accept the RFQ from Craft, Veach, & Company for A-133 Audit Services for 2011.

**D. Personnel**

1. Consideration to accept the RFQ for legal services for representation of management in Civil Service Commission appeal hearings.

**Old Business**

**New Business**

1. Resolution outlining the purpose of the rededication election of the current quarter cents sales tax for the City.

*(To be provided prior to the meeting)*

2. Ordinance setting an election date for the rededication of the current quarter cent sales tax.

*(To be provided prior to the meeting)*

**Adjournment**



**City of Conway, Arkansas**  
Resolution No. R-11-\_\_\_\_\_

**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 **4470 Raleigh Drive** 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 **\$135.88** (plus a ten percent collection penalty and filing fee, 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 **December 13<sup>th</sup>, 2011** 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 13<sup>th</sup> day of December, 2011.

**Approved:**

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

**Attest:**

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

**City of Conway**  
Planning & Development  
1201 Oak Street  
Conway, Arkansas 72032



**Barbara McElroy**  
Administrative Assistant  
Phone: 501-450-6107  
Fax: 501-450-6144

## MEMO:

To: Mayor Tab Townsell  
CC: City Council Members

From: Barbara McElroy  
Date: November 15, 2011

Re: 4470 Raleigh Drive

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- September 21st, 2011 – Warning Violation written by Grant Tomlin regarding grass.
- Property Owner listed as Flagstar Bank FSB.
- Certified and regulars letters were mailed to property owner at address listed on file on September 26<sup>th</sup>, 2011.
- Certified letter was signed by Arthur Fair on 9-29-2011.
- Property was rechecked on 10/7/2011 by Grant Tomlin and no progress had been made.
- Property cleanup was sent over to Physical Plant for clean up on 10/10/2011.
- Final Cleanup finished on 10/13/2011.
- Invoice for clean up and copy of final bill was sent to the property owner at address on file; included amount due, date and time of the City Council meeting.
- Invoice attach

If you have any questions please advise.

**Conway Code Enforcement  
Incident Report**

**Date of Violation:** September 21, 2011

**Violator Name:** Flagstar Bank, FSB

**Address of Violation:** 4470 Raleigh Drive

**Violation Type:** Tall grass

**Warning #:** CE4039

**Description of Violation and Actions Taken:**

On 9-21-11, I was checking the Victoria Park subdivision for code violations. During this check, I noticed that 4470 Raleigh Drive was in violation of the Conway Nuisance Abatement Code, section 3.2.4, for tall grass. I was familiar with this residence as I had written a violation for the same offense in the past. I was also aware that the residence had been foreclosed on and was the property of Flagstar Bank. I issued a warning for the violation and it was mailed through both regular and certified mail to the owner, which was listed in Arkansas County Data. A recheck of the property was conducted on 10-10-11, with no progress being made. The property was scheduled for cleanup at this time. The property was mowed on 10-13-11 with pictures taken before and after the mowing was completed. A bill for the cleanup was sent to the owner through both regular and certified mail. Pictures are on file for review.

**Code Enforcement Officer:** Grant Tomlin # 407

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



**Date:** 11-15-11

**Time:** 0809

# INVOICE

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

DATE: NOVEMBER 1, 2011

1201 Oak Street  
Conway, AR 72032  
Phone: 501-450-6191  
Fax 501-450-6144  
barbara.mcelroy@cityofconway.org

TO Flagstar Bank FSB  
5151 Corporate Drive  
Troy, MI 48098

Description: Mowing/Clean up/Admin Fees  
associated with the nuisance abatement at  
4470 Raleigh Drive

CODE ENFORCEMENT OFFICER	JOB	PAYMENT TERMS	DUE DATE
Grant Tomlin	4470 Raleigh Drive	Due upon receipt	December 1st, 2011

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Mowing (1 Employee)	16.73	16.73
1	Mowing (1 Employee)	17.99	17.99
1	Mowing (1 Employee)	13.75	13.75
1	Maintenance Fee	15.00	15.00
1	Administrative Fee (Barbara McElroy)	24.15	24.15
1	Administrative fee (Grant Tomlin)	19.10	19.10
1	Administrative Fee (Glenn Berry)	21.70	21.70
2	Certified Letter	3.29	6.58
2	Regular letter	.44	.88
SUBTOTAL			\$135.88
SALES TAX			
TOTAL			\$135.88

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

**Payments are due 30 days from date of this letter**



**City of Conway, Arkansas**  
**Resolution No. R-11-\_\_\_\_\_**

**A RESOLUTION APPROVING AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$20,000,000 CITY OF CONWAY, ARKANSAS HEALTH FACILITIES BOARD (CONWAY REGIONAL MEDICAL CENTER) HOSPITAL REVENUE IMPROVEMENT BONDS, SERIES 2012**

**WHEREAS**, upon the request of Conway Regional Medical Center, Inc., the City Council of the City of Conway, Arkansas, has determined that it would be in the best interest of the City to approve and recommend to the City of Conway, Arkansas Health Facilities Board (Conway Regional Medical Center) the issuance of its Hospital Revenue Improvement Bonds, Series 2012 for the purpose of acquiring, constructing and equipping certain improvements to the Medical Center.

**NOW, THEREFORE**, be it resolved by the City Council of the City of Conway, Arkansas:

**Section 1:** The City Council of the City of Conway, Arkansas, hereby approves and recommends to the City of Conway, Arkansas Health Facilities Board (Conway Regional Medical Center) the issuance by it of its Hospital Revenue Improvement Bonds, Series 2012 in one or more series of tax exempt or taxable bonds in an aggregate principal amount not to exceed \$20,000,000 at a true interest cost not to exceed 6.00%, for the purpose of financing the acquisition, construction, and equipping of critical improvements to the Medical Center.

**ADOPTED:** December 13, 2011

**Approved:**

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**Mayor Tab Townsell**

**Attest:**

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



**City of Conway, Arkansas  
Resolution No. R-11-\_\_**

**A RESOLUTION AUTHORIZING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF CONWAY AND FAULKNER COUNTY TO PROVIDE GIS SERVICES TO FAULKNER COUNTY THROUGH THE CONWAY GIS COORDINATOR; AND FOR OTHER PURPOSES:**

**WHEREAS**, Conway created and maintains a planning department which employs within that department a GIS coordinator/service provider ("GIS"); and

**WHEREAS**, Faulkner County has determined that it wishes to avail itself on a long term basis the benefits and privileges provided by Conway's GIS; and

**WHEREAS**, Conway has agreed that it is in the best interests of Conway to contract with Faulkner County to extend the operation of GIS under an arrangement to Faulkner County; and

**WHEREAS**, Conway and Faulkner County are authorized pursuant to A.C.A. § 25-20-102, *et seq.* (LEXIS 2011) and A.C.A. § 14-14-910 (LEXIS 2011) to enter into Interlocal Cooperation Agreements; and

**WHEREAS**, Conway and the Faulkner County Quorum Court by ordinance have authorized the mayor of Conway and the County Judge of Faulkner County to enter into this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements of Conway and Faulkner County and on the terms and conditions set out herein, it is agreed as follows:

1. **TERM.** The term of this Agreement shall be for an indeterminate period, but for at least a term greater than one (1) year, subject to the continuing right of Conway and Faulkner County to modify, renew or extend the term by mutual agreement. At the end of the initial one (1) year period, the interlocal agreement may be reviewed or modified by agreement of both parties. Either party may terminate this agreement by giving six (6) months written notice to the other. Conway shall have no right of assignment of the franchise upon termination.

2. **ADMINISTRATOR.** The GIS Coordinator employed by Conway shall be responsible for administering the joint or cooperative undertaking including representation of the contracting parties.

3. **POWERS OF THE ADMINISTRATOR.** The Administrator shall be authorized to oversee the operations of Faulkner County's GIS systems to ensure that service is provided to Faulkner County in

accordance with the terms of this Agreement, Faulkner County ordinances, Conway ordinances and amendments thereto. The Administrator shall have the authority, within his/her authorizations by Conway, to execute such contracts and agreements as are necessary to implement the terms of this Agreement; provided, however, the Administrator is not authorized to commit or expend Faulkner County funds without first obtaining the approval of the Quorum Court or County Court.

4. **FRANCHISE.** Faulkner County shall grant, by ordinance, to Conway a franchise to provide GIS services (GIS services to be defined for purposes of this Agreement as personnel and equipment for county-wide mapping, maintaining Faulkner County computer programs associated with the mapping, assist in re-aligning voter districts as required by law, and all other related activities) to Faulkner County, as now existing or as modified during the term of this Agreement.

5. **NONDISCRIMINATION.** Conway agrees that so long as Faulkner County is in compliance with the provisions of this Agreement, Conway shall not make changes to relevant Conway City Ordinances, resolutions, or other changes with regard to the germane operations, which would cause the benefits and privileges provided by GIS to Faulkner County to be less than the benefits and privileges provided by GIS to Conway, except to the extent outlined in this Agreement. Conway also agrees that it will oversee and supervise the governance and operations of the Administrator to ensure that benefits and privileges of GIS are provided and available to Faulkner County on a nondiscriminatory basis.

6. **PURPOSE.** The purpose of this Agreement is to establish and provide for Faulkner County, a GIS Administrator to maintain a database for mapping and population densities to allow better planning within the geographical boundaries of Faulkner County. Further, this Agreement affords the parties to purchase new equipment and necessary software upgrades to ensure continued benefits to emergency responders, dispatchers and other County Officials who avail themselves of GIS products.

7. **LIMITED RIGHT TO PURCHASE EQUIPMENT.** In the event that Conway or Faulkner County elects not to renew this Agreement at the end of the initial term, or any subsequent renewal term thereafter, Conway shall be entitled to retain any and all software, programming, or equipment purchased for purposes of executing this Agreement. Conway shall extend Faulkner County first right of refusal to purchase the software, programming, or equipment purchased for purposes of executing this Agreement should Conway determine it is in its best interests to sell the aforementioned.

8. **SEVERABILITY.** The provisions of this Agreement are declared to be severable. If any provision hereof shall be held to be invalid or to be inapplicable to any person or circumstance, such holding shall not affect the validity or applicability of the remainder hereof.

9. **APPROVALS.** This Agreement shall not be effective until such time as it has received all approvals as required by Ark. Code Ann. § 25-20-105 and 14-14-910.

15. **OVERSIGHT AND REPORTING.** The GIS Administrator will provide to Faulkner County an annual report in March or April of each year. Such report will contain data on compliance, funds expended within the purposes of this Agreement, as well as a balance sheet showing Conway's financial information. GIS Administrator will, at the request of Faulkner County, appear before the governing body to discuss the reports and answer questions.

16. **SUBSIDY.** Faulkner County will pay a subsidy to Conway in 2012 in the amount of fourteen thousand and 00/100 dollars (\$14,000.00) to defray the cost associated with the purposes of this Agreement.

**EXECUTED** this 13<sup>th</sup> day of December, 2011.

**Approved:**

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

**Attest:**

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



CITY OF CONWAY  
Planning and Development

1201 Oak Street  
Conway, AR 72032

T 501.450.6105  
F 501.450.6144

[www.conwayplanning.org](http://www.conwayplanning.org)

December 8, 11

**MEMO**

To: Mayor Tab Townsell & City Council

Mayor and Council,

An opportunity has become available for the City of Conway to enter into an inter-local agreement with Faulkner County to provide GIS mapping services for Faulkner County. The County had previously outsourced this service with an independent contractor, but the contractor cannot continue the service. There are benefits for both parties from this partnership; the County will obtain quality, on-demand mapping, the City, will obtain an additional source of revenue to fund GIS software and hardware freeing the general fund for other uses. Beyond these basic benefits, there are other advantages such as a common mapping dataset covering both the city and county. A common dataset is more efficiently maintained and benefits both parties in the coordination of mapping, roads, infrastructure, and emergency responders during disaster events.

The Planning and Development Department will receive \$14,000 annually for the maintenance of the County's mapping database and map production. The City GIS Coordinator will administer and oversee this inter-local agreement. The Conway GIS Coordinator will schedule the majority of County work outside of regular city employment hours and will be directly compensated by the County for these hours. The County will also provide transportation for any County surveying. City needs will take precedent over county needs if there is a conflict.

This agreement will greatly benefit the City's acquisition and maintenance of GIS equipment, create a more seamless County/City dataset and reduce the duplication of efforts. I would recommend that the City and Faulkner County enter into this agreement.

Sincerely,

Bryan Patrick  
Director of Planning and Development



**City of Conway, Arkansas**  
**Resolution No. R-11-\_\_\_\_\_**

**A RESOLUTION EXTENDING AGREEMENT BETWEEN THE CITY OF CONWAY AND AT&T ARKANSAS.**

**WHEREAS**, on October 7, 2008, the City of Conway and Southwestern Bell Telephone Company, d/b/a AT&T Arkansas executed an Agreement (“Agreement”) related to the provision by AT&T Arkansas of its U-verse IP-enabled video services; and

**WHEREAS**, both the City of Conway and AT&T Arkansas have successfully fulfilled all of their obligations under the Agreement; and

**WHEREAS**, the City of Conway and AT&T Arkansas hereby desire to extend the current Agreement for an additional five-year term, through the end of 2016.

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

**SECTION 1:** That the City of Conway hereby agrees to extend the Agreement for an additional five-year term, through the end of 2016;

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

**ADOPTED** this 13<sup>th</sup> day of December, 2011

**Approved:**

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

**Attest:**

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

**MEMORANDUM**

TO: MAYOR TAB TOWNSELL

FROM: RONNIE HALL, P.E.  
CITY ENGINEER

DATE: December 8, 2011

REFERENCE: Flood Plain Variance  
10 Trafalgar

I have review the request of Mr. David Bradley at 10 Trafalgar Road and have the following comments:

- The first flood plain map that provided Base Flood Elevation along Trafalgar was the June 2, 1994 FIRM. The 1988 FIRM map only indicated a shaded area along the creek with no 100 year flood elevations.
- The house at 10 Trafalgar was likely constructed prior to the 1988 FIRM and likely prior to any city adopted flood plain ordinance or minimum floor elevation requirement.
- The current Base Flood Elevation at this location as shown on the December 2006 FIRM is elevation 303.
- Our current Flood Prevention Ordinance (Ordinance O-06-128) requires a finished Floor Elevation at 2' above the Base Flood Elevation.
- The existing house has a finished floor elevation of 302.55.
- The request applies to a 440 S.F. addition to a 2,200 S.F. structure. The ordinance defines a "Substantial Improvement" is an improvement that increases the value of the structure by 50%. This would not be considered a "Substantial Improvement".
- The ordinance requires "Any improvement to an existing structure that is less than a substantial improvement requires the improvement, but not the existing structure, to be in full compliance with the provisions of this Code". Therefore to comply with the ordinance the addition would be required to be at elevation 305 or about 30" above the existing finished floor.
- The ordinance provides that the City Council is the Appeal Board which may grant a variance from the requirements of the code.
- This request a for a variance from the requirement to built the finished floor of the addition at 2 feet above the base flood elevation appears to comply with the conditions listed in the Code for which a variance may be issued.

I recommend approval of this variance to allow the building addition to be constructed with a minimum floor elevation at the base flood elevation (elevation 303.0). One condition of the variance should be to apply for a "Flood Plain Development Permit" and receive a "Certificate of Compliance" with the Flood Plain Development Permit prior to approval of final inspection of the addition.

November 29, 2011

Tab Townsell-Mayor

RE: Flood Plain Ordinance # 0-06-128

Mayor Townsell:

I live at 10 Trafalgar Road in Westminister Subdivision and I am requesting a variance to the city flood plain ordinance. The reason I am requesting a variance is to build a 20' X 22' addition onto my existing 2200 square foot house. Westminister Subdivision was developed in the early 1980's. I now need to move both my parents into this addition to take care of them. My mother is confined to a wheelchair. To meet the city's requirement of 2 feet above the base flood elevation of 303.00 would require a wheelchair ramp 24 feet long. There is not enough room to implement this to the existing structure. I can meet FEMA's minimum requirement of the 303.00 base flood elevation. I request that a finished floor elevation of 303.00 be allowed for this addition. Your consideration in this matter is greatly appreciated.

Respectfully,

A handwritten signature in cursive script that reads "David Bradley". The signature is written in black ink and is positioned above the printed name.

David Bradley

cc: Ronnie Hall P.E., City Engineer, Flood Plain Administrator

**CENTRAL  
ARKANSAS  
PROFESSIONAL  
SURVEYING**

1021 FRONT ST.  
CONWAY, AR 72032

November 4, 2011

1201 Oak St  
Conway, AR 72032

Dear Permit Dept.:

Our firm has shot the finished floor elevation on Lot 21 Westminster Replat Subdivision located on 10 Trafalgar and to the best of our knowledge and belief, found it to be an elevation of 302.55. The base flood elevation shown on Panel 0276H is 303.00.

Sincerely,



Robert French  
Central Arkansas Professional Surveying  
PLS #1363

**MEMORANDUM**

TO: MAYOR TAB TOWNSELL

FROM: RONNIE HALL, P.E.  
CITY ENGINEER

DATE: December 7, 2011

REFERENCE: 2012 ANNUAL MATERIALS AND SERVICES BIDS

I have attached a summary of the bids opened at 10:00 AM on December 7, 2011 for 2012 annual materials and services utilized by the Street Department. We request award of the bids as follows:

<b><u>MATERIALS OR SERVICE</u></b>	<b><u>CONTRACTOR</u></b>	<b><u>PRICE</u></b>
Crushed Stone FOB El Paso	Webco	\$7.53/Ton
Crushed Stone Delivered	Webco	\$11.40/Ton
Ballast Stone Delivered	Webco	\$12.74/Ton
Stone Backfill delivered	Webco	\$11.94/Ton
Riprap delivered	Webco	\$18.39/Ton
Concrete Class A	Southern Star	\$81.72/CY
Concrete Class S	Southern Star	\$83.89/CY
Added Cost for 1% Calcium added	Southern Star	\$3.00/CY
Reinforced Concrete Pipe:		
12"	Hanson	\$8.51/Ft.
15"	Hanson	\$11.72/Ft.
18"	Hanson	\$13.60/Ft.
24"	Hanson	\$19.68/Ft.
30"	Hanson	\$28.47/Ft.
36"	Hanson	\$43.58/Ft.
42"	Hanson	\$55.01/Ft.
48"	Hanson	\$66.78/Ft.
Concrete Blocks:	Conway Block Company	
Standard Weight Concrete Blocks		\$1.49/Ea.
Interlocking Retaining Wall Blocks		\$4.91/Ea.
Concrete Work:		
4" Curb & Gutter	Lasker Brothers	\$4.00/L.F.
6" Curb & Gutter	Lasker Brothers	\$5.00/L.F.
Sidewalk	Lasker Brothers	\$1.00/SF
Concrete Pavement Repair	No Bid.	
Removal of Unsuitable Subgrade	No Bid.	
Place and Shape Stone Backfill	No Bid.	
Gasoline & Diesel:		
Reg. Unleaded Gasoline	M.M. Satterfield	\$2.8975/Gal.
Diesel	M.M. Satterfield	\$3.1750/Gal.

As shown on the bid summary Knox Nelson Oil submitted a lower bid for the diesel fuel if deliveries could be greater than 5,000 gallons. Our deliveries throughout the year are much less than 5,000 gallons. Only one tank (at Street Dept) has as much as 5,000 gallons. It would need to be near empty to receive that volume. Therefore the lowest bid for the fuel that fits our ability to receive the fuel is Satterfield.

Asphalt Materials:

The issue of the repair of West Tyler Street has not been resolved with the Rogers Group. Thus, the city may want to delay the consideration of award of these items until we know the Rogers Group's position on West Tyler.

Pre- Mix	Buy from available source	Market Price
Asphalt Hot Mix FOB Plant	Buy from available source	Market Price
In Place Asphalt Surface(PG 64-22)	Rogers Group	\$73.65/Ton
In Place Asphalt Surface(PG 70-22)	Rogers Group	\$81.30/Ton
In Place Asphalt Binder (PG 64-22)	Rogers Group	\$66.20/Ton

Due to the Rogers Group's and other asphalt plants operating intermittently, we are requesting that we be authorized to purchase the asphalt Cold Mix material and Asphalt Hot Mix FOB plant material from the nearest available source. This material is use by our crews daily to patch pot holes, utility cuts and other needed pavement repairs.

**CITY OF CONWAY**

**SUMMARY OF ANNUAL BIDS FOR STREET DEPARTMENT TYPE WORK**

**FOR YEAR 2012**

<b>ASPHALT</b>	ROGERS	REDSTONE CONSTR.	2011
	GROUP		LOW BID
PRE-MIX	\$90.00 /TON	\$75.00 /TON	\$80.00 /TON
HOT MIX FOB PLANT	\$69.00 /TON	NO-BID /TON	\$65.00 /TON
INPLACE ASPHALT (PG 64-22)	<b>\$73.65</b> /TON	\$96.00 /TON	\$66.00 /TON
INPLACE ASPHALT SURFACE (PG 70-22)	<b>\$81.30</b> /TON	\$98.50 /TON	\$71.00 /TON
INPLACE ASPHALT BINDER PG (64-22)	<b>\$66.20</b> /TON	\$92.00 /TON	\$60.00 /TON

<b>CRUSHED STONE BASE COURSE</b>	ROGERS GROUP	WEBCO	QUALITY TRUCKING	2011 LOW BID
	CRUSHED STONE FOB PLANT	\$9.20 /TON (GBR)	<b>\$7.53</b> /TON (EINO BID)	NO BID /TON
CRUSHED STONE DELIVERED TO STREET DEPT.	\$12.99 /TON	<b>\$11.40</b> /TON	\$12.85 /TON	\$11.40 /TON
BALLAST STONE DELIVERED TO STREET DEPT.	\$13.47 /TON	<b>\$12.74</b> /TON	\$14.80 /TON	\$12.74 /TON
STONE BACKFILL DELIVERED TO STREET DEPT.	\$13.47 /TON	<b>\$11.94</b> /TON	\$14.80 /TON	\$11.94 /TON
RIPRAP DELIVERED TO STREET DEPARTMENT	\$18.95 /TON	<b>\$ 18.39</b> /TON	\$19.65 /TON	\$ 18.39 /TON

<b>CONCRETE</b>	MALLARD	SOUTHERN STAR	UNITED PROCUREMENT	2011 LOW BID
	CLASS A CONCRETE	\$82.27 /C.Y.	<b>\$81.72</b> /C.Y.	\$95.00 /C.Y.
CLASS S CONCRETE	\$84.43 /C.Y.	<b>\$83.89</b> /C.Y.	\$98.00 /C.Y.	\$84.43 /C.Y.
1% ADDED CALCIUM	\$4.00 /C.Y.	<b>\$3.00</b> /C.Y.	\$3.00 /C.Y.	\$4.00 /C.Y.

<b>CONCRETE PIPE:</b>	SIZE	HANSON PIPE	Scurlock Industries	2011 LOW BID
		12"	<b>\$8.51</b> /FOOT	\$8.77
	15"	<b>\$11.72</b> /FOOT	\$12.08	\$12.08 /FOOT
	18"	<b>\$13.60</b> /FOOT	\$14.17	\$14.17 /FOOT
	24"	<b>\$19.68</b> /FOOT	\$20.61	\$20.61 /FOOT
	30"	<b>\$28.47</b> /FOOT	\$29.81	\$29.81 /FOOT
	36"	<b>\$43.58</b> /FOOT	\$45.64	\$45.64 /FOOT
	42"	<b>\$55.01</b> /FOOT	\$57.60	\$57.60 /FOOT
	48"	<b>\$66.78</b> /FOOT	\$69.93	\$69.93 /FOOT

<b>CONCRETE BLOCKS:</b>		Conway Block	2011 LOW BID
	STANDARD WEIGHT CONCRETE BLOCKS (8"x8"x16")		<b>\$1.49</b> /EA.
INTERLOCKING RETAINING WALL BLOCKS(6"x16"x12")		<b>\$4.91</b> /EA.	\$5.00 /EA.

<b>CONCRETE WORK (MATERIALS FURNISHED BY CITY):</b>	LASKER BROTHERS	2011 LOW BID
	4" HIGH ROLL CURB & GUTTER	<b>\$4.00</b> /FOOT
6" HIGH UPRIGHT CURB & GUTTER	<b>\$5.00</b> /FOOT	\$5.00 /FOOT
FORM POUR AND FINISH SIDEWALK	<b>\$1.00</b> /S.F.	\$1.25 /S.F.
CONCRETE PAVEMENT REPAIR	NO BID /S.Y.	NO BID /S.Y.
REMOVAL OF UNSUITABLE SUBGRADE	NO BID /C.Y.	NO BID /C.Y.
PLACE AND SHAPE STONE BACKFILL	NO BID /C.Y.	NO BID /C.Y.

<b>GASOLINE &amp; DIESEL</b>	M.M. SATTERFIELD OIL	KNOX NELSON OIL	2011 LOW BID
	REG. UNLEADED GAS	<b>\$2.8975</b> /GAL.	\$3.0092 /GAL.
DIESEL FUEL	<b>\$3.1750</b> /GAL.	\$3.1804 /GAL.	\$2.6620 /GAL.
REG. UNLEADED GAS MORE THAN 5,000 GAL DEL.		\$2.9092 /GAL.	
DIESEL FUEL MORE THAN 5,000 GAL DELIVERY		\$3.0804 /GAL.	



City of Conway - Mayor's Office  
1201 Oak Street  
Conway, AR 72032  
[www.cityofconway.org](http://www.cityofconway.org)



# Memo:

**To:** Mayor Tab Townsell  
**CC:** City Council Members  
Chris Spatz, Oak Grove Board President  
**From:** Felicia Rogers  
**Date:** December 1<sup>st</sup>, 2011  
**Re:** Oak Grove Cemetery Board Nomination

---

The Oak Grove Cemetery Board met on November 7<sup>th</sup>, 2011 and nominated the following:

Mr. Chris Odom	5 year term	Expires December, 2016
Carol Powers	5 year term	Expires December, 2016

Please advise if you have any questions.

## **CITY OF CONWAY, ARKANSAS**

Department of Planning & Development  
1201 Oak Street Conway, Arkansas 72032

J. Lynn Hicks, CBO - Building Official / Assistant Director of  
Permits, Inspections & Code Enforcement  
Phone 501-450-6107 Fax 501-513-3504



### **MEMO:**

**TO:** Bryan Patrick – Director of Planning and Development  
**FROM:** Lynn Hicks – Building Official / Assistant Director of  
Permits, Inspections and Codes Enforcement  
**DATE:** 11-1-11  
**SUBJECT:** Recommendations for Appointments to the  
2012 City of Conway Building Code Board of Appeals

I would like to recommend the following individuals for appointments to the City of Conway Building Code Board of Appeals for the 2012 term:

<b>Mrs. Judy Corcoran</b>	<b>(Alternate Member)</b>	<b>Public Citizen at Large</b>	<b>1 Year Term</b>
<b>Mr. Gene Hendrix</b>	<b>(Alternate Member)</b>	<b>Industry Citizen at Large</b>	<b>1 Year Term</b>
<b>Mr. Derek Harmon</b>	<b>(Regular Member)</b>	<b>Fire Protection Contractor</b>	<b>4 Year Term</b>
<b>Mr. Steve Hurd</b>	<b>(Regular Member)</b>	<b>Architect</b>	<b>4 Year Term</b>

Mr. Harmon and Mr. Hurd were originally appointed to 3 year terms and are now eligible for a re-appointment to 4 year terms.

I respectfully request your review and recommendation to City Council for the appointments as noted above.

Please let me know if you have any questions or need additional information.

Thank you,

Lynn Hicks



1201 Oak Street  
Conway AR 72032

T 501.450.6105  
F 501.450.6144

[www.conwayplanning.org](http://www.conwayplanning.org)

December 5, 2011

Mayor Tab Townsell  
City of Conway  
1201 Oak Street  
Conway AR 72032

Mayor,

The Historic District Commission recommends the below members to fill vacant and expiring positions:

**Becky Harris**, term expiring 12-31-2011. New term expiring 12-31-2014.

**Scott Zielstra**, term expiring 12-31-2011. New term expiring 12-31-2014.

**Betty Pickett** (Pine St. Community Development Corporation Member), term expiring 12-31-2011.

New term expiring 12-31-2014.

Melissa Togni resigned in October 2011.

Chad Brown is rolling off on 12-31-2011.

Sincerely,

Bryan Patrick  
Director of Planning and Development  
Conway Historic District Commission Staff

Enclosure: 2011 and 2012 Historic District Commission Roster



1201 Oak Street  
Conway, AR 72032

T 501.450.6105  
F 501.450.6144

## 2011 Historic District Commission Roster

### **Velton Daves**

**Chairman**

Ward 3

955 Western Ave 72034

501.499.6382 h

[veltond@uca.edu](mailto:veltond@uca.edu)

Term Expires: December 31, 2012

### **Steve Hurd, Vice Chairman**

**Architect** ♦

Ward 4

607 Davis 72034

[arquiteque@conwaycorp.net](mailto:arquiteque@conwaycorp.net)

501.336.9447

Term Expires: December 31, 2013

### **Becky Harris\*, Secretary**

Ward 3

3 Essex Drive 72034

[bekaroo2@aol.com](mailto:bekaroo2@aol.com)

501.454.5455 m

Term Expires: December 31st, 2011

### **Scott Zielstra\***

Ward 4

2610 Orchard Park, 72034

[zielstra@yahoo.com](mailto:zielstra@yahoo.com)

501.475.5820 h

501.342.0521 w

Term Expires: December 31st, 2011

### **Chad Brown**

Ward 3

2430 Charlie Dayer Dr 72034

[cjbrown1@ualr.edu](mailto:cjbrown1@ualr.edu)

501.250.4928 h

501.412.8245 w

Term Expires: December 31, 2011

### **Betty Pickett - Pine Street Community**

**Development Corporation Member**

Ward 4

1903 College Ave 72034

501.329.5862 h

[bpickett@conwaycorp.net](mailto:bpickett@conwaycorp.net)

Term Expires: December 31, 2011

### **(Trey) Glen Massingill III**

Ward 2

1722 Caldwell St 72034

[trey.massingill@gmail.com](mailto:trey.massingill@gmail.com)

501.613.3832 h

501.342.3173 w

Term Expires: December 31, 2012

### **Mary Etta Qualls**

Ward 4

9 Richland Hills Cove 72034

501.730.4404 h

[mqualls@conwaycorp.net](mailto:mqualls@conwaycorp.net)

Term Expires: December 31, 2012

### **George Covington, Sr.**

**Downtown Partnership Member**

Ward 1

1053 Front Street 72032

501.450.6217 h

501.329.3357w

[gcovington@conwaycorp.net](mailto:gcovington@conwaycorp.net)

Term Expires: December 31, 2013

### **Melissa Togni**

Ward 4

411 Oliver St 72034

501.339.6909 h

[melissa.headrick@stephens.com](mailto:melissa.headrick@stephens.com) Term

Expires: December 31, 2013

### **Barbara Stroope**

Ward 2

1220 Davis Street 72034

501.908.9070 m

[b.e.stroope@gmail.com](mailto:b.e.stroope@gmail.com)

Term Expires: December 31, 2013

\*Due to the merger of the Old Conway Design Review Board and the Historic District Commission, during 2011 there will be two ex-officio members voting on Old Conway matters only.

♦Commission Architect

The Historic District Commission normally meets the 4th Monday of each month at City Hall in the Downstairs Conference Room at 6:00 pm.

For information or documentation, go online: [www.conwayplanning.org](http://www.conwayplanning.org) or call the Planning & Development Department at 501.450.6105.



1201 Oak Street  
Conway, AR 72032

T 501.450.6105  
F 501.450.6144

## 2012 Historic District Commission Roster

### **Velton Daves**

**Chairman**

Ward 3

955 Western Ave 72034

501.499.6382 h

[veltond@uca.edu](mailto:veltond@uca.edu)

Term Expires: December 31, 2012

### **Steve Hurd, Vice Chairman**

**Architect**❖

Ward 4

607 Davis 72034

[arquiteque@conwaycorp.net](mailto:arquiteque@conwaycorp.net)

501.336.9447

Term Expires: December 31, 2013

### **Becky Harris\*, Secretary**

Ward 3

3 Essex Drive 72034

[bekaroo2@aol.com](mailto:bekaroo2@aol.com)

501.454.5455 m

Term Expires: December 31st, 2014

### **Mary Etta Qualls**

Ward 4

9 Richland Hills Cove 72034

501.730.4404 h

[mqualls@conwaycorp.net](mailto:mqualls@conwaycorp.net)

Term Expires: December 31, 2012

### **George Covington, Sr.**

**Downtown Partnership Member**

Ward 1

1053 Front Street 72032

501.450.6217 h

501.329.3357w

[gcovington@conwaycorp.net](mailto:gcovington@conwaycorp.net)

Term Expires: December 31, 2013

### **Betty Pickett - Pine Street Community**

**Development Corporation Member**

Ward 4

1903 College Ave 72034

501.329.5862 h

[bpickett@conwaycorp.net](mailto:bpickett@conwaycorp.net)

Term Expires: December 31, 2014

### **(Trey) Glen Massingill III**

Ward 2

1722 Caldwell St 72034

[trey.massingill@gmail.com](mailto:trey.massingill@gmail.com)

501.613.3832 h

501.342.3173 w

Term Expires: December 31, 2012

### **Barbara Stroope**

Ward 2

1220 Davis Street 72034

501.908.9070 m

[b.e.stroope@gmail.com](mailto:b.e.stroope@gmail.com)

Term Expires: December 31, 2013

### **Scott Zielstra\***

Ward 4

2610 Orchard Park, 72034

[zielstra@yahoo.com](mailto:zielstra@yahoo.com)

501.475.5820 h

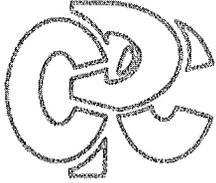
501.342.0521 w

Term Expires: December 31st, 2014

#### ❖Commission Architect

The Historic District Commission normally meets the 4th Monday of each month at City Hall in the Downstairs Conference Room at 6:00 pm.

For information or documentation, go online: [www.conwayplanning.org](http://www.conwayplanning.org) or call the Planning & Development Department at 501.450.6105.



# CONWAY PLANNING COMMISSION

---

1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

December 6, 2011

Council Members  
Conway, AR 72032

Dear Council Members:

The Planning Commission voted unanimously to submit the names of Mark Lewis and Matthew K. Brown for Council approval to serve on the Planning Commission for five (5) year terms, and the names of Jeff Allender and Anne Tucker for three (3) and two (2) year terms respectively replacing John Hairston and Jeff Sturdivant who have resigned. Mr. Lewis and Mr. Brown would be replacing Kent Mathis and Sandra Mabry whose terms expire December 31, 2011. The Planning Commission requests that these names be voted on at the appropriate regularly scheduled City Council meeting.

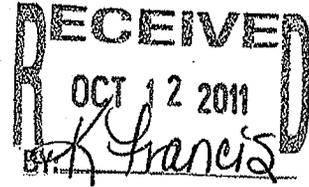
1. Mark Lewis, 2540 Peabody (Ward 2) — 5-year term
2. Matthew K. Brown, 965 Joseph Drive (Ward 1) — 5-year term
3. Jeff Allender, 37 Cumberland Park (Ward 4) — 3-year term
4. Anne Tucker, 14 Walnut Drive (Ward 2) — 2-year term

A Planning Commission representative can attend the City Council meeting at which this item will be presented and, if requested, will be pleased to share details of the selection process that culminated in the recommendation of these four nominees to the Planning Commission at its special meeting on Monday, December 5, 2011. The representative will endeavor to answer any questions the Council may have about the process. Again, the Planning Commission decision to recommend these four nominees for confirmation to the Council was unanimous.

Submitted by,

Kent Mathis, Vice Chairman  
Planning Commission

Attachments:  
Nomination Forms



City of Conway  
www.cityofconway.org  
Board/Commission Nomination Form:

Date: 10-9-2011

Board applying for: (One board per form)

Planning Commission

(If you are applying for more than one board, you will only need to fill out the second page once.)

Person Nominated: Mark Lewis

Address: 2540 Peabody City, State, Zip Conway 72032

Phone/Home: 336-8320 Work: 1-855-727-3599 x 25616

Person making nomination: same

Address: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett  
City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)

Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.

Cub Scouts, Girl Scouts,  
Sunday School teacher

Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.

I take a lot of pride in Conway, and I'm thankful to live here. By serving on either the Planning Commission or the Building Code Board of Appeals, I would like to help our city continue to be an attractive and prosperous place to live.

What contributions do you hope to make?

I would bring to the position good interpersonal skills, along with talents for writing and speaking. I'm a good listener, and I'm meticulous, conscientious, and hardworking. I very much want to contribute to the well-being of Conway, and I believe that these city boards I'm applying for are one of the best ways to do that.

The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:

Age: 49 Sex: m Race: sw

Occupation: Social Security claims Ward 2  
representative

Email Address: marklewis4@yahoo.com

Mark Lewis

Signature of Applicant or Nominator

10-9-2011

Date



RECEIVED  
10-28-11

City of Conway  
www.cityofconway.org  
Board/Commission Nomination Form:

Date: 10/28/11

Board applying for: (One board per form)

Planning Commission

*(If you are applying for more than one board, you will only need to fill out the second page once.)*

Person Nominated: Matthew K. Brown

Address: 965 Joseph Drive City, State, Zip Conway, AR 72034

Phone/Home: (501) 472-5848 Work: (501) 329-1133

Person making nomination: Matthew K. Brown

Address: 965 Joseph Drive, Conway, AR 72034

Phone/Home: (501) 472-5848 Work: (501) 329-1133

Please send to: Michael O. Garrett  
City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)

*Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

In addition to select pro bono work, I also serve as a volunteer attorney in the Faulkner County Teen Court program.

*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

I am interesting in serving on the planning commission in order to take an active part in Conway, and I also hope to give back to the community through my involvement. I am a licensed attorney and hope that my insights from the practice of law would be a valuable addition to the planning commission.

*What contributions do you hope to make?*

I hope to contribute both my professional experience and my experiences as one of the many people who came to Conway for college but never left to the board.

*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:*

Age: 29 Sex: M Race: W

Occupation: Attorney Ward 1

Email Address: brownmk@gmail.com

Mattie Bow  
Signature of Applicant or Nominator

10/28/11  
Date

RECEIVED  
10-13-11

K Francis



City of Conway

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

Board/Commission Nomination Form:

Date: 10/13/11

Board applying for: (One board per form)

Planning Commission

(If you are applying for more than one board, you will only need to fill out the second page once.)

Person Nominated: Jeff Allender

Address: 37 Cumberland Pk City, State, Zip Conway, AR 72034

Phone/Home: 336-0557 Work: 450-5641

Person making nomination: \_\_\_\_\_

Address: Same

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett  
City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)

*List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

Conway Planning Commission: 2000 through 2004

Conway Tree Board: 2007 through June, 2010

Judge & Organizer: National Geographic Bee, Arkansas finals

Judge: Arkansas State Environthon

Organizer and Ref: Amigo Cup (Latino State soccer championship held in Conway)

*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

With two members rolling off and two additional members that have asked to be replaced before their terms had expired, this could result in almost half the Commission starting their learning curve. Having been a Planning Commissioner and served on (and chaired at one time or another, I believe?) every subcommittee except the Subdivision Committee, I believe I could "hit the ground running" and contribute a level of experience to keep the Commission running smoothly.

In addition, my graduate studies were in urban and transportation planning and I teach urban planning classes at UCA. Several of the interns in the Conway Planning Department that were working on the Safe Routes to School or the Brownfields Project are my students, as were Wes Craiglow and Brad Lacy. (However, I can take little credit for Wes' or Brad's success; the best I could do was to get out of their way and let them fly!).

*What contributions do you hope to make?*

I have experience in the field of planning; I know how policies and procedures the Conway Planning Commission works within and believe I could be current and active to the Commissions needs rapidly. I also thought as a Commissioner I was pretty good at listening to and respecting all points of view, keeping the needs of the community first, and worked at consensus building whenever possible.

*Please provide the following information for consideration to a City of Conway Board/Commission. List community/civic activities. Indicate activities in which you (or your nominee) are or have been involved.*

attached

*Indicate why you (or your nominee) are interested in serving on this board or commission and what other qualifications apply to this position.*

11

*What contributions do you hope to make?*

11

*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community. To assist in these endeavors; please provide the following information on a voluntary basis:*

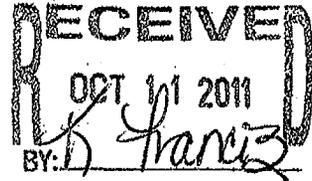
Age: 60 Sex: M Race: Cau.

Occupation: Teacher Ward 4

Email Address: jeffa@uca.edu

Jeff  
Signature of Applicant or Nominator

10/13/11  
Date



City of Conway  
www.cityofconway.org  
Board/Commission Nomination Form:

Date: 10/5/11

Board applying for: (One board per form)

Planning Commission

(If you are applying for more than one board, you will only need to fill out the second page once.)

Person Nominated: Anne Tucker  
Address: 14 Walnut Dr. City, State, Zip Conway, AR 72032  
Phone/Home: 327-4235 Work: 450-0580  
Cell

Person making nomination: self nominated

Address: \_\_\_\_\_

Phone/Home: \_\_\_\_\_ Work: \_\_\_\_\_

Please send to: Michael O. Garrett  
City Clerk/Treasurer  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6100  
(501) 450-6145 (f)

Please provide the following information for consideration to a City of Conway Board/Commission.  
List community/civic activities. Indicate activities in which you (or your nominee) are or have been  
involved.

Past member and Vice President of Faulkner  
County Circle of Friends for Arkansas  
Children's Hospital. I have done extensive  
volunteer work and substitute teaching  
at Conway Christian.

Indicate why you (or your nominee) are interested in serving on this board or commission and what  
other qualifications apply to this position.

I have lived in Conway my entire life and  
worked here most of that time, as well. I've  
lived in 3 different areas of the city and  
I'm very interested in keeping the aesthetics  
and character of our city intact.

What contributions do you hope to make?

I would help continue to see that our  
city enjoys steady but controlled growth  
while keeping the line drawn between  
commercial and residential areas.

*Please feel free to attach to this application any additional information.*

*The City of Conway strives to ensure all City Boards are representative of our diverse community.*

*To assist in these endeavors; please provide the following information on a voluntary basis:*

Age: 50 Sex: F Race: W

Occupation: Semi-retired from insurance - doing freelance  
Ward 2 Court reporting.

Email Address: Anne.tucker1el@yahoo.com

C. Anne Tucker  
Signature of Applicant or Nominator

10/5/11  
Date

1979 Conway  
High grad!  
Attended UCA



**City of Conway, Arkansas**  
**Ordinance No. O-11-\_\_\_\_\_**

**AN ORDINANCE AMENDING THE PLUMBING CODE OF THE CITY OF CONWAY: AMENDING SECTIONS 504.6.1 AND 504.6.2 OF THE 2006 ARKANSAS PLUMBING CODE AS ADOPTED BY THE CITY OF CONWAY: DECLARING AN EMERGENCY AND FOR OTHER PURPOSES.**

**WHEREAS**, The City of Conway would like to revise the plumbing code for the construction and alterations to plumbing systems;

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

**SECTION 1.** Amend Sections 504.6.1 of the Arkansas Plumbing Code by deleting such section in its entirety and replacing with the following:

504.6.1 Discharge. The relief valve shall discharge full size without reduction to the inside diameter of the relief valve discharge piping, to outside the building or to an indirect waste receptor by means of an air gap. The discharge pipe shall not have any trapped sections. The outlet end of the discharge pipe shall not be threaded and such discharge pipe shall not have a valve or tee installed. Relief valve piping shall be piped independent of other equipment drains or relief valve discharge piping to the disposal point. Such pipe shall be installed in a manner that does not cause personal injury to the occupants in the immediate area or structural damage to the building.

504.6.2 Materials. Relief valve discharge piping shall be copper with a minimum  $\frac{3}{4}$ " inside diameter. Piping from the safety pan drains shall be of those materials listed in Table 605.4.

**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 peace, health and safety of the citizens of Conway, and therefore, an emergency is declared to exist, and this ordinance shall go into effect from and after its passage and approval.

**PASSED** this 13<sup>th</sup> day of December, 2011.

**Approved:**

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

**Attest:**

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

# CITY OF CONWAY, ARKANSAS

Department of Planning & Development  
1201 Oak Street Conway, Arkansas 72032  
Building Official / Assistant Director of Permits, Inspections &  
Code Enforcement  
Fax 501-450-6144



**TO: Bryan Patrick**  
**FROM: Lynn Hicks**  
**DATE: 11-9-11**  
**SUBJECT: Proposed Plumbing Code Amendment**

**Attached find a proposed ordinance to amend sections 504.6.1 and 504.6.2 of the 2006 Arkansas Plumbing Code as adopted by the City of Conway.**

**The intent and purpose of the proposal is to clarify the plumbing code requirements applicable to the type and size of piping needed to safely discharge excessive and dangerous pressures that can develop in a malfunctioning the water heater.**

**The plumbing code requires the discharge piping to be not less in diameter than the diameter of the relief valve outlet and requires the discharge piping to discharge full size to the termination point of the discharge piping.**

**The piping is also required to be capable of withstanding the excessive temperatures created when the water turns to steam and triggers the release of the pressure relief valve.**

**The attached amendment is presented to clarify the specific type and size of piping that is required to meet the specified criteria and insure a safe installation.**

**The changes made to the current language in the plumbing code are shown as follows with new language underlined and deleted language indicated with strike-through:**

***504.6.1 Discharge. The relief valve shall discharge full size without reduction to the inside diameter of the relief valve discharge piping, to***

*outside the building or to an indirect waste receptor by means of an air gap. The discharge pipe shall not have any trapped sections. The outlet end of the discharge pipe shall not be threaded and such discharge pipe shall not have a valve or tee installed. Relief valve piping shall be piped independent of other equipment drains or relief valve discharge piping to the disposal point. Such pipe shall be installed in a manner that does not cause personal injury to the occupants in the immediate area or structural damage to the building.*

*504.6.2 Materials. Relief valve discharge piping shall be of those materials listed in Section 605.4 or shall be tested, rated and approved for such use in accordance with ASME A112.4.1. Piping from safety pan drains shall be of those materials listed in Table 605.4. ~~scopper with a minimum 3/4" inside diameter.~~ copper with a minimum 3/4" inside diameter. Piping from the safety pan drains shall be of those materials listed in Table 605.4.*

**With your support I would like to present the proposed amendment to the City Council for their review and approval.**



City of Conway  
Street and Engineering Department  
100 East Robins Street  
Conway, AR 72032

Ronnie Hall, P.E.  
City Engineer  
[ronnie.hall@cityofconway.org](mailto:ronnie.hall@cityofconway.org)  
501-450-6165

May 5, 2011

Mayor Tab Townsell  
City Hall  
1201 Oak Street  
Conway, Arkansas 72032

Re: Prince Street Improvements -Western Ave. to Shady Lane  
1<sup>st</sup> Presbyterian Church Right of Way Acquisition

Dear Mayor Townsell;

We have received the appraisal report for the 8,467 S. F of additional Right of Way required from the 1<sup>st</sup> Presbyterian Church along Prince Street. The estimated Just Compensation by our appraiser (Arkansas Appraisal Associates) was \$49,000 or \$5.89 per square foot. The 1<sup>st</sup> Presbyterian Church had an appraisal of \$8.00 per square foot from Coats Appraisal Service for the 12,246 S.F. of property along the west side of the church that is required for the Farris Road Extension into the Conway High School Property.

We discussed this matter with a group representing the church and they were of the opinion that the church might approve a value of \$7.00 per square foot or \$59,269 for the 8,467 S.F. strip along Prince Street.

In addition to the right of way needed from 1<sup>st</sup> Presbyterian Church along Prince Street, a strip of land is needed along the west side of the church property for the extension of Farris Road to the High School parking area. It was anticipated that Walmart would be required to purchase this strip and dedicate it as street right of way as part of any PUD or conditional use. Walmart is reportedly ready to proceed with their project, however a land title issue has delayed their project. It is our understanding that this title issue should be resolved soon. To avoid construction delays, the church may be receptive to granting a right of entry to allow construction to proceed on their portion of the Farris extension right of way if the city would agree to purchase the right of way if the Walmart project fails to acquire the property by an established date (Sept 2012?). The church committee was of the opinion that the same \$7.00 per square foot price for the 15,007 S.F. parcel (\$105,049) would be the appropriate value to consider.

Also, the Baker family has indicated they would also be receptive to granting a right of entry to allow construction to proceed on their (west) half of the Farris Road Extension and Prince Street.

In summary I am requesting the following:

1. Approval to make offer of \$7.00/ S. F. or \$59,269 for Prince Street ROW from 1<sup>st</sup> Presbyterian Church.
2. Approval to make an offer to 1<sup>st</sup> Presbyterian Church to receive a right of entry for road construction purposes and pay them \$7.00/S.F. or \$105,049.00 if the land is not acquired by Walmart for access purposes by a set date.
3. Try to secure an agreement with the Baker Family to receive a right of entry for road construction purposes. The area required from the Baker Family for the additional Prince Street Right of Way and the Farris Road Extension is 28,556 S.F.

Mayor Tab Townsell  
December 8, 2011  
Page 2

Please advise if you have questions or need additional information.

Sincerely,

Ronnie Hall, P.E.



## CONWAY PLANNING COMMISSION

1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

December 6, 2011

Council Members  
Conway, AR 72032

Dear Council Members:

Jennifer Nichols request for a conditional use permit to allow general retail sales for property located at 2405 Prince Street with the legal description

Lot 1, Griffin-Stanton Subdivision

was on the agenda for the Planning Commission's regular meeting on November 14, 2011. However, without a quorum present, the Planning Commission could take no action on the request. The item was heard at a special meeting of Commissioners on December 5, 2011. At that meeting, the Commission voted 6 – 0 to forward the request to the City Council with a recommendation for approval with the following conditions attached.

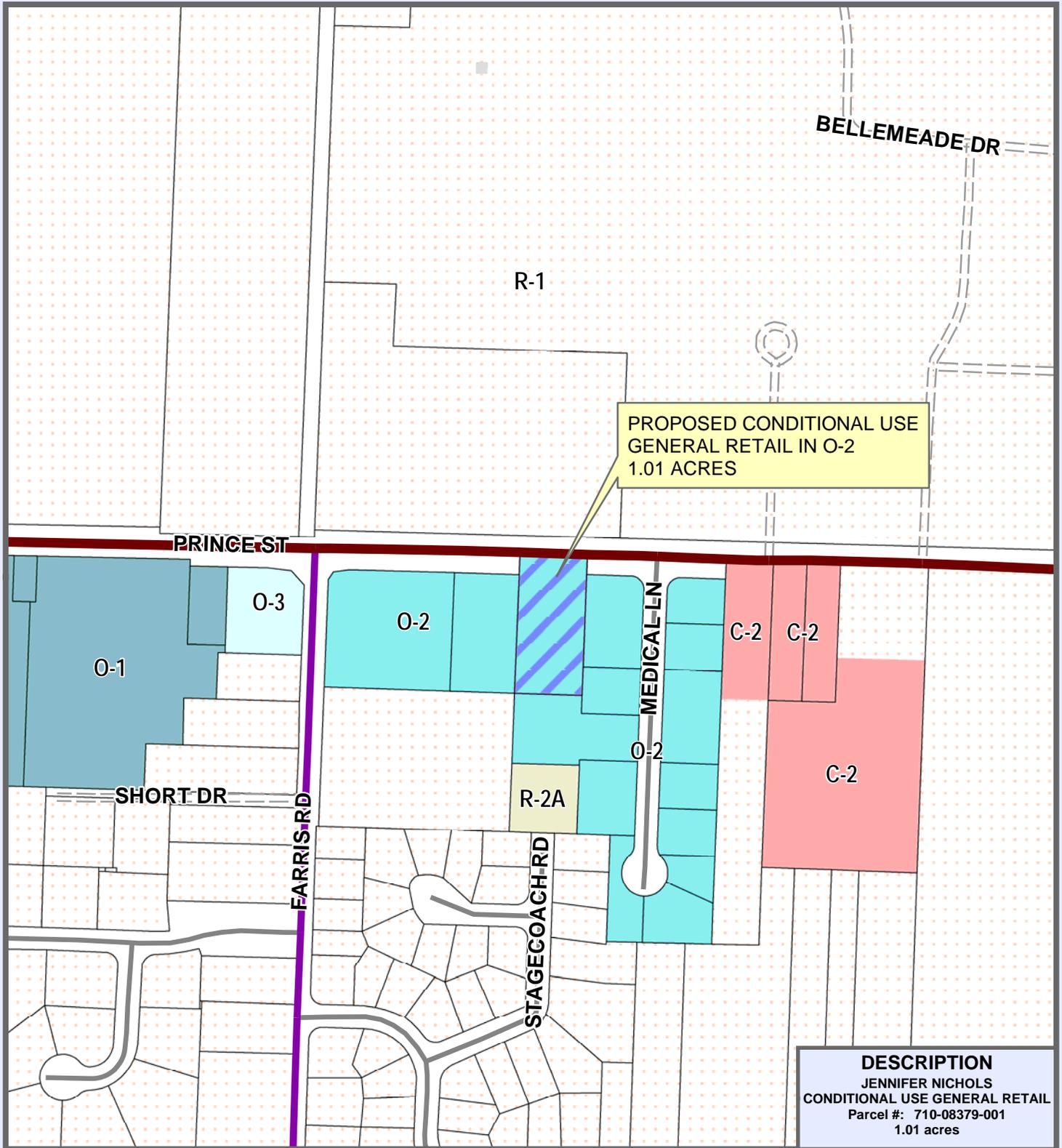
1. Normal hours of operation are 10:00 a.m. to 6:00 p.m. Sunday through Saturday—seven days a week.
2. Conditional use is limited to the applicant Jennifer Nichols.
3. Property owners must dedicate additional Prince Street right of way as required by the City Engineer.

Submitted by,

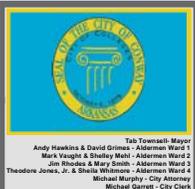
Kent Mathis, Chairman  
Planning Commission

# CITY OF CONWAY

## JENNIFER NICHOLS CONDITIONAL USE

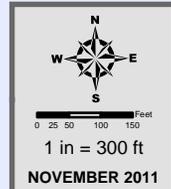


**DESCRIPTION**  
**JENNIFER NICHOLS**  
**CONDITIONAL USE GENERAL RETAIL**  
**Parcel #: 710-08379-001**  
**1.01 acres**



INTERSTATE	LOT LINE	<b>Residential</b>	<b>Industrial</b>
MAJOR ARTERIAL	STREAMS	R-1	MF-1
MINOR ARTERIAL	LAKES & PONDS	R-2A	MF-2
COLLECTOR	CITY LIMITS	R-2	MF-3
RESIDENTIAL		HR	RMH
PRIVATE ROAD		SR	
INTERSTATE RAMP		<b>Commercial Office</b>	<b>Special</b>
RAILROADS		C-1	SP
		C-2	S-1
		C-3	A-1
		C-4	PUD
			TJ

0	25	50	100	150
Feet				
1 in = 300 ft				



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. CITY OF CONWAY ASSUMES NO RESPONSIBILITY IN CONNECTION THEREWITH.

**CONTACT INFORMATION**  
 LANDMARK GIS WEBSITE  
 gis.cityofconway.org (UNDER DEVELOPMENT)  
 E-MAIL: Jason.Lyon@CityOfConway.org

Printing Date: 11/15/2011  
 File: Monthly Maps/2011/11/NOV2011NICHOLS\_CU.mxd  
 Plotter: PCL



## **CONWAY PLANNING COMMISSION**

1201 OAK STREET CONWAY, AR 72032 (501) 450-6105

July 19, 2011

Council Members  
Conway, AR 72032

Dear Council Members:

First Church of the Nazarene request for a conditional use permit to allow religious activities for property located at the 500 block of Center Street (514, 518, 520 Center Street) with the legal description:

Lots 6, 7, and 8, Block 28, Robinson Subdivision

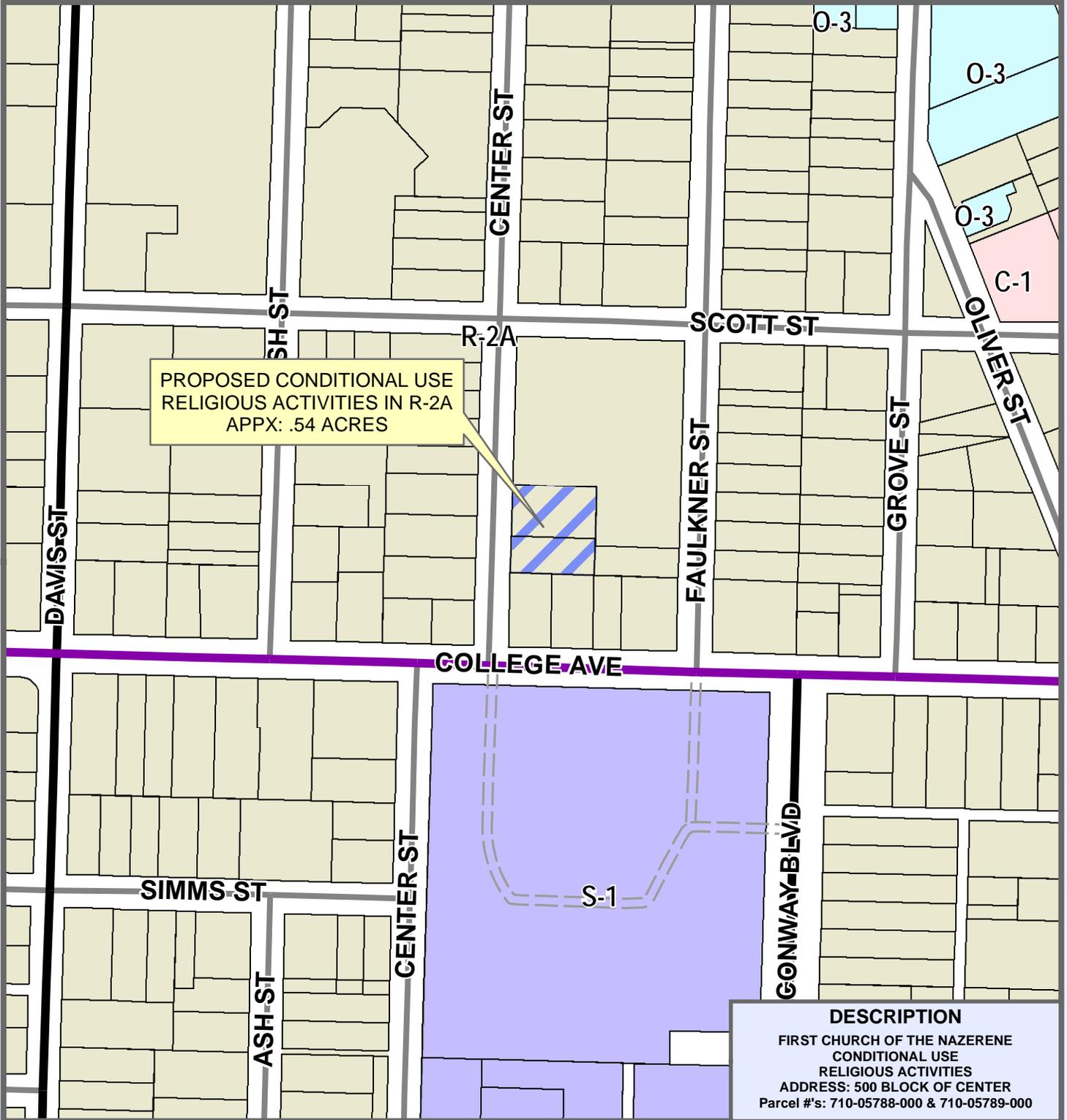
was reviewed by the Planning Commission at its regular meeting on July 18, 2011. The Planning Commission voted 6 – 0 that the request be sent to the City Council with a recommendation for approval without conditions.

Submitted by,

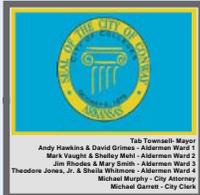
Kent Mathis, Chairman  
Planning Commission

# CITY OF CONWAY

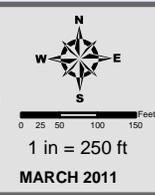
## FIRST CHURCH OF THE NAZERENE CONDITIONAL USE -- 500 BLOCK CENTER ST



**DESCRIPTION**  
**FIRST CHURCH OF THE NAZERENE**  
**CONDITIONAL USE**  
**RELIGIOUS ACTIVITIES**  
**ADDRESS: 500 BLOCK OF CENTER**  
**Parcel #'s: 710-05788-000 & 710-05789-000**



INTERSTATE	LOT LINE	<b>Residential</b>	<b>Industrial</b>
MAJOR ARTERIAL	STREAMS	R-1	MF-1
MINOR ARTERIAL	LAKES & PONDS	R-2A	MF-2
COLLECTOR	CITY LIMITS	R-2	MF-3
RESIDENTIAL		HR	RMH
PRIVATE ROAD		SR	
INTERSTATE RAMP		<b>Commercial</b>	<b>Office</b>
RAILROADS		C-1	O-1
		C-2	O-2
		C-3	O-3
		C-4	
		<b>Special</b>	SP
			S-1
			A-1
			PUD



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**CONTACT INFORMATION**  
 LANDMARK GIS WEBSITE  
 gis.cityofconway.org (UNDER DEVELOPMENT)  
 E-MAIL: Jason.Lyon@CityOfConway.org



**City of Conway, Arkansas**  
**Ordinance No. O-11-\_\_\_\_\_**

**AN ORDINANCE APPROVING PROPERTY TRANSFER TO THE CITY OF MAGAZINE; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

**WHEREAS**, ARK. CODE ANN. § 14-54-304 authorizes municipalities to exchange properties, real or personal, with other municipalities provided any such exchange shall be approved by ordinance of the governing body of the municipality and shall be accomplished in accordance with procedures prescribed by the governing body; and

**WHEREAS**, ARK. CODE ANN. § 14-58-306 permits the transfer of obsolete or unused personal property belonging to a municipality to another governmental entity within the state.

**WHEREAS**, the City of Conway has surplus early warning siren systems which are obsolete, no longer used by the City, and of no value to the City. The surplus equipment, while of no value to the City of Conway, is useable for the basic needs of the City of Magazine, Arkansas, which has agreed to accept the property; and

**WHEREAS**, The City of Conway will benefit from the gain of useable space in return for this transfer.

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

**SECTION 1.** The City of Conway shall transfer certain obsolete, unused early warning siren equipment to the City of Magazine and shall remove from its fixed asset inventory records any equipment which has not previously been removed.

**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 13<sup>th</sup> day of December, 2011.

**Approved:**

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

**Attest:**

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



**City of Conway, Arkansas  
Ordinance No. O-11-\_\_\_\_\_**

**AN ORDINANCE ACCEPTING COMPETITIVE BIDS AND AUTHORIZING FUNDS THROUGH THE PAY AS YOU GO SALES TAX BOND FOR THE CONWAY FIRE DEPARTMENT STATION #7 IMPROVEMENTS; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

**WHEREAS**, Conway Fire Department has available funding in the Pay as You Go Sales Tax Bond in the amount of \$198,457; and

**WHEREAS**, Conway Fire Department was approved to remodel Station No. 7 at the cost of \$100,000 (R-10-66); competitive bids were received on Tuesday, December 6<sup>th</sup>, 2011; with the low bid from Moser Construction Company at \$125,500; and

**WHEREAS**, additional funding is required for the remodel and the Conway Fire Department is also in need of replacing two command vehicle; and

**WHEREAS**, the funding for these additional cost and purchases have not been previously authorized by Council.

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

**SECTION 1:** The City of Conway shall accept the low bid submitted by Moser Construction in the amount of \$125,500 for the Conway Station #7 Remodel and authorize the additional cost of \$25,500 and \$14,500 for additional architectural fees from the Pay as You Go Sales Tax for a total not to exceed \$40,000.

**SECTION 2:** The City of Conway shall approve the purchase from State Contract of two command vehicles, which will replace a 1998 Ford 4X4 pick-up and a 2004 Dodge Durango, at a total cost not to exceed \$58,457.

**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 for exist, and this ordinance shall be in full force and effect from and after its passage and approval.

**Passed** this 13<sup>th</sup> day of December, 2011.

**Approved:**

**Attest:**

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

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



City of Conway  
Conway Fire Department  
1401 Caldwell Street  
Conway, AR 72034

December 8, 2011

Mayor Tab Townsell and Conway City Council  
1201 Oak Street  
Conway, AR 72034

Re: Fire Station No. 7  
Station Remodel

Dear Mayor Townsell:

Bids were received at 10:00 a.m., Thursday, December 8, 2011 at Conway City Hall for the above referenced project. This project involves the remodel of Station No.7. The bids received for this project are listed and detailed on the enclosed bid tabulation.

Moser Construction	\$125,500.00
Cornerstone Construction	\$136,341.00
Dayco Construction	\$152,500.00
Bruce Hendricks	\$158,875.00
Flynco Construction	\$160,000.00
Tru-Star Construction	\$166,473.00

I recommend award of this project to the low bidder Moser Construction in the amount of \$125,500. Please advise if you have questions or need additional information.

Sincerely,

Bart Castleberry  
Fire Chief

**BID TABULATION****FIRE STATION # 7  
REMODEL**

**Bid Date:** December 6, 2001  
**Architect:** Sowell Architects  
**Project #:** 10666

	Cornerstone Construction	Dayco Construction	Flynco Construction	Moser Construction	Tru-Star Construction	Bruce Hendricks
Bid Security	YES	YES	YES	YES	YES	YES
Add #1	YES	YES	YES	YES	YES	YES
Add #2	YES	YES	YES	YES	YES	YES
<b>BASE BID</b>	<b>\$136,341.00</b>	<b>\$152,500.00</b>	<b>\$160,000.00</b>	<b>\$125,500.00</b>	<b>\$166,473.00</b>	<b>\$158,875.00</b>
Estimated Construction Time	60 DAYS	90 DAYS		70 DAYS	120 DAYS	12 TO 14 WEEKS
Authorized Signature	YES	YES	YES	YES	YES	YES



City of Conway  
Street and Engineering Department  
100 East Robins Street  
Conway, AR 72032

Ronnie Hall, P.E.  
City Engineer  
[ronnie.hall@cityofconway.org](mailto:ronnie.hall@cityofconway.org)  
501-450-6165

December 8, 2011

Mayor Tab Townsell  
City Hall  
1201 Oak Street  
Conway, Arkansas 72032

Re: Fire Station No. 7 (Old Morrilton Hwy)  
Driveway Reconstruction

Dear Mayor Townsell;

Bids were received at 10:00 AM, Thursday, December 8, 2011 at Conway City Hall for the above referenced project. This project involves the removal and replacement of the concrete driveway between main bay doors of Fire Station No. 7 and the adjacent Old Morrilton Highway. The work includes removal and replacement of unsuitable subgrade material as required. The four bids received for this project are listed below and detailed on the enclosed bid tabulation.

Paladino Construction	\$23,950
JCI Construction	\$27,500
Redstone Construction	\$28,540
AMR Construction	\$50,275
Engineer's Estimate	\$25,900

I recommend award of this project to the low bidder Paladino Construction in the amount of \$23,950.

Please advise if you have questions or need additional information.

Sincerely,

Ronnie Hall, P.E.

**CITY OF CONWAY, ARKANSAS  
 FIRE STATION NO. 7 (OLD MORRILTON HWY)  
 DRIVEWAY RECONSTRUCTION  
 CONWAY, ARKANSAS**

TABULATION OF BIDS RECEIVED DECEMBER 8, 2011 10:00 AM

DESCRIPTION	ESTIMATED QUANTITY	UNITS	PALADINO CONSTRUCTION		JCI CONSTRUCTION		REDSTONE-CG		AMR CONSTRUCTION		ENGINEERS ESTIMATE	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1 SITE PREPARATION	1	L.S.	\$5,200.00	\$5,200.00	\$3,820.00	\$3,820.00	\$5,000.00	\$5,000.00	\$14,675.00	\$14,675.00	\$5,000.00	\$5,000.00
2 REMOVAL OF UNSUITABLE SUBGRADE MATERIAL	250	C.Y.	\$10.00	\$2,500.00	\$8.00	\$2,000.00	\$10.00	\$2,500.00	\$27.00	\$6,750.00	\$18.00	\$4,500.00
3 STONE BACKFILL	250	TONS	\$13.00	\$3,250.00	\$20.00	\$5,000.00	\$18.00	\$4,500.00	\$30.00	\$7,500.00	\$20.00	\$5,000.00
4 CRUSHED STONE BASE COURSE	100	TONS	\$13.00	\$1,300.00	\$20.00	\$2,000.00	\$17.00	\$1,700.00	\$27.00	\$2,700.00	\$20.00	\$2,000.00
5 UNDERDRAIN PIPING	60	L.F.	\$30.00	\$1,800.00	\$10.00	\$600.00	\$20.00	\$1,200.00	\$60.00	\$3,600.00	\$10.00	\$600.00
6 CONCRETE PAVING (10" THICKNESS)	220	S.Y.	\$45.00	\$9,900.00	\$64.00	\$14,080.00	\$62.00	\$13,640.00	\$68.00	\$14,960.00	\$40.00	\$8,800.00
TOTAL				\$23,950.00		\$27,500.00		\$28,540.00		\$50,185.00		\$25,900.00

**CITY OF CONWAY, ARKANSAS**  
**REQUEST FOR STATEMENT OF QUALIFICATIONS**  
**AUDIT SERVICES IN ACCORDANCE WITH OMB CIRCULAR A-133**  
**November 2, 2011**

The City of Conway, Arkansas (the “City”) requests Statements of Qualifications (“Statements”) from qualified firms to audit the compliance of the City with the requirements described in the U.S. Office of Management and Budget (“OMB”) Circular A-133 Compliance Supplement for the year ended December 31, 2011.

**SELECTION**

All submitted Statements received will be the property of the City. A Selection Committee will convene and select the most qualified firm from the respondents to this Request. The submitted Statements will be reviewed by the City’s Selection Committee. The Committee will make a recommendation to the City Council for the selected firm. The City will then negotiate a contract for the project with the firm selected.

**QUALIFICATIONS**

All Statements should include the following information:

1. The history and experience of the firm.
2. Names of all persons from the firm who are expected to be involved in the audit, with a profile of each person.
3. A client reference list for which similar work has been performed within the past five years.
4. Any other information that specifically details your firm’s unique qualifications to perform audit services for the City.

**EVALUATION CRITERIA**

The following criteria will be used to evaluate statements:

1. The specialized experience and technical competence of the firm with respect to performing A-133 audits.
2. The capacity and capability of the firm to perform the work in question within the time limitations fixed for the completion of the project.
3. The past record of performance of the firm.
4. The firm’s proximity to and familiarity with the area in and around the City.

## **OTHER INFORMATION**

1. The City currently has two major federal programs, and several non-major programs. The non-major programs are primarily pass-through grants.
2. The City's December 31, 2011 records will be audited in all areas other than A-133 compliance by the Arkansas Division of Legislative Audit.
3. The City expects to have its A-133 compliance audit completed by June 30, 2012.
4. Prior years' audit reports are available for review in the Chief Financial Officer's office.

## **SUBMISSION OF STATEMENT OF QUALIFICATIONS**

The Statements should be submitted in accordance with the provisions and conditions set forth in this Request. Please limit your Statements to the information requested. The following criteria should be adhered to in the submission of Statements:

1. Statements are due no later than 4:00 pm on November 16, 2011. All submissions should be sent to:

City of Conway  
Attn: Felicia Rogers  
1201 Oak Street  
Conway, AR 72032

2. Five (5) copies of the Statement should be provided in the submission.
3. Should you have any questions concerning the contents of this Request, please address them in writing to:

Tyler Winningham, Chief Financial Officer  
City of Conway  
1201 Oak Street  
Conway, AR 72032  
tyler.winningham@cityofconway.org

4. Responses to this Request are subject to the Arkansas Freedom of Information Act.

**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND PERFORMANCE DATA REGARDING  
LEGAL SERVICES FOR REPRESENTATION  
OF MANAGEMENT IN CIVIL SERVICE COMMISSION  
APPEAL HEARINGS**

**For the period beginning January 1<sup>st</sup>, 2012 through December 31<sup>st</sup>, 2012**

The City of Conway (the "City") is seeking professional services pursuant to Ark. Code Ann. §14-51-206(b) and 19-11-801, *et seq.*, respectively, of an attorney or law firm for the purpose of representing City Management before the Civil Service Commission in hearings of disciplinary appeals. Selection of an attorney or firm shall be pursuant to Ark. Code Ann. § 19-11-801, *et seq.* The contract period will begin January 1, 2012 and extend through December 31<sup>st</sup>, 2012.

**SUBMISSION OF QUALIFICATIONS AND DEADLINE**

Interested attorneys or law firms should submit a minimum of two (2) copies of your statements of qualifications and performance data **no later than 10:00 a.m. on Tuesday, December 12th, 2011.** Please deliver, via U. S. Mail, email or facsimile, the five (5) copies to the following address:

Felicia Rogers, Office of the Mayor  
City of Conway  
1201 Oak Street  
Conway, AR 72032  
(501) 450-6110  
[felicia.rogers@cityofconway.org](mailto:felicia.rogers@cityofconway.org)

**BACKGROUND INFORMATION**

The Civil Service Commission consists of five members appointed by the City Council. This Commission is established by Arkansas State Law and must approve hiring and promotional procedures for covered positions. Positions covered by Civil Service Rules and Regulations include all uniform employees of the Conway Police and Fire Departments. The Commission Chair is selected by the membership.

Employees working in covered positions have the option of appealing certain disciplinary actions to the Commission. Actions which may be appealed are suspension, demotion or termination of employment. To determine the outcome of an appeal hearing, each member of the Commission may cast one vote.

The City's Director of Human Resources serves as Secretary to the Commission. In that capacity, the Director is responsible for maintaining all records of Commission activities, scheduling Commission meetings and preparing correspondence.

The Commission's annual meeting is scheduled on the first Monday of May; additional meeting dates are scheduled as necessary.

The Commission is represented by the Office of the City Attorney.

**SERVICE REQUIREMENTS**

The selected firm will be expected to provide representation and advice to City management regarding hearings of disciplinary action appeals. The number of hearings and the time required for a hearing may vary significantly. Preparation for the cases should not be time consuming; however, it will require familiarity with and understanding of Civil Service Rules and Regulations, labor and employment

regulations and relevant legal issues. Specific cases may necessitate knowledge of the application of a particular rule, review of past practice and testimony of witnesses.

### **QUALIFICATION REQUIREMENTS**

Evaluation of qualifications shall be pursuant to Ark. Code Ann. §19-11-803.

In evaluating the qualifications of each firm, the City shall consider:

- (1) The specialized experience and technical competence of the firm with respect to the type of legal services required;
- (2) The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the representation;
- (3) The past record of performance of the firm with respect to such factors as control of costs, quality of work, and ability to meet schedules and deadlines; and
- (4) The firm's proximity to and familiarity with the area.

### **SELECTION**

Selection shall be pursuant to Ark. Code Ann. § 19-11-804.

Qualifications will be reviewed by a selection committee consisting of the Mayor and/or his designated representatives. This committee will then make a recommendation to the City Council. It is expected that the recommendation of the selection committee will be made to the City Council at its regular meeting on Tuesday, December 14th, 2010.

The City Council shall then select three (3) qualified firms, then select the firm considered the best-qualified and capable of performing the desired work and negotiate a contract with the firm selected pursuant to the procedures set out in Ark. Code Ann. § 19-11-805.

### **SERVICE AVAILABILITY**

The selected firm must be available to attend any and all disciplinary action appeal hearings whether on regularly scheduled or special meeting dates. The selected firm must also be available to provide information to Management and to the Director of Human Resources outside of regular meeting sessions.

### **CURRENT REPRESENTATION**

Currently, the City Attorney represents and advises the Civil Service Commission and a contracted firm represents City Management in disciplinary action hearings.

### **CONTRACT TERM**

The normal contract for these services shall be in force for a period of 12 months, pursuant to Ark. Code Ann. § 14-51-206(b). The contract period will be January 1, 2011, through December 31, 2011.

### **RESPONSE FORMAT**

Submissions may include the following information, as well as any other information deemed relevant or material by the submitting firm:

1. A listing of all persons in the firm who will provide services to the City of Conway.

2. A detailed resume showing relevant training and work experience of each person listed.
3. A brief history of the firm represented by the individuals listed above, including date established and total number of attorneys on staff.
4. Other resources available to the firm, including backup attorneys to those listed previously, clerical support available and any special qualifications of the firm.
5. A listing of Civil Service Commissions the above attorneys have represented or practiced before, including names and telephone numbers of contact persons.
6. A listing of similar clients or similar boards and commissions the above listed attorneys have represented or practiced before, including names and telephone numbers of contact persons.