**Mayor Tab Townsell** 

**City Attorney Michael Murphy** 

City Clerk/Treasurer Michael O. Garrett



<u>City Council Members</u> 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

#### City of Conway - City Council Meeting <u>www.cityofconway.org</u> Tuesday, June 26<sup>th</sup>, 2012 @ 6:30pm Judge Russell L. "Jack" Roberts District Court Building – 810 Parkway St., Conway, AR 72032 5:30pm - Committee Meeting: Update on Conway Police Communication

Call to Order:Mayor Tab TownsellRoll Call:Michael O. Garrett, City Clerk/TreasurerMinutes:June 12<sup>th</sup>, 2012 City Council MeetingAnnouncements/Proclamations/Recognitions: Employee Service Awards

- 1. Report of Standing Committees:
  - A. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)
    - 1. Consideration of proposed speed humps in various locations throughout the City.
    - 2. Consideration of acquisition of street right of way from the Presbyterian Church for Farris Road Extension.

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

- 1. Ordinance appropriating asset forfeiture funds to the Conway Police Department for various improvements.
- 2. Ordinance appropriating and accepting reimbursement and restitution funds from various entities for the Conway Police Department.

#### C. Finance

- 1. Consideration to approve the monthly financials reporting ending May 31<sup>st</sup>, 2012
- 2. Ordinance appropriating funds for the employee bonuses.
- 3. Ordinance adopting a budget adjustment for the City of Conway.

#### **New Business**

1. Consideration to move the next regularly scheduled City Council meeting (July 10<sup>th</sup>, 2012) to an alternative date.

#### Adjournment



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

Ronnie Hall, P.E. City Engineer r<u>onnie.hall@cityofconway.org</u> 501-450-6165

June 20, 2012

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

Re: Traffic Calming issues for 2012

Dear Mayor Townsell;

The attached sketches present the proposed speed humps placed in the various areas of concern as recommended by the City's traffic calming committee. These traffic calming measures are submitted for review and comments by city council.

The proposed speed humps are being placed in response to the following requests:

- 1. Centennial Valley Requested 14 additional speed humps on Bay Hill Dr., Centennial Club Dr., Bay Town Dr. and Burnt Pine Dr. A total of five speed humps are proposed to address this request.
- 2. Catherine Place Requested a speed hump on TJ Drive between 2685 TJ and Grummer. This request was approved as submitted.
- 3. Gardenia Drive Requested speed hump between MK Circle and Chinook Drive. Speed hump proposed as requested.
- 4. Sunderlin Park Requested speed humps on Sunderlin Park Dr. and Tree House Dr. One speed hump is proposed on each of these streets.
- 5. Pippinpost Speed humps were requested in the curves. Three speed humps on the straight sections of street are proposed.
- 6. Fieldstone Five Speed humps were requested. One Speed hump on the long section of Fieldstone is proposed.
- Applewood Cove One speed hump was requested on Applewood Cove. The one existing speed hump near the midpoint of the 1,100 foot long dead end street was determined to be sufficient.
- 8. Smoking Oaks & Tucker Creek Speed humps proposed on Morningside (2), Tucker Creek Drive (2) and Smoking Oaks Road (1) to address speeding in that area.

The sponsors of the above request for 1 thru 7 offered to pay for the speed humps if they do not qualify for city funding. The speed humps for 1 thru 7 likely would not meet the criteria for city funding. The speed humps on Morningside, Tucker Creek and Smoking Oaks would likely qualify for city funding because of the significant volume of traffic on these streets if counted on a day with school traffic.

We propose to field mark the proposed speed humps on the streets and monitor comments received for a three week period.

The approved speed humps will be scheduled with a paving contractor installed upon receipt of the private funding required. The installation will depend on the work load of the contractor, but should be installed before the end of September.









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

Ronnie Hall, P.E. City Engineer <u>ronnie.hall@cityofconway.org</u> 501-450-6165

June 21, 2012

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

#### Re: Prince Street Improvements -Western Ave. to Shady Lane First Presbyterian Church Right of Way Acquisition – Farris Road Extension

Dear Mayor Townsell;

One of the conditions of the Walmart Market Place PUD rezoning at Farris and Prince requires Walmart to reimburse the city for the acquisition cost of the right of way for Farris Road. The First Presbyterian Church has agreed to sell this 0.35 acre strip of property to the City for \$7.00 per square foot or \$105,357.

I am requesting approval of the purchase price of \$7.00 per square foot or a total of \$105,357.00 for the 0.35 acres of right of way for the Farris Road extension north of Prince Street and approval to proceed with the acquisition of this property. The price per square foot is the same as the right of way purchase from the church for the Prince Street frontage.

Upon closing the property acquisition with the church, we would then seek reimbursement from Walmart.

The Baker family has indicated they would donate their (west) half of the Farris Road Extension.

This approval would allow us to proceed with the construction of the Farris Road extension and complete the connection to the high school campus as school starts or shortly after school starts.

Please advise if you have questions or need additional information.

Sincerely,

Ronnie Hall, P.E.



#### City of Conway, Arkansas Ordinance No. O-12-

#### AN ORDINANCE APPROPRIATING ASSET FORFEITURE FUNDS TO THE POLICE DEPARTMENT; AND FOR OTHER PURPOSES

**WHEREAS,** the Conway Police Department needs approximately \$59,450 for building improvements, office furniture, and an outside portable garage and;

**WHEREAS,** money in the Conway Police Department Asset Forfeiture account is allowed, by law, to be used for such purposes as these;

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

**Section 1**. The City of Conway shall appropriate the following funds from the Asset Forfeiture Asset account 250-000-1010, into the following Asset Forfeiture expense accounts:

250.121.5904	\$40,000
250.121.5940	\$16,545
250.121.5950	\$ 2,905

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

**PASSED** this 26<sup>th</sup> day of June, 2012.

Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett City Clerk/Treasurer



#### City of Conway, Arkansas Ordinance No. O-12-\_\_\_\_

# AN ORDINANCE APPOPRIATING & ACCEPTING REIMBURSEMENTS AND RESTITUTION FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

**WHEREAS**, the City of Conway Police Department has received reimbursements and restitution funds from the following entities:

Secret Service	\$ 5,995.86	Reimbursement of equipment
Sheriff's Dept	\$ 163.00	Restitution funds
Insurance Proceeds	\$ 2,282.14	Insurance proceeds
Wynne Police Dept	\$ 300.00	Purchase of holsters
Various Companies	\$ 925.00	Donations received for Child Safety
		Fair and Explorer Post
Various Companies	\$17,985.63	Extra duty services

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 accept reimbursement funds totaling \$5995.86 and appropriate from 001.121.4186 to the following Police Department's expenditure accounts:

001.121.5610	Office Supplies	\$ 1,292.35
001.121.5699	Misc Supplies	\$ 2,488.72
001.121.5910	Capital Equipment	\$ 1,050.00
001.121.5950	Accountable equipment	\$ 1,164.79

**SECTION 2.** The City of Conway shall accept restitution funds totaling \$163.00 and appropriate from 001.121.4184 to the Police Department's uniform expenditure account, 001.121.5670, and;

**SECTION 3.** The City of Conway shall accept funds in the amount of \$2282.14 from the Insurance Proceeds account, 001.119.4360, and appropriate to the Police Department's fleet maintenance expense account, 001.121.5450, and;

**SECTION 4.** The City of Conway shall accept funds in the amount of \$300.00 and appropriate from Revenue Account, 001.121.4799 and reimburse the Police Department's uniform expenditure account 001.121.5670.

**SECTION 5.** The City of Conway shall accept funds in the amount of \$925.00 from Donation Revenue account, 001.119.4705, to the Conway Police Department's misc expense account, 001.121.5799.

**SECTION 6**. The City of Conway shall accept funds in the amount of \$17,985.63 from Police Extra Duty Revenue account, 001.121.4185, to the following Conway Police Department's expense accounts:

001.121.5114	Overtime	\$13,135.33
001.121.5140	LOPFI	\$2,602.76

\$2,247.54

**SECTION 7**. All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 26<sup>th</sup> day of June, 2012.

Approved:

Mayor Tab Townsell

Michael O. Garrett

Attest:

City Clerk/Treasurer



# City of Conway, Arkansas Monthly Financial Reports May 31, 2012

### City of Conway Monthly Financial Report - General Fund For the month ended May 31, 2012



		<u>Month</u>	Year to		(Over)/Under	<u>%</u>
Revenues	<b>Budget</b>	<u>Activity</u>	<b>Date</b>	<b>Encumbered</b>	<b>Budget</b>	Expend/Collect
Ad Valorem Tax	2,863,135	160,432	540,933		2,322,202	19%
Payments in Lieu of Tax	58,560	-	1,744		56,816	3%
State Tax Turnback	1,600,000	59,252	421,405		1,178,595	26%
Sales Tax	15,205,000	1,397,530	6,642,733		8,562,267	44%
Beverage Tax	335,000	35,459	163,305		171,695	49%
Franchise Fees	2,612,300	184,926	1,093,482		1,518,819	42%
Airport Revenue	51,800	6,140	30,698		21,102	59%
Airport Fuel Sales .05 / GAL	7,500	832	4,466		3,034	60%
Permits	626,700	41,835	205,247		421,453	33%
ACIEA Revenues	-	515	1,921		(1,921)	100%
Dog Tags & Fees	25,000	1,890	9,553		15,447	38%
Municipal Court Fines and Fees	750,000	52,009	290,855		459,145	39%
Law Enforcement	771,156	114,733	238,128		533,028	31%
Insurance Proceeds	11,904	12,197	14,237		(2,333)	120%
State Grant Revenues	40,000	-	-		40,000	0%
Parks	389,000	51,001	247,273		141,727	64%
Interest Income	4,000	98	552		3,448	14%
Act 749 Public Safety	1,000	178	579		421	58%
Donations	-	6,000	8,030		(8,030)	100%
Act 833 Revenue	-	18,293	18,293		(18,293)	100%
Other Grant Revenues	50,000	-	-		50,000	0%
Miscellaneous Revenues	91,400	13,201	82,669		8,731	90%
Transfers from Other Funds	510,862	1,000,000	1,000,000		(489,138)	<u>196</u> %
Total Revenues	26,004,317	3,156,521	11,016,102	-	14,988,216	42%
Expenditures						
Admin (Mayor, HR)	511,540	34,747	174,026	14,957	322,557	34%
Finance	334,639	27,342	130,626	-	204,012	39%
City Clerk/Treasurer	197,992	13,184	66,721	-	131,271	34%
City Council	88,273	6,244	30,788	-	57,485	35%
Permits and Planning	722,992	52,852	272,532	599	449,862	38%
Physical Plant	379,551	25,421	136,190	1,005	242,356	36%
Fleet Maintenance	277,288	18,061	72,701	4,289	200,297	26%
Information Technology	704,963	27,725	208,161	127,667	369,136	30%
Airport	32,500	2,318	60,053	24,000	(51,553)	185%
Nondepartmental	595,280	23,157	289,394	19,089	286,797	49%
Police	9,717,871	739,655	3,704,621	34,457	5,978,794	38%
Animal Welfare	366,444	24,808	127,622	1,878	236,945	35%
Municipal District Court	812,799	62,787	335,814	3,800	473,185	41%
City Attorney	265,367	19,743	93,240	85	172,043	35%
Fire	8,198,325	622,594	3,262,279	46,764	4,889,283	40%
Parks	2,429,553	220,583	841,380	21,201	1,566,972	<u>35%</u>
Total Expenditures	25,635,376	1,921,220	9,806,147	299,789	15,529,440	38%
Net Revenue/(Expense)	368,941	•	1,209,955	-		
		-		-		

#### \*All figures are unaudited

Notes:

1) Budget column is current budget which includes all year-to-date adjustments, if any.

2) Transfers from Other Funds reflects the transfer of \$1,000,000 in cash from the Sanitation Fund.

3) Airport expenditures are high due to paying \$48,000 invoice to Garver Engineers for new airport terminal design in April. This will be reimbursed by the promissory note with First Security Bank once the first funds are drawn.

### City of Conway General Fund 2012 <u>Fund Balance Appropriations</u>



Ordinance	Date	Description	<u>Amount</u>
O-12-07	1/24/12	New phone system at City Hall	20,000
O-12-13	2/28/12	Update city-wide salary study	3,000
O-12-18	3/13/12	Match to DHS grant for fire radios	45,545
O-12-20	3/13/12	Replace an outdoor warning siren	20,000
O-12-29	3/27/12	Flame resistant uniforms for fire dept	10,781
O-12-31	3/27/12	City's portion of new 911 system	54,270
O-12-43	4/24/12	Animal Welfare fuel	10,000
O-12-44	4/24/12	Civil Service Commission testing	19,600
O-12-49	5/8/12	Software and network switches for IT	95,600

278,796

City of Conway Balance Sheet - General Fund For the month ended May 31, 2012



Cash - Operating	1,509,129
Petty Cash	715
Taxes Receivable	2,841,538
Accounts Receivable	2,998,430
Due from Other Funds	247,474
Due from Street	182,395
Due from Component Unit	141,666
Due from Municipal Court	(63,790)
Fleet Inventory	35,923
Fuel Inventory	42,550
General Inventory	(2,676)
Assets	7,933,354
Trade Accounts Payable	(574,874)
Salaries Payable	(400)
Federal Tax Payable	(189)
State Tax Payable	(107)
FICA Tax Payable	(330)
Medicare Tax Payable	(85)
Group Insurance Payable	3,545
LOPFI Payable	119,153
Misc. Deductions Payable	(15,672)
Held for Others - Friends of the Animals	3,034
Due to Other Funds	524,220
<sup>1</sup> Due to Component Unit (Conway Corp Loan)	200,000
Deferred Revenue	2,439,169
Liabilities	2,697,465
Fund Balance	5,235,888
Total Liabilities & Fund Balance	7,933,354

#### \*All figures are unaudited

<sup>1</sup> To help with the cost of the new airport that the FAA grant does not cover. Will receive State funding this, but not until the end of the grant cycle.

### City of Conway Monthly Financial Report - Street Fund For the month ended May 31, 2012



		<u>Month</u>	Year to		(Over)/Under	<u>%</u>
Revenues	<b>Budget</b>	Activity	Date	<b>Encumbered</b>	<b>Budget</b>	Expend/Collect
Ad Valorem Tax	1,200,000	83,125	232,305		967,695	19%
Payments in Lieu of Tax	10,000	848	848		9,152	8%
State Tax Turnback	2,500,000	217,063	1,040,284		1,459,716	42%
Sales Tax	250,000	21,570	102,528		147,472	41%
Sign Permits	500	-	-		500	0%
Engineering Fees	10,000	-	4,650		5,350	47%
Interest Income	20,000	196	1,497		18,503	7%
Miscellaneous Revenues	200,000	100	910		199,090	<u>0%</u>
Total Revenues	4,190,500	322,902	1,383,022	-	2,807,478	33%
Expenditures						
Personnel Costs	1,974,999	155,888	760,037	-	1,214,962	38%
Other Operating Costs	2,123,401	256,554	557,497	60,898	1,505,006	<u>26%</u>
Total Operating Costs	4,098,400	412,441	1,317,534	60,898	2,719,968	32%
Capital Outlay	661,071	163,569	303,106	111,600	246,365	<u>46%</u>
Total Expenditures	4,759,471	576,010	1,620,639	172,498	2,966,333	34%
Net Revenue/(Expense)	(568,971)	-	(237,618)			

#### \*All figures are unaudited

Notes:

1) Budget column is current budget which includes all year-to-date adjustments, if any.

### City of Conway Street Fund 2012 Fund Balance Appropriations



<u>Ordinance</u>	Description	<u>Amount</u>
O-12-01	Transportation for Boys & Girls Club, FCCDD	50,000

Fund Balance Adjustments - Budget Carryovers from 2011

1.	Street Paving & Reconstruction	117,900
2.	Construction in Progress	250,000
3.	Machinery & Equipment	40,288
		408,188

458,188

City of Conway Balance Sheet - Street Fund For the month ended May 31, 2012



380,783
300,000
43,858
1,641,740
955,888
3,322,299
68,169
8,560
175,237
1,264,754
1,516,720
1,805,579
3,322,299

\*All figures are unaudited

### City of Conway Monthly Financial Report - Sanitation For the month ended May 31, 2012



		<b>Month</b>	Year to		(Over)/Under	<u>%</u>
Revenues	<b>Budget</b>	<u>Activity</u>	<b>Date</b>	Encumbered	<b>Budget</b>	Expend/Collect
Sanitation Fees	7,470,000	699,451	3,334,733		4,135,267	45%
Proceeds - Recycled Materials	725,000	61,070	230,558		494,442	32%
Landfill Fees - E Waste	10,000	-	-		10,000	0%
Landfill Fees - General	200,000	18,354	115,265		84,735	58%
Sale of Reuse Items	21,000	-	-		21,000	0%
Cart Revenues	150	-	-		150	0%
Miscellaneous Revenues	3,000	-	-		3,000	0%
Interest Income	45,000	4,970	24,331		20,669	54%
State Grant Revenues	-	68,570	68,570		(68,570)	100%
Insurance Proceeds	23,968	2,426	18,967		5,001	<u>79</u> %
Total Revenues	8,498,118	854,842	3,792,423	-	4,705,695	45%
Expenditures						
Personnel Costs	3,358,594	260,256	1,263,528	-	2,095,066	38%
Other Operating Costs	4,180,498	1,179,322	1,920,630	64,857	2,195,012	<u>46%</u>
Total Operating Costs	7,539,092	1,439,578	3,184,157	64,857	4,290,078	42%
Capital Outlay	1,043,862	1,697	7,296	1,269,252	(232,685)	<u>1</u> %
Total Expenditures	8,582,954	1,441,275	3,191,453	1,334,109	4,057,393	37%
Net Revenue/(Expense)	(84,836)	-	600,971			

#### \*All figures are unaudited

Notes:

1) Budget column is current budget which includes all year-to-date adjustments, if any.

2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

3) Other Operating Costs for the month reflects the transfer of \$1,000,000 in cash to the General Fund.



City of Conway Sanitation Fund

2012

Fund Balance Adjustments - Budget Carryovers from 2011

- 1. Machinery & Equipment 77,836
- 2. Construction in Progress 7,000

84,836

City of Conway Balance Sheet - Sanitation For the month ended May 31, 2012



Cash - Operating	2,771,391
Petty Cash	200
Post Closure Cash Account	3,421,924
Accounts Receivable	644,265
Due from Other Funds	65,165
General Inventory	2,122
Land & Buildings	4,394,619
Accum. Depr Buildings	(1,412,500)
Infrastructure	691,618
Accum. Depr Infrastructure	(307,051)
Machinery and Equipment	9,815,323
Accum. Depr M&E	(3,087,520)
Construction in Progress	689,767
Assets	17,689,323
Trade Accounts Payable	(48,026)
Salaries Payable	331,643
Group Insurance Payable	17,275
Other Accrued Expenses	855,700
Due to City	141,000
Due to Other Funds	368,568
Accrued Interest Payable	32,255
2010 Recycling Note - US Bank	1,198,170
Landfill Close/Post Close	4,386,590
Liabilities	7,283,175
Net Assets	10,406,148
Total Liabilities and Net Assets	17,689,323

\*All figures are unaudited



#### City of Conway, Arkansas Ordinance No. O-12-\_\_\_\_

# AN ORDINANCE APPROPRIATING FUNDS FOR EMPLOYEE APPRECIATION BONUS; 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; and

**WHEREAS,** The City Council of the City of Conway committed to paying City of Conway employees a onetime bonus with the successful passage of the rededication of the 2006 quarter cent sales tax as discussed in Resolutions R-11-73 and R-12-26.

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

**Section 1:** The City of Conway shall appropriate \$589,423 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 gross amount of \$1,000 and all part time employees in the gross amount of \$500. Each Fund will bear the cost of bonuses for employees, as follows: General Fund - \$460,781; Street Fund - \$37,139, Sanitation Enterprise Fund - \$91,503. All part time elected officials are excluded. To receive a bonus, employees must be hired prior to June 30, 2012.

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 26<sup>th</sup> day of June, 2012.

Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett City Clerk/Treasurer



#### City of Conway, Arkansas Ordinance No. O-12-\_\_\_\_

# AN ORDINANCE ADOPTING A BUDGET ADJUSTMENT FOR THE CITY OF CONWAY, DECLARING AN EMERGENCY, AND FOR OTHER PURPOSES:

WHEREAS, on Tuesday, February 14, 2012, City of Conway voters approved the replacement of a one-quarter of one percent (0.250%) special sales and use tax with a general sales and use tax at the rate of one-eighth of one percent (0.125%), and a special sales and use tax at the rate of one-eighth of one percent (0.125%); and

WHEREAS, ballot language directed that the general sales and use tax, after utilized as needed for payment of debt service on new bonds, may be utilized at the direction of the City Council for any permitted municipal purpose; and

WHEREAS, the special sales and use tax is calculated to be more than enough to cover the debt service on new bonds, therefore City Council wishes to adjust the 2012 General Fund budget to include receipts of the general sales and use tax for May through December; and

WHEREAS, conservative estimates show that the general sales and use tax will generate approximately \$125,000 per month.

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

**SECTION 1.** Revenue line item 001-119-4120, Sales Tax, shall be increased by \$1,000,000. The adopted amount was \$15,205,000, and the newly adjusted amount shall be \$16,205,000.

**SECTION 2**. The Mayor is directed to cause the proper accounting entries to be made in the books and records of the City so as to reflect the adjustment.

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

**SECTION 4.** This ordinance is necessary for the protection of the public peace, health and safety. An emergency is herby declared to exist and this ordinance shall be in full force and effect from and after its passage and approval.

**PASSED** this 26<sup>th</sup> day of June, 2012.

Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett City Clerk/Treasurer