



City of Conway

Street & Engineering Department

ANNUAL REPORT

FY 2017

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GENERAL DESCRIPTION

General Description

MISSION STATEMENT

To provide professional, courteous service to the citizens of Conway, and bring value, efficiency and quality to municipal operations through precision, discernment, and dedication.

VISION STATEMENT

To provide the safest, most efficient transportation and storm water infrastructure systems in the state to every resident and visitor of Conway.

PRIMARY FUNCTIONS

The City of Conway Street & Engineering Department is solely responsible for maintaining the city's approximately 365 miles of local roadways and approximately 60 traffic signals. In addition, the department provides engineering and construction inspection services for the City of Conway.

STAFF

Forty-eight positions (forty-four full-time, three part-time, and one contract labor) were authorized for the Street & Engineering Department by the City Council for 2017. Due to our high turnover rate and difficulty in finding qualified personnel, approximately thirty-six of these positions were filled at year end. These staff were categorized into the following sections:

DEPARTMENTAL DIVISIONS

DIVISION	# OF EMPLOYEES
Administration	3
Engineering	3
Traffic	4
Construction	16
Maintenance	10

GENERAL DESCRIPTION

MAJOR PROJECTS

The following major projects were either designed or constructed in 2017:

- **Smith Street/Spencer Street Improvement** – *Front to Markham/Smith to Van Ronkle*
- **Parkway Street & Parking Lot Improvement** – *Main to Prairie*
- **Bean Street Improvement** – *S Center to S German*
- **Bean Street Parking Lot** – *Conway Station Park*
- **Safe Routes to School** – *Salem Rd, Bob Courtway, Carl Stuart*
- **Bruce Street/6th Street Improvements** – *Harkrider to Interstate 40*
- **6th Street Overpass/Elsinger Roundabout** – *I-40*
- **Oak Street Interchange** – *I-40*
- **South Interchange** – *I-40*
- **College & Salem** – *Roundabout*
- **Donaghey & Robinson** – *Traffic Signal*
- **Zagster Bike Share Program** – *Salem, Tyler, Conway Station, Simon, Chamber*
- **Eve Lane** – *1 to 18*
- **Dave Ward Drive Adaptive Signal Control System** – *Hogan to I-40*
- **Dave Ward Drive Pedestrian Overpass** – *Stone Dam Creek Trail*
- **Pavement Marking Program** – *Ward 1*
- **College & Country Club** – *Roundabout*

STREET FUND

Street Fund

REVENUE

Below is a summary of revenue as of January 3, 2018. An accounting of actual street fund revenue will be completed in early 2018. For more information, please contact the Finance Department.

2017 REVENUES

SOURCE	BUDGETED	ACTUAL
Ad Valorem Tax	\$1,500,000.00	\$1,190,939.23
Sales Tax	\$250,000.00	\$197,187.83
State Tax Turnback – Gasoline	\$2,683,474.00	\$2,190,887.63
State Tax Turnback – Sales	1,100,000.00	1,052,587.62
Severance Tax	\$75,000.00	\$152,475.68
Payments in Lieu of Tax	\$15,000.00	\$0.00
Sign Permits	\$500.00	\$270.00
Engineering Fees	\$5,000.00	\$18,925.00
Interest Income	\$20,000.00	\$44,192.07
Insurance Proceeds	\$3,054.00	3134.98
Fund Balance Appropriation	\$1,334,002.58	\$0.00
Miscellaneous Revenues	\$1,505.00	\$53,592.97
TOTAL	\$6,987,535.58	\$4,904,193.01

EXPENSES

The summary below reflects all expenditures processed for the 2017 fiscal year as of January 3, 2018.

2017 APPROXIMATE EXPENDITURES

CATEGORY	BUDGETED	ACTUAL
Personnel	\$2,260,204.58	\$2,054,728.86
Professional Services	\$79,250.00	\$93,200.03
Maintenance & Construction	\$2,393,611.00	\$1,591,074.57
Traffic Signal Maintenance	\$356,575.00	\$237,590.17
Alternative Transportation	\$252,000.00	\$187,608.38

STREET FUND

Fuel & Supplies	\$295,100.00	\$145,112.78
Miscellaneous Expenses	\$135,500.00	\$43,865.81
Capital Improvement Projects	\$1,167,577.00	\$901,826.98
Capital Equipment	\$480,000.00	\$80,838.40
TOTAL	\$7,419,817.58	\$5,335,845.98

As of January 3, 2018, the street fund was under budget by approximately 28% for 2017. Much of this surplus will be rolled into the 2018 budget to cover the cost of ongoing 2017 projects. Some of this surplus, however can also be attributed to cost savings from low bid prices and value engineering.

MAJOR PROJECT FUNDING

Major Project Funding

PAY AS YOU GO SALES TAX

The summary below reflects all expenditures processed for the 2017 fiscal year as of January 3, 2018.

2017 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$3,494,562	\$1,631,918.34	\$3,721,132.00

The majority of expenditures from the pay as you go sales tax fund in 2017 were paid to A&B Dirt Movers for the completion of the Bruce & 6th Street Improvements. Approximately \$1,000,000 in funds will be required in 2018 to complete this project.

IMPACT FEE

The summary below reflects all expenditures processed for the 2017 fiscal year as of January 3, 2018.

2017 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$332,855.73	\$0.00	\$1,033,077.00

Impact fee revenue was saved in 2017 in anticipation of the construction of the College & Country Club roundabout. The balance of the impact fee account should be sufficient to complete this project in 2018. An accurate accounting of major project fund revenue will be completed at the end of January 2017. For more information, please contact the Finance Department.

CONSTRUCTION PROJECTS

Construction Projects

STREET CREW PROJECTS

- **Smith Street/Spencer Street Improvement** – *Front to Markham/Smith to Van Ronkle* – Reconstruction and streetscaping for this downtown redevelopment project was completed in 2017
- **Parkway Street & Parking Lot Improvement** – *Main to Prairie* – Streetscaping and reconstruction and of the parking lot was completed in 2017
- **Bean Street Improvement** – *S Center to S German* – Reconstruction began in 2017 and is expected to conclude in early 2018

PRIVATE CONTRACTOR PROJECTS

- **Bruce Street/6th Street Improvements** – *Harkrider to Interstate 40* – A&B Dirt movers completed the improvement of 6th Street in 2017. Bruce Street improvements are scheduled to be completed in 2018.
- **6th Street Overpass/Elsinger Roundabout** – *I-40* – Manhattan Road and Bridge is completed the new interstate overpass in 2017.
- **Oak Street Interchange** – *I-40* – Moby Contractors completed the interchange expansion, which includes the northern half of Central Landing Boulevard in 2017.
- **South Interchange Base & Paving** – *I-40* – The AHTD completed their portion of this project, allowing it to open in 2017.
- **Safe Routes to School** – *Salem Rd, Bob Courtway, Carl Stuart* – Construction of a pedestrian hybrid beacon on the Tucker Creek Trail at Salem Road as well as several sections of sidewalk near Carl Stuart Middle School, Bob Courtway Middle School, and Marguerite Vann Elementary were completed in 2017.
- **College & Salem** – *Roundabout* – JCI Construction completed the majority of this project and opened the roundabout to traffic in 2017 thanks to funding by Faulkner County.
- **Donaghey & Robinson** – *Traffic Signal* – Desoto County Electric completed the rebuilding of this traffic signal in 2017, ensuring clearance from fire trucks.
- **Zagster Bike Share Program** – *Salem, Tyler, Conway Station, Simon, Chamber* – Arkansas' first bike-share program was launched in 2017 with five stations, and sponsor contracts were signed to more than double the size of the program in 2018.
- **Pavement Marking Program** – *Ward 1* – A major pavement marking effort, including one quarter of the city, was completed by Arkansas Fence & Guardrail in 2017

MAINTENANCE ACTIVITIES

Maintenance Activities

STREET AND DRAINAGE MAINTENANCE

In an effort to complete all the improvement projects assigned to Street Department work crews by the City Council in 2017, very few personnel and equipment were available for routine street maintenance. Only asphalt patching, mowing of street right of way and sweeping activities were performed on a daily basis. All other equipment and personnel were engaged full time on the designated street reconstruction projects listed in the previous section of this report.

Operating with a lean staff often creates situations wherein repair and maintenance needs cannot be addressed immediately. Typically, work requests are handled on a first come, first serve basis. However, some requests take priority over others due to severity. The duties and responsibilities of this department could easily justify several additional positions and additional equipment. However, it has been our practice to keep staffing levels to a minimum and reserve the maximum possible funding to address street reconstruction and street paving. Presently we have only the basic staff to address each of the key components of our responsibility, as listed in the remainder of this section.

ASPHALT OVERLAYS

Asphalt overlay is an effective method of prolonging the life of a roadway. The preparation of streets for asphalt paving required milling of the existing pavement by city forces (for edge milling) or private contractors (for full width milling). An annual asphalt milling and paving contract was secured with Rogers Group, and the work was supervised by the Street Superintendent. The following streets were milled and overlaid with asphalt:

- **Adamsbrooke Dr.** – *bridge to Farris*
- **Clifton St.** – *Fleming to Tyler*
- **Bob Courtway Dr.** – *Siebenmorgan to bridge*
- **Springwood Dr.** – *S. Donaghey to Autumnwood*
- **Enderling Dr.** – *Amos to Woodland Springs*
- **Evening Dr.** – *Hallous to Wigwam*
- **S. Donaghey Ave.** – *Moix to Favre*
- **Favre Ln.** – *Greenwood to S. German*
- **College Ave.** – *Padgett to Paddington*
- **Country Club Rd.** – *Tyler to Prince*
- **Sturgis Rd.** – *Railroad to Stanley Russ*
- **Mayor Ln.** – *Dave Ward to end*
- **Thomas G. Wilson Dr.** – *Dave Ward to end*

ASPHALT REPAIR

A three-man asphalt patching crew worked full time, removing and replacing pavement failures and filling pot holes. In addition, considerable time was devoted to the repair of street cuts made by the Conway Corporation.

MAINTENANCE ACTIVITIES

GENEERAL STREET RIGHT OF WAY MAINTENANCE

Street department personnel address maintenance issues within the street right of way on an as-needed basis as time allows. Common maintenance issues include tree trimming, repair of broken sidewalks and curbs, debris removal, and minor drainage issues.

Trees are trimmed by department personnel to ensure proper lines of sight with signs and other vehicles if possible. If a dead tree within the street right of way poses a safety risk, a contract is secured with a tree cutting service for removal.

EMERGENCY RESPONSE

Utilizing three snow plows, two sand spreaders, and a motograder, the street department personnel responded to emergency call out duties when a winter weather event created hazardous driving conditions on City Streets. The snow plows were utilized to remove the snow and slush from arterials and collectors to speed the clearing of the material from the roadway. The sand spreaders distributed sand on steep hills and major intersections to enhance traction.

Street department personnel also respond when severe weather causes tree limbs or other debris to fall in the roadway. Generally, the debris is cut into manageable pieces using chainsaws, stacked on the side of the road, and retrieved the following day.

TRAFFIC SIGNS AND PAVEMENT MARKINGS

The traffic division utilized sign making equipment to make street marker signs in new subdivisions and replacement signs as they are stolen or destroyed.

Speed Limit, No Parking and other warning and regulatory signs are installed and maintained by the street department personnel. In addition, a contract was managed by the street department for lane markings. All other necessary markings, such as bike lane symbols and sharrow symbols etc., were placed by the traffic and pavement marking crew.

MOWING STREET RIGHT OF WAY

While much of the street right of way within the city is maintained by adjacent landowners, there are still many miles of undeveloped land in town that must be mowed by the city in order to prevent accumulation and maintain adequate lines of sight. The majority of mowing performed by the street department is on open ditch roadways in rural or undeveloped areas. Two men operating bush hogs dedicated themselves full time to mowing these areas.

STREET SWEEPING

For the majority of the year two street sweepers were operating full time. One sweeper was primarily dedicated to keeping bike lanes free of debris, while the other one focused on the rest of the city. Sweepers were run overtime from September until December to aid in the removal of accumulated leaves and grass from roadway gutters.

MAINTENANCE ACTIVITIES

The department maintains two different types of street sweepers, and a mechanical broom model, and a regenerative air model. The first excels at removing large debris, while the second cleans smaller and lighter debris with less mess. Ideally, these two sweepers would operate in tandem. However, they normally operate independently due to the size of our city. Increasing the department's fleet of sweepers would significantly increase the rate and efficiency of cleaning.

DRAINAGE MAINTENANCE

Cleaning and repairing drainage ditches is essential to preventing blockages and upstream flooding problems. The most common request received from Conway's residents is for additional drainage maintenance. Unfortunately, there are several factors that prevent the department from adequately responding to these requests. First, personnel were only intermittently available for this type of maintenance when weather or other factors prevented them from working on construction projects. Additionally, much of this work is along narrow concrete or earthen channels between back yards, which significantly slows progress. Furthermore, many of the drainage ditches that require the most maintenance reside in drainage easements that are not part of the road right of way. As a result, maintenance of these easements are not a legitimate street fund expense according to state law. An alternate funding source, such as a drainage utility, is desperately needed to provide the necessary personnel and equipment necessary to adequately maintain the city's drainage easements.

Engineering Services

PROJECT DESIGN & MANAGEMENT

Design and construction engineering for city street, drainage and sidewalk construction projects were provided for the following projects:

- **College & Salem – Roundabout** – Engineering design, agency coordination, contract management, and construction engineering were provided in 2017 for this partnering project with Faulkner County, which opened in 2017. Landscape Architecture services were provided by Crafton, Tull, & Associates.
- **Parkway Street & Parking Lot Improvement – Main to Prairie** – Engineering design, utility coordination, and project management were provided for this project in 2017
- **Bean Street Improvement – S Center to S German** – Engineering design, utility coordination, and project management were provided for this project in 2017

CONTRACT MANAGEMENT & COORDINATION

Contract administration and agency coordination was provided to secure plans and specifications and/or construction engineering for the following projects:

- **6th Street Overpass/Elsinger Roundabout – I-40** – Contract administration and coordination was provided with Garver Engineers to complete this project in 2017
- **Dave Ward Drive Pedestrian Bridge – I-40** – Contract administration and coordination was provided with Garver Engineers, Conway Corporation, and Metroplan for the design of this project. Construction is scheduled to begin in 2018
- **Markham Street Improvements – Spruce to Van Ronkle** – Contract administration and coordination was provided with Garver Engineers, Conway Corporation, and Metroplan for the design of this project. Construction is scheduled to begin in 2018
- **Stone Dam Creek Trail – I-40** – Contract administration and coordination was provided with Halff & Associates in preparation for a grant application to extend the trail to S. German Ln.
- **Pavement Management Program– Citywide** – Contract administration and coordination was provided with Greenberg Farrow to perform a citywide update to the pavement management program.

DEVELOPMENT REVIEW SERVICES

Engineering services were provided to the planning department for the review of all preliminary plats, final plats, and development plans to ensure compliance with federal, state, and local requirements as well as sound engineering design. Design review was initiated for the following projects in 2017:

- **Winterbrook Phase 2**
- **Edgewood Phase 1**
- **Covington Commercial Phase 2**
- **Village Commons Phase 2**
- **South Sterling PUD**
- **North View Estates**
- **Campbell Cove**
- **Willow Oak Manor**

ENGINEERING SERVICES

- **Robynmar Subdivision Phase 1**
- **Charleston Place**
- **Cherry Hill**
- **Salem Oaks**
- **Carmichael Place**
- **Wills Mink Storage**
- **Safely Tucked Away Mini Storage**
- **New Primecare Clinic**
- **St. Joe Multi-Purpose Building**
- **Mt. Carmel Assisted Living Facility**
- **Hampton Inn**
- **Life Choices**
- **Freddy's Frozen Custard**
- **Fellowship Bible**
- **Arkansas Box Office Addition**
- **DaVita Dialysis**
- **Fason Plaza**
- **T-Mobile**
- **Carwash USA**
- **Red Robin**
- **Boedeker Office**
- **Sketoe Office**
- **Sonshine Parking Addition**
- **Arabella Assisted Living Facility**
- **Remax Site**
- **Honda World Expansion**
- **Quality Design Construction Office**
- **Bruce St. Apartments**
- **Robinson & Center Parking Lot**
- **Covington Front St.**
- **David's Burger**
- **Andy's on Oak**
- **Take 5 Oil Change**
- **Oliver St. Closure**
- **Pelican Point Apartments**
- **Hambuchen Warehouse**
- **Langford Commercial Development**
- **Lewis Ranch Commercial Building**
- **Pizza Ranch**
- **Hanks Fine Furniture Addition**

Upon completion, all improvements were or will be inspected by the engineering department to ensure compliance with the approved plans and specifications.

CONSTRUCTION INSPECTION

Construction management and quality control were provided by the Engineering Department for all street and drainage improvement projects constructed by the Street Department work crews in order to ensure compliance with plans and specifications. Services for onsite construction observation and inspection of all roadways constructed by private contractors were provided by a contract employee, Mike Jetton, P.E., to ensure that all required improvements were completed in accordance with plans and specifications as approved by the engineering department. This includes the inspection of all contracted projects listed in the "Construction Activities" section of this report as well as all roadway construction initiated by privately funded commercial and residential development. In addition, the engineering department computed project quantities and verified completion and accuracy of pay estimates for payments to contractors.

ENGINEERING SERVICES

STORM WATER POLLUTION PREVENTION

Engineering services as required by the Arkansas Department of Environmental Quality's NDPES Small MS4 General Permit No ARR040000 were provided by the engineering department. This permit authorizes the city to discharge storm water into approved receiving waters of the state. Requirements of this permit include:

- Annual Reporting
- Construction site inspection to monitor storm water runoff
- Maintain pollution prevention best practices for municipal operations

In addition, Storm Water Pollution Prevention Plans were developed and submitted to ADEQ for major construction projects within the City.

FLOODPLAIN MANAGEMENT

The engineering staff provides Floodplain Management services as required by the city's Floodplain Development Ordinance and FEMA. These services included consideration of floodplain development permits and responding to public inquiries regarding information provided on floodplain maps. In addition, engineering staff monitors development in an effort to prevent unpermitted development within the floodplain.

TRAFFIC SERVICES

Inspection and maintenance of the approximately 60 signalized intersections in Conway was provided by four full-time employees with oversight from the city engineer. This effort involves the repair or replacement of electrical components as required as well as routine updating of signal timing parameters. In addition, these employees provided routine maintenance of all signage and pavement marking within the city. A contract was secured and managed with Arkansas Line Marking to provide pavement marking of long sections of roadway, while short sections and intersections were marked by city crews.

TRAFFIC CALMING

Upon the request of the Mayor's office, traffic counting equipment was placed and reports were produced indicating traffic volume and speed at locations where traffic calming was being considered. At locations approved by the City Council, contracts were secured for the installation of traffic calming structures, signage and pavement marking.

AGENCY COORDINATION

Approximately 25 miles of state highways are located within Conway's city limits. As a result, coordination with the Arkansas Highway and Transportation Department are necessary regarding any updates to the state highway system. In addition, City Engineer represents the city on Metroplan's Technical Coordinating Committee. Coordination with Metroplan, Central Arkansas' metropolitan planning

ENGINEERING SERVICES

organization is essential regarding any projects receiving federal funds. The following federally funded projects have required significant coordination with one or both of these agencies this year:

- **Safe Routes to School**
- **Dave Ward Drive Adaptive Signal Control**
- **Dave Ward Drive Pedestrian Overpass**

ALTERNATIVE TRANSPORTATION

Providing or encouraging alternate forms of transportation is an important goal for both the City of Conway and this department. To this end, the city engineer serves as an ex officio member on the Bicycle and Pedestrian Advisory Board, which serves to advise the city on ways to remain an official bicycle-friendly, become an official walk-friendly community, and seek to achieve the federal and state goals of the safe routes to school program.

CONTACT INFORMATION

Contact Information

City of Conway
Street & Engineering Department
<http://www.cityofconway.org/pages/street-department>
501-450-5165