

# ARKANSAS STATE HIGHWAY COMMISSION



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LITTLE ROCK  
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WARREN  
J.W. "BUDDY" BENAFIELD  
NEWPORT

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MAURICE SMITH  
DIRECTOR OF  
HIGHWAYS AND TRANSPORTATION

DAN FLOWERS  
ASSISTANT DIRECTOR OF  
HIGHWAYS AND TRANSPORTATION

CHARLES VENABLE  
CHIEF ENGINEER

September 17, 1993

The Honorable Hubert Brodell  
Mayor of Jonesboro  
P.O. Box 1845  
Jonesboro, Arkansas 72403

Dear Mayor Brodell:

I am pleased to inform you that the Arkansas State Highway and Transportation Department and the Arkansas Transportation Enhancement Advisory Committee have tentatively selected your application for transportation enhancement funding for the Bicycle Lane Project pending a determination of compliance with state and federal regulations.

At this point, a resolution from your city council is required that indicates support for the project and that the city's Chief Executive Officer has the authority to enter into a contractual agreement with the Arkansas State Highway and Transportation Department to implement the project. A sample resolution is enclosed. Please return the signed resolution to:

Mr. Steve Teague  
Programs and Contracts Division  
Arkansas State Highway and Transportation Department  
P.O. Box 2261  
Little Rock, AR 72203

Once we have received your resolution we will set a meeting with you to discuss your project and all applicable requirements.

Sincerely,

A handwritten signature in cursive script, appearing to read "Buddy".

J.W. "Buddy" Benafield  
Commissioner

Enclosure  
Sample resolution

**ACTION REQUIRED ON ATTACHED SAMPLE RESOLUTION FOR FEDERAL-AID  
ENHANCEMENT PROJECT**

The attached Resolution, or one substantially similar, must be acted upon by the Sponsor's Governing Authority. The resolution should be retyped in a format compatible with the Sponsor's normal process.

Upon completion of action on the Resolution, return a properly signed and sealed **original** to:

Steve Teague  
Engineer of Programs and Contracts Division  
Arkansas State Highway and Transportation Department  
P. O. Box 2261  
Little Rock, Arkansas 72203

Should you have questions or require additional information, please contact Mr. Bill Bradberry, Preconstruction Program Development Section, at (501) 569-2481.

Donna

**(Sample Resolution)**

FEDERAL-AID ENHANCEMENT PROJECT RESOLUTION

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION EXPRESSING THE WILLINGNESS  
OF \_\_\_\_\_  
(Sponsor)  
TO UTILIZE FEDERAL-AID MONIES

**WHEREAS,** \_\_\_\_\_ understands Federal-Aid Surface  
(Sponsor's Governing Authority)  
Transportation Enhancement funds are available at 80% Federal participation and 20% local cash  
match for the following project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOW, THEREFORE, BE IT RESOLVED BY THE** \_\_\_\_\_  
(Sponsor's Governing Authority)

\_\_\_\_\_, **THAT:**

**SECTION I:** \_\_\_\_\_ will participate in accordance  
(Sponsor)  
with its designated responsibility, including maintenance of this project.

**SECTION II:** \_\_\_\_\_ is hereby authorized and  
(Title of Sponsor's CEO/CAO)  
directed to execute all appropriate agreements and contracts necessary to expedite the  
construction of the above stated improvement.

**SECTION III:** \_\_\_\_\_ pledges its full support and  
(Sponsor's Governing Authority)  
hereby authorizes the Arkansas State Highway and Transportation Department to initiate action  
to implement this project.

THIS RESOLUTION adopted this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
(Sponsor's CEO/CAO)

ATTEST: \_\_\_\_\_

(SEAL)