



City of Conway Council Agenda

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| <u>Council Meeting Date:</u> | August 28th, 2018 |
| <u>5:30pm - Committee Meeting:</u> | <i>Transportation Improvement Plan</i> |
| <u>6:30pm:</u> | Council Meeting |
| <u>Call to Order:</u> | Mayor Bart Castleberry |
| <u>Roll Call:</u> | Michael O. Garrett, City Clerk/Treasurer |
| <u>Minutes Approval:</u> | August 14 th , 2018 |

Proclamation honoring the 2018 CBC NCCAA Softball National Champions

Approval of Monthly financial report ending July 31, 2018

Mayor Bart Castleberry
City Clerk Michael O. Garrett
City Attorney Chuck Clawson

City Council Members

Ward 1 Position 1 – Andy Hawkins
Ward 1 Position 2 – David Grimes
Ward 2 Position 1 – Wesley Pruitt
Ward 2 Position 2 – Shelley Mehl
Ward 3 Position 1 – Mark Ledbetter
Ward 3 Position 2 – Mary Smith
Ward 4 Position 1 – Theodore Jones Jr.
Ward 4 Position 2 – Shelia Isby

1. Report of Standing Committees:

A. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, Engineering, & Airport)

1. Ordinance approving the request for a permit club permit for Katmandu Momo (1018 Oak Street) to allow for the application to proceed to the ABC Board.
2. Ordinance appropriating funding for the Program Year 2018 Community Development Block Grant Program.
3. Ordinance appropriating funds for the purchase of a new self-service fuel terminal for the Airport Department.
4. Consideration to remove a self-service fuel terminal from inventory for the Airport Department.
5. Resolution amending the Master Street Plan for First Avenue and Oak Street Intersection.
6. Consideration to approve a request for a conditional use permit for property located at 615 Faulkner Street to allow religious activities in R-2A zone.
7. Ordinance to rezone property located at 1295 East German Lane from R-1 to R-2.
8. Ordinance to rezone property located South of Irby Drive and North of Winterbrook Phase 2 from A-1 to R-1.
9. Ordinance to rezone property located at the NE corner of the intersection of Trison Ln and Bill Lucy Dr from A-1 to R-1.
10. Ordinance to rezone properties located at 364 & 375 Denison Street from R-2 to MF-3.

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

1. Ordinance appropriating funds for the Dave Ward Drive Pedestrian Overpass for the Parks & Recreation Department.

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

1. Consideration to enter into an agreement with Conway Public Schools for the SRO (School Resource Officers) Program for the 2018-2019 school year.
2. Resolution to approve the purchase of the body cameras for the Conway Police Department.
3. Discussion/Update on the Linn Trust vs. City of Conway case.

D. Personnel

1. Ordinance amending the employee handbook and personnel policy.

Adjournment



CITY OF CONWAY

TRANSPORTATION IMPROVEMENT PLAN

2018 - 2022

The projects listed below are planned for 2018 through 2022 funding. It should be understood that this list is subject to change as a result of changes in priority, funding, cost, or schedule.

Street Sales Tax Projects

- **2019 Street Sales Tax Overlays***
 - Design: 2018
 - Utility Relocation: 2018
 - Construction: 2019, \$550,000, **STATE AID**: \$250,000
 - *Davis St – Hairston to Robins (STATE AID)*
 - *College Ave – Salem to Donaghey (STATE AID)*
 - *6th St – Harkrider to 1st (STATE AID)*
 - *Jennifer Cir – Tyler to end*
 - *Jessica Dr – Jennifer to Tyler*
 - *Bryant Cir – Jessica to end*
 - *Davis St – Robins to Dave Ward (Concrete)*
- **Stanley Russ Rd Reconstruction – Donaghey to Bill Bell**
 - Design: 2018, \$224,950
 - Utility Relocation: 2018
 - Inspection: 2019, \$118,600
 - Construction: 2019, \$3,600,000
- **2020 Street Sales Tax Overlays***
 - Design: 2019
 - Utility Relocation: 2019
 - Construction: 2020, \$550,000
- **2021 Street Sales Tax Overlays***
 - Design: 2020
 - Utility Relocation: 2020
 - Construction: 2021, \$550,000
- **Donaghey Ave Improvement – Prince to Dave Ward**
 - Design: 2018-2019, \$479,800
 - ROW Acquisition: 2019, \$1,000,000
 - Utility Relocation: 2019-2020
 - Inspection: 2020-2021, \$210,400
 - Construction: 2020-2021, \$5,000,000
- **2022 Street Sales Tax Overlays***
 - Design: 2021

- Utility Relocation: 2021
- Construction: 2021, \$550,000
 - *6th Street – Harkrider to 1st*
 - *Prince Street – Western to Parkway*
 - *Others TBD**
- **Salem Rd (BRIDGE)**
 - Design: 2020, \$700,000
 - ROW Acquisition: 2020
 - Utility Relocation: 2021
 - Construction: 2022, \$1,000,000
- **Reserve for Grant Partnership**
 - Construction: 2020, \$1,000,000
 - Construction: 2021, \$2,000,000
 - Construction: 2022, \$4,000,000

Street Fund Projects

- **Eve Lane Improvement – East Side**
 - Construction: 2018, \$250,000
- **Markham Street Improvement – Spruce to Van Ronkle**
 - Utility Relocation: 2018
 - Construction: 2018-2019, \$713,000, **Metroplan**: \$2,852,000
- **Augusta Avenue Improvement – Robinson to Louvenia**
 - Design: 2018
 - Utility Relocation: 2018
 - Construction: 2018, \$150,000
- **2018 Street Fund Overlays***
 - Design: 2018
 - Utility Relocation: 2018
 - Construction: 2018, \$950,000
 - *Prestonwood Rd/Chaucer Ln – April to Westin Park*
 - *Westin Park – Prestonwood to Prince*
 - *Galaria Cv – Chaucer to End*
 - *Santa Fe/Denver/Rio Grande – Raleigh to Raleigh*
 - *St. Charles Dr/Haley Ln – Tyler to End*
 - *Buddy Cir - End to St. Charles*
 - *Josephine Cir – End to St. Charles*
 - *John Ed Cir – End to St. Charles*
 - *Hippo Dr – Haley to Salem*
 - *Vineyard Dr – Chablis to Dogwood*
 - *Chablis Dr – Vineyard to Marlsgate*
 - *Chicot Dr – Ashley to Cleburne*
 - *Benton Cv – Chicot to End*

- *Baxter Dr – Cleburne to Royal*
- *Royal Dr – Baxter to Ashley*
- *Dallas Lp – Baxter to Columbia*
- *Columbia Dr – Tyler to Dallas*
- *TJ Dr – Clarence to Grummer*
- *Grummer Ln – TJ to Clarence*
- *Gertrude Dr – TJ to end*
- *Josita Cir – Grummer to end*
- *Andy Dr - Grummer to N end*
- *Doodle Cir – end to end*
- *Tony Cir – Grummer to N end*
- *Raymond Dr – Marie to Grummer*
- *Spatz Cir – end to end*
- *Norbert Ci – Grummer to end*
- *Arrow Smith Ln – Knights to Crosspoint*
- *Archer Ln – Knights to Crosspoint*
- *Bowman Ln – Knights to Crosspoint*
- *Knights Dr – Longbow to Bowman*
- *Drury Ln – Summerset to Londonderry*
- *Summerset Dr – Salem to Steeple*
- *Kent Ln – Drury to Steeple*
- *Londonderry Ln – Drury to Steeple*
- *Rosanne Dr - Brier Springs to end*
- **2019 Street Fund Overlays***
 - Design: 2018, \$50,000
 - Utility Relocation: 2018
 - Construction: 2019, \$950,000
 - *Tyler Street – Sena to Washington*
- **Department Relocation**
 - Design: 2018, \$150,000
 - Construction: 2019, \$2,500,000
- **2020 Street Fund Overlays***
 - Design: 2019, \$50,000
 - Utility Relocation: 2019
 - Construction: 2020, \$950,000
 - *6th Street – Harkrider to 1st*
 - *Prince Street – Western to Parkway (Concrete)*
 - *Robins St – Harkrider to Donaghey*
 - *Tucker Creek Drive – All (Concrete)*
 - *Others TBD**
- **2021 Street Fund Overlays***
 - Design: 2020, \$50,000
 - Utility Relocation: 2020

- Construction: 2021, \$950,000
- **2022 Street Fund Overlays***
 - Design: 2021, \$50,000
 - Utility Relocation: 2021
 - Construction: 2022, \$650,000
- **Pavement Marking**
 - Ward 2: 2018, \$100,000
 - Ward 3: 2019, \$100,000
 - Ward 4: 2020, \$100,000
 - Ward 1: 2021, \$100,000
 - Ward 2: 2022, \$100,000

Impact Fee Projects

- **Dave Ward Drive Adaptive Signal System**
 - Construction: 2018, \$150,000, ***Metroplan***: \$600,000
- **College & Country Club Roundabout (CONSTRUCTION)**
 - Design: 2018
 - ROW Acquisition: 2018, ***PAYG***: \$100,000
 - Utility Relocation: 2018
 - Construction: 2018, \$200,000
- **Oak Street Adaptive Signal System**
 - Design: 2018, \$15,000, ***Metroplan***: \$60,000
 - Construction: 2019, \$135,000, ***Metroplan***: \$540,000
- **2020 Intersection Improvement (CONSTRUCTION)****
 - Design: 2019, ***PAYG***: \$75,000
 - ROW Acquisition: 2019, ***PAYG***: \$100,000
 - Utility Relocation: 2019
 - Construction: 2020, \$750,000
- **2022 Intersection Improvement (CONSTRUCTION)****
 - Design: 2020, ***PAYG***: \$75,000
 - ROW Acquisition: 2021, ***PAYG***: \$100,000
 - Utility Relocation: 2021
 - Construction: 2022, \$750,000

Pay As You Go Sales Tax Projects

- **Police Vehicles**
 - 2018: \$500,000
 - 2019: \$500,000
 - 2020: \$500,000
 - 2021: \$500,000
 - 2022: \$500,000

- **Prince Street Loan**
 - 2018: \$415,000
- **South Interchange Loan Number 1**
 - 2018: \$625,000
 - 2019: \$625,000
- **South Interchange Loan Number 2**
 - 2018: \$520,000
 - 2019: \$520,000
 - 2020: \$520,000
 - 2021: \$520,000
- **Bruce Street Improvements**
 - Construction: 2018, \$1,000,000
- **Harkrider & Bruce Traffic Signal**
 - Construction: 2018, \$200,000
- **2018 Non-Residential Overlays***
 - Design: 2018
 - Utility Relocation: 2018
 - Construction: 2018, \$2,200,000
 - *N Donaghey Ave – Washington to Meadowlake*
 - *Country Club Rd – Prince to Dave Ward*
 - *Stermer Rd – Country to Salem*
 - *Favre Ln – Salem to Donaghey*
 - *S Donaghey Ave / Hilton Rd – Pebble Beach to Farve*
 - *Wasson Rd – Stanley Russ to Mill Pond*
 - *Exchange Ave – Runway to Bronnie*
 - *Cadron Gap Rd – Friendship to Lakeview Acres*
 - *Lakeview Acres Rd – Cadron Gap to Wakefield*
 - *Lower Ridge Rd – Azalea to Longitude 92°23'16"*
 - *Siebenmorgan Rd – ARDOT RoW to E German*
 - *Museum Rd – Siebenmorgen to Oak Street*
 - *Bob Courtway Dr – Little Creek to Oak*
 - *E German Ln – Wills to Oak*
 - *E German Ln – Middle to Dave Ward*
 - *Amity Rd – Halter to Lewis Ranch*
 - *Roundabout – Bruce & Farris*
 - *Roundabout – Prince & Western*
 - *Tyler St – 170' E of Byron to Eve*
- **College & Country Club Roundabout (ROW)**
 - Design: 2018
 - ROW Acquisition: 2018, \$100,000
 - Utility Relocation: 2018
 - Construction: 2018, **Impact Fee**: \$200,000
- **Chestnut & Van Ronkle**

- Design: 2018
- Utility Relocation: 2018
- Construction: 2019, \$250,000
- **Oak Street Improvement – RR to Locust**
 - Design: 2018
 - Utility Relocation: 2019
 - Construction: 2020, \$250,000
- **Parkway St Half Street Improvement – Oak to Main**
 - Design: 2018
 - Utility Relocation: 2019
 - Construction: 2020, \$100,000
- **2020 Intersection Improvement (DESIGN & ROW)****
 - Design: 2019, \$75,000
 - ROW Acquisition: 2019, \$100,000
 - Utility Relocation: 2019
 - Construction: 2020, **Impact Fee**: \$750,000
- **2022 Intersection Improvement (DESIGN & ROW)****
 - Design: 2020, \$75,000
 - ROW Acquisition: 2021, \$100,000
 - Utility Relocation: 2021
 - Construction: 2022, **Impact Fee**: \$750,000
- **Nutters Chapel Rd – (Mattison to PB)**
 - Design: 2019, \$320,000
 - ROW Acquisition: 2020
 - Utility Relocation: 2021
 - Construction: 2022, \$3,200,000
- **Nutters Chapel Rd – Mattison to Salem**
 - Design: 2021, \$200,000
 - ROW Acquisition: Pending Funding
 - Utility Relocation: Pending Funding
 - Construction: Pending Funding
- **Meadowlake Rd – Donaghey to Washington**
 - Design: 2020, \$150,000
 - ROW Acquisition: 2021, \$100,000
 - Utility Relocation: 2022
 - Construction: Pending Funding
- **Locust St Improvement – Oak to College**
 - Design: 2019, \$120,000
 - Utility Relocation: 2020
 - Construction: 2021, \$1,200,000
- **Graham Drive**
 - Utility Relocation: 2018
 - Design: 2018, \$100,000
 - ROW Acquisition: 2020, \$1,000,000

- Construction: 2021
- **Prince & Parkway Detention**
 - ROW Acquisition: 2019, \$75,000
 - Design: 2020, \$50,000
 - Utility Relocation: 2020
 - Construction: 2021, \$100,000
- **Old Scrap Yard Detention**
 - Design: 2020, \$240,000
 - Utility Relocation: Pending Funding
 - Construction: Pending Funding
- **Drainage Maintenance**
 - 2018: \$500,000
 - 2019: \$500,000
 - 2020: \$500,000
 - 2021: \$500,000
 - 2022: \$500,000

Other Projects

- **Dave Ward Drive Pedestrian Overpass**
 - Utility Relocation: 2018
 - Construction: 2018, **Metroplan**: \$490,000, **ARDOT**: \$621,000, **UCA**: \$300,000, **A&P Fund**: \$1,952,903.35
- **Gatlin Park Pedestrian Bridge Replacement**
 - Design: 2018
 - Construction: 2018, **Parks & Recreation Funding**: \$55,000, **FEMA**: \$20,684.64
- **Laurel Park Parking**
 - Design: 2018
 - Construction: 2018, **Parks & Recreation Funding**: \$50,000

Unfunded Projects

- **Stone Dam Creek Trail – Mimosa to S German**
 - Design: 2018, **Street Fund (Alternative Transportation)**: \$53,746.55
 - ROW Acquisition: Pending Funding
 - Utility Relocation: Pending Funding
 - Construction: Pending Funding
- **Mattison Rd**
 - Design: Pending Funding
 - ROW Acquisition: Pending Funding
 - Utility Relocation: Pending Funding
 - Construction: Pending Funding
- **Salem Rd – College to Dave Ward**
 - Design: Included with bridge

- ROW Acquisition: Pending Funding
- Utility Relocation: Pending Funding
- Construction: Pending Funding
- **E German & Middle Road Roundabout**
 - Design: Pending County Funding
 - ROW Acquisition: Pending County Funding
 - Utility Relocation: Pending County Funding
 - Construction: Pending County Funding
- **McNutt Rd – Dave Ward to Old Military**
 - Design: Pending Funding
 - ROW Acquisition: Pending Funding
 - Utility Relocation: Pending Funding
 - Construction: Pending Funding
- **Nutters Chapel Rd – Wineberry to TJ**
 - Design: Pending Funding
 - ROW Acquisition: Pending Funding
 - Utility Relocation: Pending Funding
 - Construction: Pending Funding
- **Tyler/Padgett Improvement – Woody Cummins to Sena**
 - Design: Pending funding
 - ROW Acquisition: Pending funding
 - Utility Relocation: Pending funding
 - Construction: Pending funding
- **Salem Rd & Meadowlake Roundabout**
 - Design: Pending development of the NW parcel
 - ROW Acquisition: Pending development of the NW parcel
 - Utility Relocation: Pending development of the NW parcel
 - Construction: Pending development of the NW parcel
- **Tyler & Donaghey Roundabout**
 - Design: Pending Union Pacific Funding
 - ROW Acquisition: Pending Union Pacific Funding
 - Utility Relocation: Pending Union Pacific Funding
 - Construction: Pending Union Pacific Funding
- **Harkrider & Robinson Intersection Improvement**
 - Design: Pending ARDOT Funding
 - ROW Acquisition: Pending ARDOT Funding
 - Utility Relocation: Pending ARDOT Funding
 - Construction: Pending ARDOT Funding
- **Harkrider & College Traffic Signal**
 - Design: Pending ARDOT Funding
 - ROW Acquisition: Pending ARDOT Funding
 - Utility Relocation: Pending ARDOT Funding
 - Construction: Pending ARDOT Funding
- **Old Morrilton & Hogan Intersection Improvement**

- Design: Pending ARDOT Funding
- ROW Acquisition: Pending ARDOT Funding
- Utility Relocation: Pending ARDOT Funding
- Construction: Pending ARDOT Funding
- **Sugar Creek Detention**
 - Design: Pending FEMA funding
 - ROW Acquisition: Pending FEMA funding
 - Utility Relocation: Pending FEMA funding
 - Construction: Pending FEMA funding
- **Harkrider St Improvement – Oak to Bruce**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding
- **Dave Ward Dr Improvement – Harkrider to I-40**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding
- **Oak St Access Management – Harkrider to Elsinger**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding
- **Western Arterial Loop – Old Military to Mill Pond**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding
- **Siebenmorgan Rd Improvement – Harkrider to CHDC**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding
- **Skyline & Old Morrilton Roundabout**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding
- **Donaghey & Washington Roundabout**
 - Design: Pending state or federal funding
 - ROW Acquisition: Pending state or federal funding
 - Utility Relocation: Pending state or federal funding
 - Construction: Pending state or federal funding



City of Conway, Arkansas
Monthly Financial Reports
July 31, 2018

City of Conway
 Monthly Financial Report - General Fund
 For the month ended July 31, 2018



| Revenues | Budget | Month | Year to | Encumbered | (Over)/Under | % |
|--------------------------------|-------------------|------------------|-------------------|----------------|-------------------|----------------|
| | | Activity | Date | | Budget | Expend/Collect |
| Ad Valorem Tax | 3,900,000 | 200,352 | 2,078,586 | | 1,821,414 | 53% |
| Payments in Lieu of Tax | 20,000 | - | - | | 20,000 | 0% |
| State Tax Turnback | 930,000 | 229,822 | 550,481 | | 379,519 | 59% |
| Insurance Tax Turnback - LOPFI | 1,300,000 | 306,653 | 306,653 | | 993,347 | 24% |
| Sales Tax | 19,000,000 | 1,636,044 | 11,503,266 | | 7,496,734 | 61% |
| Beverage Tax | 400,000 | - | 285,535 | | 114,465 | 71% |
| Franchise Fees | 3,279,000 | 313,575 | 2,057,741 | | 1,221,259 | 63% |
| Permits | 400,500 | 24,557 | 298,690 | | 101,810 | 75% |
| ACIEA Revenues | 2,500 | 921 | 5,204 | | (2,704) | 208% |
| Dog Tags & Fees | 30,000 | 1,600 | 16,432 | | 13,568 | 55% |
| Municipal Court Fines and Fees | 1,059,000 | 69,391 | 563,341 | | 495,659 | 53% |
| Law Enforcement | 783,319 | 108,526 | 673,111 | | 110,208 | 86% |
| Federal Grant Revenues | - | 2,500 | 2,500 | | (2,500) | - |
| Parks | 595,467 | 55,478 | 452,186 | | 143,281 | 76% |
| Interest Income | 52,500 | 15,499 | 86,051 | | (33,551) | 164% |
| Proceeds from Sale of Assets | 11,811 | 1,050,233 | 1,120,706 | | (1,108,896) | 9489% |
| Insurance Proceeds | 12,005 | 68 | 36,630 | | (24,625) | 305% |
| Donations | 30,444 | 5,000 | 13,463 | | 16,982 | 44% |
| Act 833 Revenue | 90,000 | - | 20,302 | | 69,698 | 23% |
| Miscellaneous Revenues | 290,857 | 15,680 | 229,043 | | 61,814 | 79% |
| Transfers from Other Funds | 723,000 | 35,250 | 211,500 | | 511,500 | 29% |
| Total Revenues | 32,910,403 | 4,071,148 | 20,511,422 | - | 12,398,981 | 62% |
| Expenditures | | | | | | |
| Admin (Mayor, HR) | 799,103 | 56,022 | 418,431 | 1,246 | 379,427 | 52% |
| Finance | 424,690 | 53,905 | 274,856 | - | 149,834 | 65% |
| City Clerk/Treasurer | 141,644 | 10,729 | 80,569 | - | 61,075 | 57% |
| City Council | 104,881 | 7,588 | 48,475 | - | 56,406 | 46% |
| Planning | 441,626 | 30,678 | 218,944 | 29,033 | 193,649 | 50% |
| Physical Plant | 551,210 | 46,001 | 266,789 | 613 | 283,808 | 48% |
| Information Technology | 1,043,859 | 75,948 | 495,380 | 24,095 | 524,384 | 47% |
| Permits and Inspections | 707,346 | 58,589 | 368,798 | - | 338,548 | 52% |
| Nondepartmental | 625,621 | 25,297 | 417,923 | 3,696 | 204,002 | 67% |
| Police | 11,815,787 | 922,366 | 7,013,693 | 36,083 | 4,766,011 | 59% |
| CEOC | 1,483,281 | 88,907 | 793,734 | 73,179 | 616,368 | 54% |
| Animal Welfare | 491,553 | 39,016 | 250,611 | 503 | 240,439 | 51% |
| Municipal District Court | 907,186 | 75,340 | 537,157 | - | 370,029 | 59% |
| City Attorney | 516,947 | 37,070 | 271,218 | 101 | 245,627 | 52% |
| Fire | 10,255,242 | 732,541 | 5,932,783 | 73,565 | 4,248,893 | 58% |
| Parks | 3,043,873 | 264,752 | 1,638,195 | 18,229 | 1,387,449 | 54% |
| Total Expenditures | 33,353,848 | 2,524,750 | 19,027,556 | 260,344 | 14,065,948 | 57% |
| Net Revenue/(Expense) | (443,445) | | 1,483,866 | | | |

*All figures are unaudited

Notes:

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

City of Conway
General Fund
2018



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--|-------------------|
| O-18-21 | 2/13/18 | Add a Tennis Manager position to Parks and Rec personnel | 25,000 |
| O-18-23 | 2/13/18 | Upgrade to the 911 system | 247,913 |
| O-18-38 | 3/13/18 | Renovation at the Emergency Operations Center | 58,816 |
| O-18-43 | 3/27/18 | Down payment on a new Fire Dept pumper/rescue unit | 260,000 |
| O-18-72 | 6/26/18 | Mid year health insurance premium increase | 143,280 |
| O-18-74 | 6/26/18 | New non-uniform pension plan contributions | 160,520 |
| | | | <u>\$ 895,529</u> |

City of Conway
 Balance Sheet - General Fund
 For the month ended July 31, 2018



| | |
|--|--------------------------|
| Cash - Operating | 5,692,685 |
| Cash - Reserve | 2,011,965 |
| Petty Cash | 715 |
| Taxes Receivable | 3,763,425 |
| Accounts Receivable | 4,761,256 |
| Due from Other Funds | 34,295 |
| Due from Street | 42,181 |
| Due from Component Unit | 208,892 |
| Fleet Inventory | 15,539 |
| Fuel Inventory | 9,280 |
| General Inventory | 585 |
| <i>Assets</i> | <u>16,540,819</u> |
| Accounts Payable | (42,789) |
| Salaries Payable | 238,593 |
| Insurance and Benefits Payable | 30,081 |
| Held for Others - Performance Bonds | (20) |
| Held for Others - Crimestopper Reward | 5,000 |
| Event Deposits | 1,610 |
| Due to Other Funds | 99,992 |
| Deferred Revenue | 4,045,383 |
| <i>Liabilities</i> | <u>4,377,852</u> |
| <i>Fund Balance</i> | <u>12,162,967</u> |
| <i>Total Liabilities & Fund Balance</i> | <u>16,540,819</u> |

*All figures are unaudited

City of Conway
 Monthly Financial Report - Street Fund
 For the month ended July 31, 2018



| | <u>Budget</u> | <u>Month</u> <u>Activity</u> | <u>Year to</u> <u>Date</u> | <u>Encumbered</u> | <u>(Over)/Under</u> <u>Budget</u> | <u>%</u> <u>Expend/Collect</u> |
|----------------------------------|--------------------|---------------------------------|-------------------------------|-------------------|--------------------------------------|-----------------------------------|
| Revenues | | | | | | |
| Ad Valorem Tax | 1,500,000 | - | 710,138 | | 789,862 | 47% |
| Payments in Lieu of Tax | 8,000 | - | - | | 8,000 | 0% |
| State Tax Turnback | 2,683,474 | 456,543 | 1,547,993 | | 1,135,481 | 58% |
| AHTD 1/2 Cent Sales Tax Turnback | 1,100,000 | 230,433 | 777,815 | | 322,185 | 71% |
| Severance Tax | 75,000 | 18,436 | 84,001 | | (9,001) | 112% |
| Sales Tax | 270,000 | 22,924 | 161,181 | | 108,819 | 60% |
| Federal Grant Revenues | - | - | 47,369 | | (47,369) | - |
| Sign Permits | - | - | 1,020 | | (1,020) | - |
| Engineering Fees | 5,000 | 200 | 12,025 | | (7,025) | 241% |
| Interest Income | 40,000 | 8,901 | 59,784 | | (19,784) | 149% |
| Miscellaneous Revenues | 10,000 | - | 1,284 | | 8,716 | 13% |
| Total Revenues | 5,691,474 | 737,438 | 3,402,611 | - | 2,288,863 | 60% |
| Expenditures | | | | | | |
| Personnel Costs | 2,893,494 | 170,129 | 1,198,158 | - | 1,695,337 | 41% |
| Other Operating Costs | 3,651,108 | 1,133,948 | 2,106,287 | 219,734 | 1,325,088 | 58% |
| Total Operating Costs | 6,544,602 | 1,304,077 | 3,304,444 | 219,734 | 3,020,425 | 50% |
| Capital Outlay | 480,915 | 7,958 | 508,214 | 57,468 | (84,767) | 106% |
| Total Expenditures | 7,025,517 | 1,312,036 | 3,812,658 | 277,202 | 2,935,657 | 54% |
| Net Revenue/(Expense) | (1,334,043) | | (410,047) | | | |

*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
2018



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--|---------------|
| O-18-02 | 1/9/18 | Parkway St. parking lot improvements | 169,945 |
| O-18-72 | 6/26/18 | Mid year health insurance premium increase | 10,200 |
| O-18-74 | 6/26/18 | New non-uniform pension plan contributions | 53,570 |
| | | | <hr/> |
| | | | \$ 233,715 |
| | | | <hr/> |

City of Conway
 Balance Sheet - Street Fund
 For the month ended July 31, 2018



| | |
|--|-------------------------|
| Cash - Operating | 4,057,907 |
| Taxes Receivable | 52,733 |
| Accounts Receivable | 1,521,063 |
| Due from Other Funds | 60,247 |
| <i>Assets</i> | <u>5,691,949</u> |
| Accounts Payable | (3,472) |
| Salaries Payable | 17,412 |
| Insurance and Benefits Payable | 7,766 |
| Due to Other Funds | 1,688 |
| Due to General | 35,048 |
| Deferred Revenue | 1,375,073 |
| <i>Liabilities</i> | <u>1,433,514</u> |
| <i>Fund Balance</i> | <u>4,258,434</u> |
| <i>Total Liabilities & Fund Balance</i> | <u>5,691,949</u> |

*All figures are unaudited

City of Conway
 Monthly Financial Report - Sanitation
 For the month ended July 31, 2018



| | <u>Budget</u> | <u>Month Activity</u> | <u>Year to Date</u> | <u>Encumbered</u> | <u>(Over)/Under Budget</u> | <u>% Expend/Collect</u> |
|-------------------------------|-------------------|---------------------------|-------------------------|-------------------|--------------------------------|-----------------------------|
| Revenues | | | | | | |
| Sanitation Fees | 8,750,000 | 728,920 | 5,360,393 | | 3,389,607 | 61% |
| Proceeds - Recycled Materials | 540,000 | 59,814 | 288,842 | | 251,158 | 53% |
| Landfill Fees - General | 200,000 | 16,006 | 128,754 | | 71,246 | 64% |
| Interest Income | 70,000 | 36,000 | 209,417 | | (139,417) | 299% |
| Proceeds from Sale of Assets | - | 15,127 | 29,601 | | (29,601) | - |
| Miscellaneous Revenues | - | (10) | (158) | | 158 | - |
| Transfers from Other Funds | - | - | 7,378 | | (7,378) | - |
| Total Revenues | 9,560,000 | 855,856 | 6,024,226 | - | 3,535,774 | 63% |
| Expenditures | | | | | | |
| Personnel Costs | 4,456,997 | 314,446 | 2,347,098 | - | 2,109,899 | 53% |
| Other Operating Costs | <u>3,608,263</u> | <u>256,760</u> | <u>1,352,220</u> | <u>89,821</u> | <u>2,166,221</u> | <u>37%</u> |
| Total Operating Costs | 8,065,260 | 571,205 | 3,699,318 | 89,821 | 4,276,120 | 46% |
| Capital Outlay | <u>3,760,905</u> | <u>-</u> | <u>111,522</u> | <u>1,945,578</u> | <u>1,703,804</u> | <u>3%</u> |
| Total Expenditures | 11,826,165 | 571,205 | 3,810,841 | 2,035,399 | 5,979,925 | 32% |
| Net Revenue/(Expense) | (2,266,165) | | <u><u>2,213,385</u></u> | | | |

*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.

City of Conway
Sanitation Fund
2018



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--|-------------------|
| O-18-72 | 6/26/18 | Mid year health insurance premium increase | 26,880 |
| O-18-74 | 6/26/18 | New non-uniform pension plan contributions | 88,380 |
| | | | <u>\$ 115,260</u> |

City of Conway
 Balance Sheet - Sanitation
 For the month ended July 31, 2018



| | |
|--|--------------------------|
| Cash - Operating | 11,717,175 |
| Petty Cash | 200 |
| Post Closure Cash Account | 5,742,105 |
| Accounts Receivable | (1,140) |
| Due from Other Funds | (537) |
| Due from Component Unit | 789,483 |
| General Inventory | 2,122 |
| Land & Buildings | 2,377,422 |
| Infrastructure | 997,112 |
| Machinery and Equipment | 4,336,266 |
| Vehicles | 383,386 |
| Deferred Outflows of Resources | 1,454,446 |
| <i>Assets</i> | <u>27,798,039</u> |
| Accounts Payable | 3,719 |
| Salaries Payable | 40,356 |
| Insurance and Benefits Payable | 20,705 |
| Compensated Absences | 168,607 |
| Net Pension Obligation | 9,286,388 |
| Deferred Inflows of Resources | 637,180 |
| Due to Other Funds | 10,886 |
| 2016 Equipment Loan | 1,277,830 |
| Landfill Close/Post Close | 8,524,931 |
| <i>Liabilities</i> | <u>19,970,603</u> |
| <i>Net Assets</i> | <u>7,827,438</u> |
| <i>Total Liabilities and Net Assets</i> | <u>27,798,039</u> |

*All figures are unaudited

Note: Capital assets shown at book value (cost less accumulated depreciation).

City of Conway
 Monthly Financial Report - Airport
 For the month ended July 31, 2018



| Revenues | <u>Budget</u> | <u>Month</u> <u>Activity</u> | <u>Year to</u> <u>Date</u> | <u>Encumbered</u> | <u>(Over)/Under</u> <u>Budget</u> | <u>%</u> <u>Expend/Collect</u> |
|------------------------------|----------------------|---|---------------------------------------|--------------------------|--|---|
| Sales Tax | 13,000 | 33 | 4,455 | | 8,545 | 34% |
| Airport Fuel Sales | 821,500 | 64,336 | 451,635 | | 369,865 | 55% |
| T-Hangar Rent | 118,000 | 11,075 | 47,121 | | 70,879 | 40% |
| Community Hangar Rent | 25,000 | 2,600 | 12,550 | | 12,450 | 50% |
| Ground Leases | 125,000 | 55,106 | 81,242 | | 43,759 | 65% |
| Miscellaneous Revenues | 13,000 | - | 2,755 | | 10,245 | 21% |
| Total Revenues | 1,115,500 | 133,150 | 599,758 | - | 515,742 | 54% |
| Expenditures | | | | | | |
| Personnel Costs | 277,618 | 19,929 | 149,606 | - | 128,012 | 54% |
| Fuel for Resale | 596,500 | 50,766 | 373,326 | - | 223,174 | 63% |
| Other Operating Costs | 173,534 | 11,846 | 88,441 | 3,059 | 82,034 | 51% |
| Total Operating Costs | 1,047,652 | 82,541 | 611,372 | 3,059 | 433,221 | 58% |
| Capital Outlay | 81,905 | - | 35,405 | 29,500 | 17,000 | 0% |
| Total Expenditures | 1,129,557 | 82,541 | 646,778 | 32,559 | 450,221 | 57% |
| Net Revenue/(Expense) | (14,057) | | <u>(47,020)</u> | | | |

*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.

City of Conway
Airport Fund
2018



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--|------------------|
| O-18-15 | 2/13/18 | Reimburse levee district for Lollie herbicide spraying | 7,000 |
| O-18-16 | 2/13/18 | Purchase a celiometer for the AWOS | 35,405 |
| O-18-26 | 2/27/18 | Purchase additional radio equipment | 4,100 |
| O-18-44 | 4/24/18 | Purchase an aircraft tug | 29,500 |
| O-18-72 | 6/26/18 | Mid year health insurance premium increase | 1,560 |
| O-18-74 | 6/26/18 | New non-uniform pension plan contributions | 5,462 |
| | | | <u>\$ 83,027</u> |

City of Conway
 Balance Sheet - Airport
 For the month ended July 31, 2018



| | |
|--|--------------------------|
| Cash - Operating | 294,231 |
| Taxes Receivable | 5,010 |
| Accounts Receivable - Fuel Vendor | 90,090 |
| Due from Other Funds | 733 |
| Land | 1,607,274 |
| Buildings | 4,461,805 |
| Machinery & Equipment | 850,107 |
| Vehicles | 12,797 |
| Infrastructure | 24,866,349 |
| Construction in Progress | 52,066 |
| <i>Assets</i> | <u>32,240,463</u> |
| Salaries Payable | 2,826 |
| Insurance and Benefits Payable | 2,250 |
| Compensated Absences | 5,127 |
| Due to General | 944 |
| <i>Liabilities</i> | <u>11,147</u> |
| <i>Fund Balance</i> | <u>32,229,316</u> |
| <i>Total Liabilities & Fund Balance</i> | <u>32,240,463</u> |

*All figures are unaudited

Note: Capital assets shown at book value (cost less accumulated depreciation).

City of Conway
Monthly Financial Report - Major Project Funds
For the month ended July 31, 2018



Parks and Rec A&P Tax

| | |
|------------------|--------------|
| Balance, 6/30/18 | 1,572,935 |
| Receipts | 598,175 |
| Payments | (816,451) |
| Balance, 7/31/18 | \$ 1,354,660 |

Pay as you go Sales Tax

| | |
|------------------|--------------|
| Balance, 6/30/18 | 3,430,367 |
| Receipts | 549,423 |
| Payments | (1,129,447) |
| Balance, 7/31/18 | \$ 2,850,343 |

Street Impact Fees

| | |
|------------------|--------------|
| Balance, 6/30/18 | 1,192,531 |
| Receipts | 27,053 |
| Payments | (16,863) |
| Balance, 7/31/18 | \$ 1,202,721 |

Parks Impact Fees

| | |
|------------------|------------|
| Balance, 6/30/18 | 583,292 |
| Receipts | 8,227 |
| Payments | (153) |
| Balance, 7/31/18 | \$ 591,367 |

* Chosen in accordance with the City of Conway Pavement Management Program

** Chosen in accordance with a needs based traffic study from the following list of intersections:

- **College & Farris**
- **Tyler & Salem**
- **Prince & Country Club**
- **College & Prince**
- **Prince & Hogan**
- **Salem & Irby (pending a warrant analysis)**



**City of Conway, Arkansas
Ordinance No. O-18-_____**

AN ORDINANCE APPROVING THE PRIVATE CLUB PERMIT FOR KATMANDU MOMO AND ALLOWING FOR THE APPLICATION OF THE REQUIRED PERMITS FROM THE ARKANSAS ALCOHOLIC BEVERAGE CONTROL DIVISION PER ARKANSAS CODE ANNOTATED §3-9-222 AS AMENDED

Whereas, Katmandu Momo has applied for a private club permit as required under Chapter 4.12.04 of the Conway City Code per Ordinance No. O-17-100 and A.C.A §3-9-222, and

Whereas, the application is limited and specific to Katmandu Momo to be located at 1018 W. Oak Street, Conway, AR 72032; and

Whereas, Katmandu Mono has provided all the information required in permit application process and met all the standards set forth by the Conway City Council, and

Whereas, the City Council for the City of Conway hereby approves the application for permit for the proposed location to operate a private club within the City limits of Conway, and

Whereas, this approval does not authorize the operation of a private club within the City of Conway but does function as an authorization to apply for a private club permit through the Arkansas Alcoholic Beverage Control Division per A.C.A §3-9-222.

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

Section 1. That the application for private club permit is hereby approved for Kyle Lee Nordeck and specific to Katmandu Momo located at 1018 W. Oak Street, Conway, AR 72032

Section 2. That no private club operations will begin unless and until a permit to operate a private club is issued by the Arkansas Alcoholic Beverage Division.

Section 3. That the approval and permit are subject to suspension or revocation by the City in the event the above reference applicant violates Conway City Code or State law.

Passed this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



**City of Conway, Arkansas
Ordinance No. O-18-_____**

AN ORDINANCE ACCEPTING FEDERAL FUNDING, APPROPRIATING GRANT REVENUE & APPROVING CONTRACTS FOR SERVICES FOR THE CONWAY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, AND FOR OTHER PURPOSES:

Whereas, the Department of Housing and Urban Development (“HUD”) has awarded grant funds to the Community Development Block Grant (“CDBG”) in the amount of \$464,954 for FY2018 funding; and

Whereas, each nonprofit agency receiving funding must enter into an agreement with the Community Development Block Grant Program.

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

Section 1. The City of Conway shall accept grant proceeds from HUD in the amount of \$464,954 for CDBG activities.

Section 2. The City of Conway shall appropriate \$464,954 to the following projects:

| | |
|-----------|---|
| \$292,220 | Fifth Avenue Park Improvement (Splashpad) |
| \$92,990 | Administration |
| \$17,500 | Faulkner County Council on Aging Transportation |
| \$16,243 | Boys and Girls Club Transportation |
| \$15,000 | Independent Living Services Transportation |
| \$10,000 | City of Hope Outreach |
| \$7,000 | Milestones Services Inc. |
| \$5,000 | Bethlehem House Transportation |
| \$5,000 | Young Empowered Women (Y.E.S) |
| \$4000 | Women’s Shelter of Central Arkansas |

Section 3. The City of Conway shall approve entering into agreements with all the agencies listed above for the Program Year 2018.

Section 4. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



**City of Conway, Arkansas
Ordinance No. O-18-_____**

AN ORDINANCE APPROPRIATING FUNDS FOR THE PURCHASE OF A NEW SELF-SERVICE FUEL TERMINAL FOR THE AIRPORT DEPARTMENT; AND FOR OTHER PURPOSES.

Whereas, The City’s Airport Department has determined that a need exists for a new self-service fuel terminal in order to be in compliance with upcoming credit card security standards; and

Whereas, Quotes are being solicited for this equipment and the amount will not exceed \$17,000.00 including the trade in credit on the current unit; and

Whereas, funds for this equipment have not been budgeted.

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

Section 1: The City of Conway shall appropriate \$17,000 from the Airport’s Fund Balance Appropriation Account 550-109-4900 into Airport Machinery and Equipment account 550-109-5910.

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

PASSED this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

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

MEMO

To: Mayor Bart Castleberry

CC: Conway City Council

From: Josh Zylks, Airport Manager

Date: 21 August 2018

Subject: Request to Remove Self Service Fuel Terminal from Inventory for
Trade-in

The listing below details items to be removed from the fixed assets (inventory) of the Airport Department. I would like to request approval to remove this item from our inventory listing to use as trade in on a replacement unit. We will receive a trade-in credit on the current terminal of \$4,500.00.

2014 QT Petroleum On Demand M3000 Self-Service Fuel Terminal Serial Number
M3001530

If you have any questions please advise.



**City of Conway, Arkansas
Resolution No. R-18-__**

**A RESOLUTION AMENDING THE MASTER STREET PLAN FIRST AVENUE AND OAK STREET
INTERSECTION:**

WHEREAS, The City of Conway would like to update the Master Street Plan to remove the proposed minor arterial connections between 1st Avenue, 2nd Avenue, and an existing traffic signal on Oak Street.

WHEREAS, These connectors shall be removed with the desire to relocate the existing traffic signal to the intersection of 1st Avenue and Oak Street.

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

The graphic Conway Master Street Plan shall be updated as shown on Exhibit A.

Approved:

PASSED this 28th of August, 2018

Attest:

Mayor Bart Castleberry

Michael O. Garrett
City Clerk/Treasurer



Exhibit A



CITY OF CONWAY
Planning and Development

1201 Oak Street
Conway, AR 72032

T 501.450.6105
F 501.450.6144

www.conwayplanning.org

August 24, 18

MEMO

From: Bryan Patrick - Planning Director and Finley Vinson - City Engineer

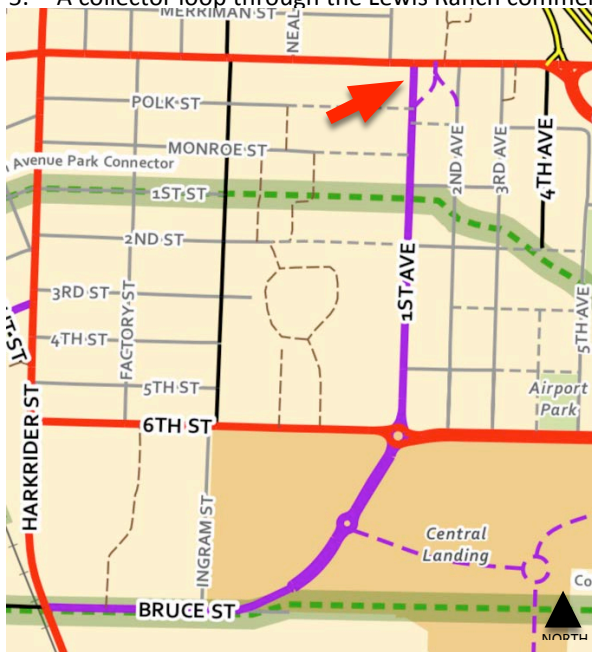
To: Mayor and Council

Master Street Plan Amendment

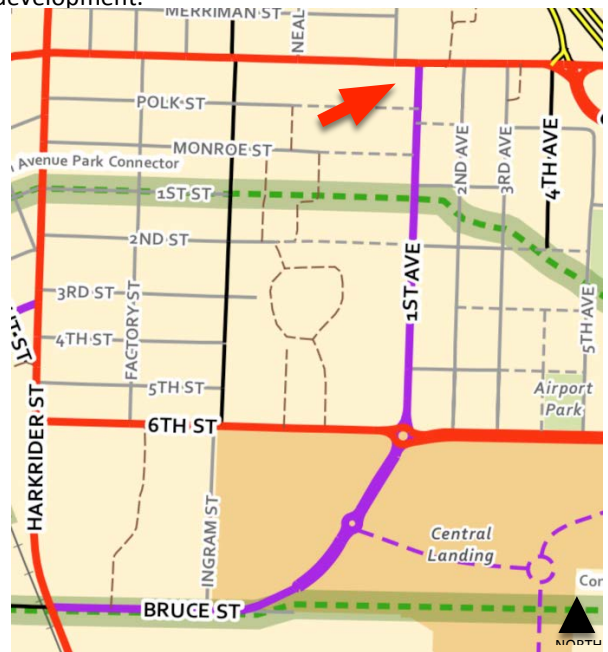
The Planning Department in coordination with the Engineering Department is requesting that the City Council review and approve the enclosed Master Street Plan amendment.

This Master Street Plan amendment will create:

1. A minor arterial connection at the intersection of 1st Ave, Oak St, and 2nd Ave.
2. A minor arterial connecting a roundabout at Equity Extended to Bruce St.
3. A minor arterial connecting Central Landing Blvd from the 6th St roundabout south to Equity Ave.
4. A collector running east-west from Exchange/9th Ave to Equity Extended.
5. A collector loop through the Lewis Ranch commercial development.



Master Street Plan Adopted June 26, 2018



Proposed Master Street Plan Amendment

Director Finley Vinson
Conway Street Department
900 Oak Street
Conway, Arkansas 72032

20 August 2018

Dear Finley,

Let us begin by thanking you for the time and energy you and your department have provided our organization(s) as we work to bring jobs and new development to Conway and Central Landing.

We wanted to provide you an update for the nearest term "development horizon" at Central Landing

- We have announced and will soon break ground on the \$70 million *Fontainebleau at Central Landing* project which will include more than 300 luxury apartments.
- We are in the process of master planning and negotiating the sale of 8.5 acres (and approximately 70k-80k square feet) of office property southeast of the *Fontainebleau* development.
- Continue our work on a major retail development for the eastern end of the property anchored by a 140,000 sf anchor, department store.
- In July, we made 7 acres along 6th Street on the northwest corner of the development available for sale to our (CDC) members.

For these reasons we support the relocation of the Faulkner Plaza stoplight west to 1st Avenue. Please let us know what additional information you may need as you develop your master plan. We look forward to our continued work together.

Sincerely,



Brad Lacy
CEO
Conway Area Chamber of Commerce
Conway Development Corporation



CONWAY
Development Corporation
GETSMART



1201 OAK STREET • CONWAY, AR 72032
(501) 450-6105 • planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Jerry Rye, 2018 Planning Commission Chairman
Date: August 21, 2018

Re: Request for conditional use permit to allow Religious Activities in R-2A zoning district

Robinson & Center Church of Christ has requested a conditional use permit to allow Religious Activities in R-2A zoning district for property located at 615 Faulkner Street, with the legal description:

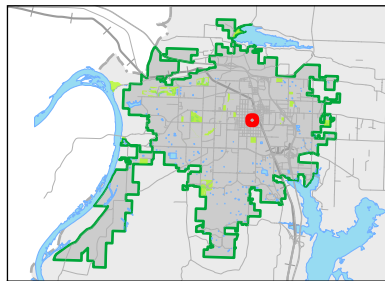
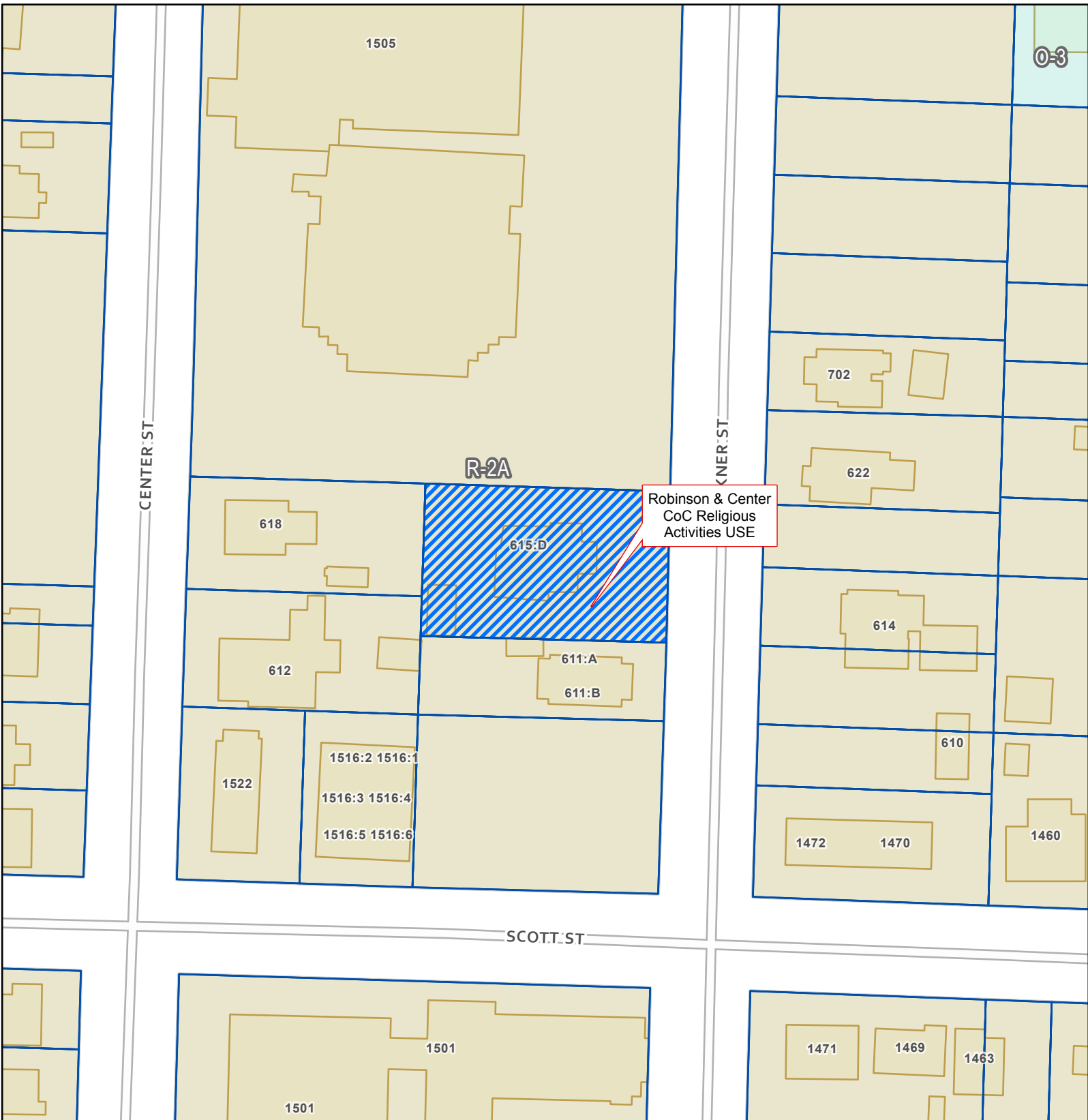
Lots 20 and 21, Block 7, Robinsons Plan

The subject property is adjacent to the church's property in the Old Conway Design Overlay District. The applicant is seeking to expand their existing conditional use permit to incorporate this property for future use by the church.

The Planning Commission reviewed the request at its regular meeting on August 20, 2018. The Planning Commission voted 9-0 that the request be forwarded to the City Council with a recommendation for approval with the following conditions:

1. The residence may not be demolished without seeking Historic District Commission approval.
2. Large passenger van/bus parking must be at the rear of the property.

Please advise if you have any questions.



DESCRIPTION

Planning Commission
Review

USE2018AUG01

0.35 ac.

| Residential | | Industrial | |
|-------------|------|------------|--|
| R-1 | MF-1 | I-1 | |
| R-2A | MF-2 | RU-1 | |
| R-2 | MF-3 | I-3 | |
| HR | RMH | | |
| SR | | | |
| Commercial | | Office | |
| C-1 | O-1 | | |
| C-2 | O-2 | | |
| C-3 | O-3 | | |
| C-4 | | | |
| Special | | | |
| | SP | | |
| | S-1 | | |
| | A-1 | | |
| | PUD | | |
| | TJ | | |

**City of Conway
Planning & Development**

THIS MAP WAS PREPARED BY THE CITY OF CONWAY PLANNING AND DEVELOPMENT DEPARTMENT FOR ITS USE, AND MAY BE REVISED AT ANY TIME WITHOUT NOTIFICATION TO ANY USER.
THE CITY OF CONWAY PLANNING AND DEVELOPMENT DEPARTMENT DOES NOT GUARANTEE THE CORRECTNESS OR ACCURACY OF ANY FEATURES ON THIS MAP. THIS DOCUMENT IS TO BE USED FOR REFERENCE PURPOSES ONLY.
www.cityofconway.org/pages/planning-development
www.cityofconway.org/pages/legis

N
70
Feet
AUG 2018



City of Conway, Arkansas
Ordinance No. O-18- _____

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE PROPERTY LOCATED AT 1295 E GERMAN LANE FROM R-1 TO R-2:

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

Section 1: The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **R-1** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

Lots 11, 12, and 13, Adcocks Subdivision

to those of **R-2**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

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

PASSED this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



1201 OAK STREET • CONWAY, AR 72032
(501) 450-6105 • planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Jerry Rye, 2018 Planning Commission Chairman
Date: August 21, 2018

Re: Request to rezone property located at 1295 E German Lane from R-1 to R-2

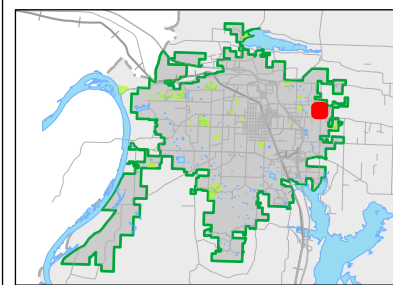
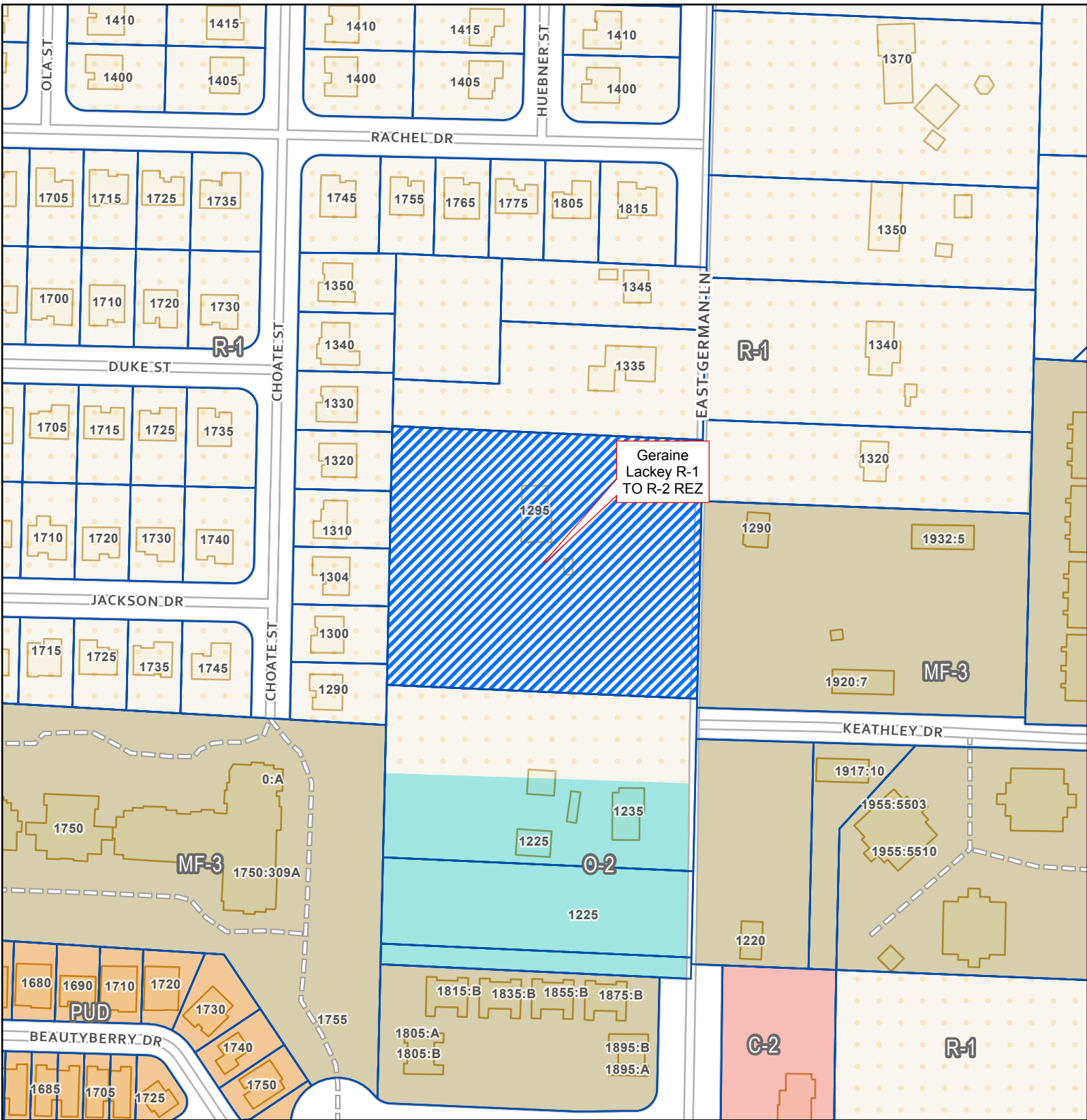
Carroll & Geraine Lackey have requested to rezone from R-1 (Single Family Residential) to R-2 (Small Lot Duplex) property located at 1295 E German Lane, with the legal description:

Lots 11, 12, and 13, Adcocks Subdivision

The applicant is seeking to rezone the property to allow duplexes to be developed once sold.

The Planning Commission reviewed the request at its regular meeting on August 20, 2018. The Planning Commission voted 7-1-1 that the request be forwarded to the City Council with a recommendation for approval. Anne Tucker voted in opposition and Rhea Williams abstained.

Please advise if you have any questions.



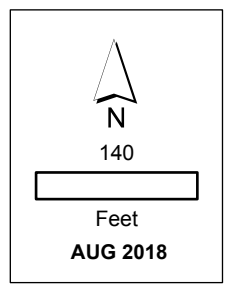
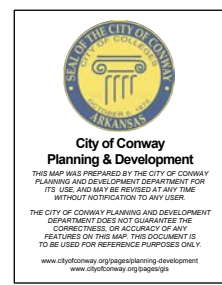
DESCRIPTION

Planning Commission Review

REZ2018AUG01

1.5 ac.

| Residential | | Industrial | |
|-------------|------|------------|-----|
| R-1 | MF-1 | I-1 | |
| R-2A | MF-2 | RU-1 | |
| R-2 | MF-3 | I-3 | |
| HR | RMH | | |
| SR | | | |
| Commercial | | Special | |
| C-1 | O-1 | SP | S-1 |
| C-2 | O-2 | S-1 | A-1 |
| C-3 | O-3 | PUD | TJ |
| C-4 | | | |





City of Conway, Arkansas
Ordinance No. O-18- _____

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE +/-27.11 ACRES LOCATED SOUTH OF IRBY DRIVE, NORTH OF WINTERBROOK PHASE 2 FROM A-1 TO R-1:

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

SECTION 1: The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **A-1** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

A part of the NW1/4, NW1/4, Section 3, T-5-N, R-14-W, Faulkner County, Arkansas being more particularly described as follows:

Beginning at the NW corner of said NW1/4, NW1/4; thence along the North line of said NW1/4, NW1/4 S88°12'19"E a distance of 354.98'; thence leaving said North line S01°55'29"W a distance of 231.78' to a found RDF cap for the SW corner of Cadron Valley Estates Replat as shown on Plat of Record Doc #P2015-00015 in the records of Faulkner County, Arkansas; thence along the South line of said Cadron Valley Estates S88°11'01"E a distance of 749.96' to a found RDF cap for the SE corner of said Cadron Valley Estates; thence along the East line of said Cadron Valley Estates N01°56'56"E a distance of 37.63' to set a 1/2" rebar with cap (1363); thence leaving said East line S89°12'04"E a distance of 209.75' to a found Tyler cap being on the East line of said NW1/4, NW1/4, said line also being the West line of Summerbrook Subdivision as shown in Plat Book J, Page 227 in the records of Faulkner County, Arkansas; thence along said East line S01°48'03"W a distance of 623.19' to a found RDF cap for the NW corner of Winterbrook Subdivision Phase 2 as shown in Plat Book L, Page 347 in the records of Faulkner County, Arkansas; thence leaving said East line and along the North line of said Winterbrook Subdivision N87°51'58"W a distance of 657.66' to a found RDF cap for the NW corner of said Winterbrook Subdivision; thence along the West line of said Winterbrook Subdivision S01°50'17"W a distance of 504.58' to a set of 1/2" rebar with cap (1363); thence leaving said West line N86°21'09"W a distance of 664.37' to a set 1/2" rebar with cap (1363) being on the West line of said NW1/4, NW1/4; thence along said West line N02°08'39"E a distance of 1293.20' to the point of beginning, containing 27.11 acres more or less.

to those of **R-1**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

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

PASSED this 28th day of August, 2018.

Attest:

Approved:

Michael O. Garrett
City Clerk/Treasurer

Mayor Bart Castleberry



1201 OAK STREET • CONWAY, AR 72032
(501) 450-6105 • planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Jerry Rye, 2018 Planning Commission Chairman
Date: August 21, 2018

Re: Request to rezone +/-27.11 acres to be developed as Winterbrook Subdivision, Phase 3

Rush-Hal Development has requested to rezone from A-1 (Agricultural) to R-1 (Single Family Residential), property located North of Winterbrook Phase 2, East of St. John's Subdivision, and South of Irby Dr, with the legal description:

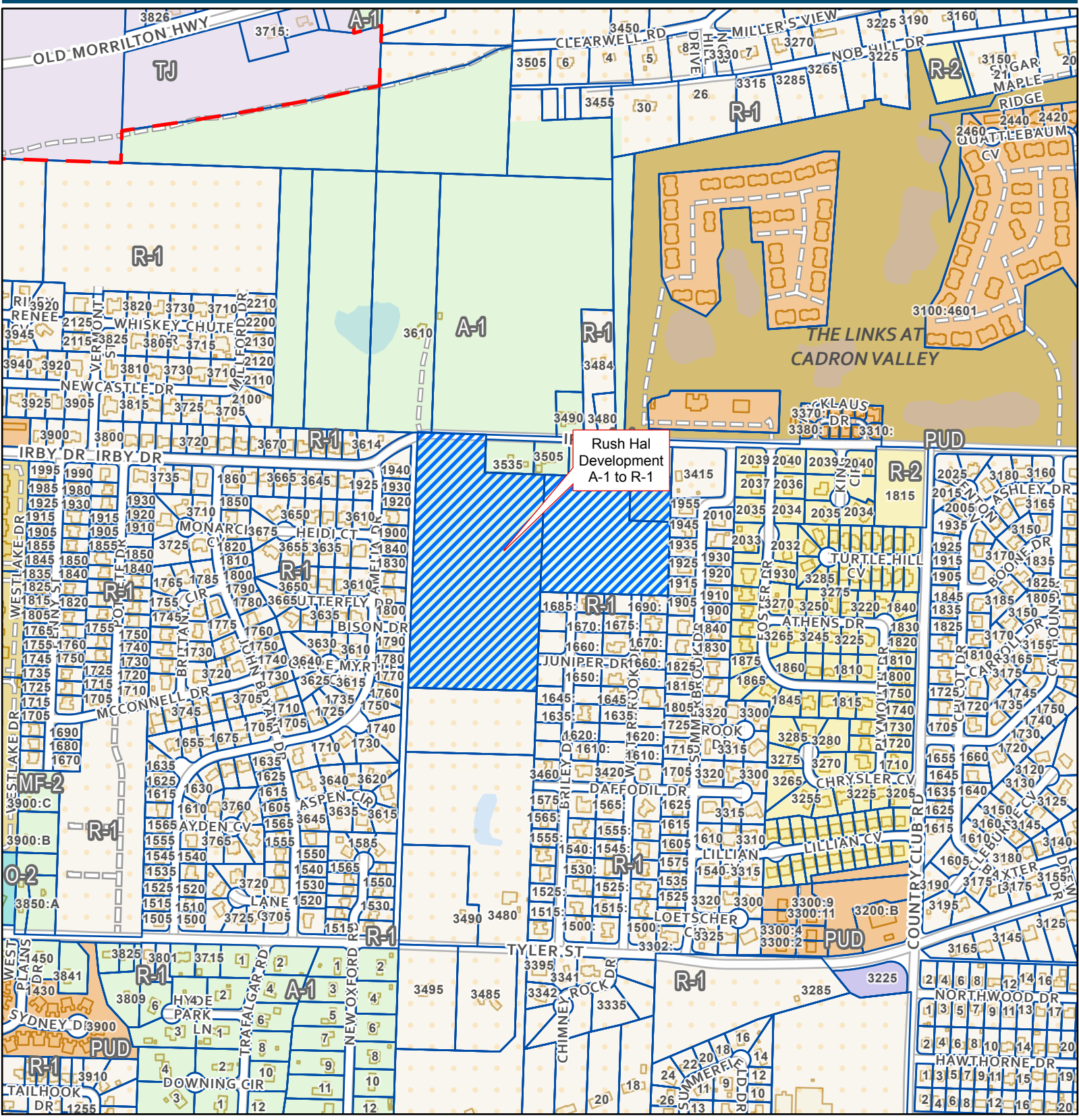
A part of the NW1/4, NW1/4, Section 3, T-5-N, R-14-W, Faulkner County, Arkansas being more particularly described as follows:

Beginning at the NW corner of said NW1/4, NW1/4; thence along the North line of said NW1/4, NW1/4 S88°12'19"E a distance of 354.98'; thence leaving said North line S01°55'29"W a distance of 231.78' to a found RDF cap for the SW corner of Cadron Valley Estates Replat as shown on Plat of Record Doc #P2015-00015 in the records of Faulkner County, Arkansas; thence along the South line of said Cadron Valley Estates S88°11'01"E a distance of 749.96' to a found RDF cap for the SE corner of said Cadron Valley Estates; thence along the East line of said Cadron Valley Estates N01°56'56"E a distance of 37.63' to set a 1/2" rebar with cap (1363); thence leaving said East line S89°12'04"E a distance of 209.75' to a found Tyler cap being on the East line of said NW1/4, NW1/4, said line also being the West line of Summerbrook Subdivision as shown in Plat Book J, Page 227 in the records of Faulkner County, Arkansas; thence along said East line S01°48'03"W a distance of 623.19' to a found RDF cap for the NW corner of Winterbrook Subdivision Phase 2 as shown in Plat Book L, Page 347 in the records of Faulkner County, Arkansas; thence leaving said East line and along the North line of said Winterbrook Subdivision N87°51'58"W a distance of 657.66' to a found RDF cap for the NW corner of said Winterbrook Subdivision; thence along the West line of said Winterbrook Subdivision S01°50'17"W a distance of 504.58' to a set of 1/2" rebar with cap (1363); thence leaving said West line N86°21'09"W a distance of 664.37' to a set 1/2" rebar with cap (1363) being on the West line of said NW1/4, NW1/4; thence along said West line N02°08'39"E a distance of 1293.20' to the point of beginning, containing 27.11 acres more or less.

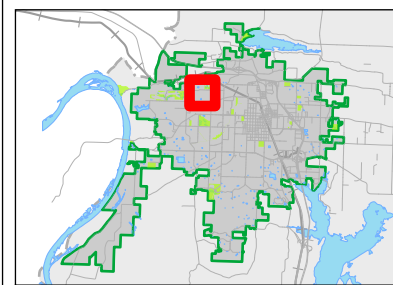
The applicant is seeking to rezone the property to develop a 65-lot extension of 2 previous phases of the same single-family subdivision.

The Planning Commission reviewed the request at its regular meeting on August 20, 2018. The Planning Commission voted 9-0 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.



Rush Hal Development
A-1 to R-1



DESCRIPTION

Planning Commission
Review

REZ2018AUG02

27.11 ac.

| Residential | | Industrial | |
|-------------|------|------------|--|
| R-1 | MF-1 | I-1 | |
| R-2A | MF-2 | I-3 | |
| R-2 | MF-3 | | |
| HR | RMH | | |
| SR | | | |
| Commercial | | Office | |
| C-1 | O-1 | | |
| C-2 | O-2 | | |
| C-3 | O-3 | | |
| C-4 | | | |
| Special | | | |
| | SP | | |
| | S-1 | | |
| | A-1 | | |
| | PUD | | |
| | TJ | | |

City of Conway
Planning & Development

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www.cityofconway.org/pages

N

560

Feet

AUG 2018



**City of Conway, Arkansas
Ordinance No. O-18- _____**

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE +/-2.16 ACRES LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF TRISON LANE AND BILL LUCY DRIVE FROM A-1 TO R-1:

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

Section 1: The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **A-1** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

Part of the Southwest quarter of the Northeast quarter of Section 5, Township 5 North, Range 13 West, Faulkner County, Arkansas, being more particularly described as follows:

Beginning at the Northwest corner of the Southwest quarter of the Northeast quarter, thence along the North line of said Southwest quarter of the Northeast quarter, South 87 degrees, 37 minutes, 52 seconds East a distance of 209.77 feet, thence leaving said North line, South 00 degrees 46 minutes, 34 seconds West a distance of 455.46 feet, thence North 84 degrees 13 minutes 30 seconds West a distance of 210.81 feet to the West line of the Southwest quarter of the Northeast quarter, thence along said West line North 00 degrees 49 minutes 03 seconds East a distance of 442.92 feet to the point of beginning, containing 2.16 acres, more or less.

to those of **R-1**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

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

PASSED this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



1201 OAK STREET • CONWAY, AR 72032
(501) 450-6105 • planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Jerry Rye, 2018 Planning Commission Chairman
Date: August 21, 2018

Re: Request to rezone +/-2.16 acres at Trison Ln and Bill Lucy Dr from A-1 to R-1

Larry Freyaldenhoven has requested to rezone from A-1 (Agricultural) to R-1 (Single Family Residential), +/-2.16 located at the NE corner of the intersection of Trison Ln and Bill Lucy Dr, with the legal description:

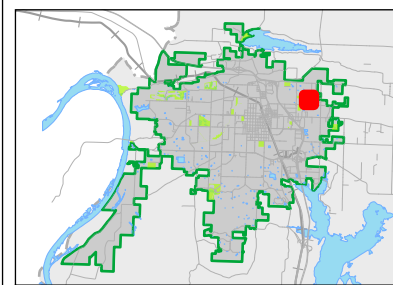
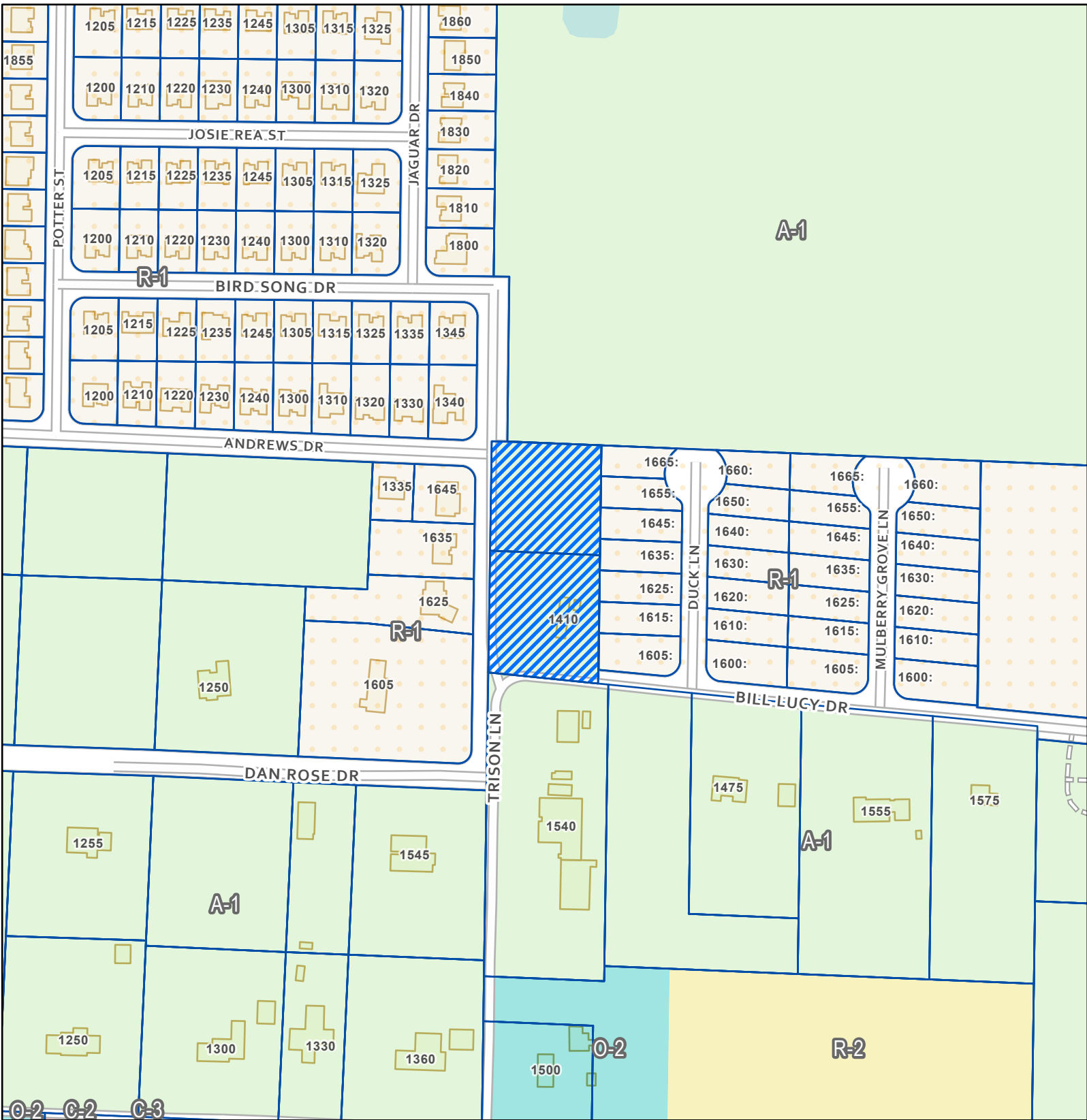
Part of the Southwest quarter of the Northeast quarter of Section 5, Township 5 North, Range 13 West, Faulkner County, Arkansas, being more particularly described as follows:

Beginning at the Northwest corner of the Southwest quarter of the Northeast quarter, thence along the North line of said Southwest quarter of the Northeast quarter, South 87 degrees, 37 minutes, 52 seconds East a distance of 209.77 feet, thence leaving said North line, South 00 degrees 46 minutes, 34 seconds West a distance of 455.46 feet, thence North 84 degrees 13 minutes 30 seconds West a distance of 210.81 feet to the West line of the Southwest quarter of the Northeast quarter, thence along said West line North 00 degrees 49 minutes 03 seconds East a distance of 442.92 feet to the point of beginning, containing 2.16 acres, more or less.

The applicant is seeking to rezone the property to develop a 6-lot, single-family subdivision.

The Planning Commission reviewed the request at its regular meeting on August 20, 2018. The Planning Commission voted 9-0 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.



DESCRIPTION

Planning Commission
Review

REZ2018AUG03

2.17 ac.

| Residential | | Industrial | |
|-------------|------|------------|-----|
| R-1 | MF-1 | I-1 | |
| R-2A | MF-2 | RU-1 | |
| R-2 | MF-3 | I-3 | |
| HR | RMH | | |
| SR | | | |
| Commercial | | Special | |
| C-1 | O-1 | SP | S-1 |
| C-2 | O-2 | A-1 | |
| C-3 | O-3 | PUD | |
| C-4 | | TJ | |

**City of Conway
Planning & Development**

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www.cityofconway.org/pages/gis

N
210

Feet
AUG 2018



City of Conway, Arkansas
Ordinance No. O-18- _____

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING ORDINANCE TO REZONE PROPERTY LOCATED AT 364 AND 375 DENISON STREET FROM R-2 TO MF-3:

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

Section 1: The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **R-2** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

Block 5, BT Laney Subdivision, E 300 ft, S 100 ft
and
Block 5, BT Laney Subdivision, N 100 ft, E 1/2 of 5, S 200 ft

to those of **MF-3**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

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

PASSED this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



1201 OAK STREET • CONWAY, AR 72032
(501) 450-6105 • planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members

From: Jerry Rye, 2018 Planning Commission Chairman
Date: August 21, 2018

Re: Request to rezone 364 and 375 Denison Street from R-2 to MF-3

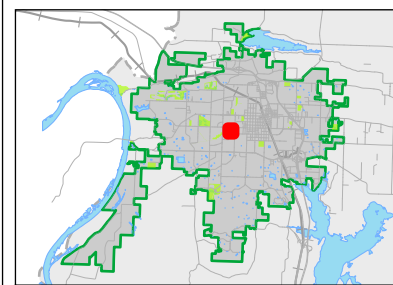
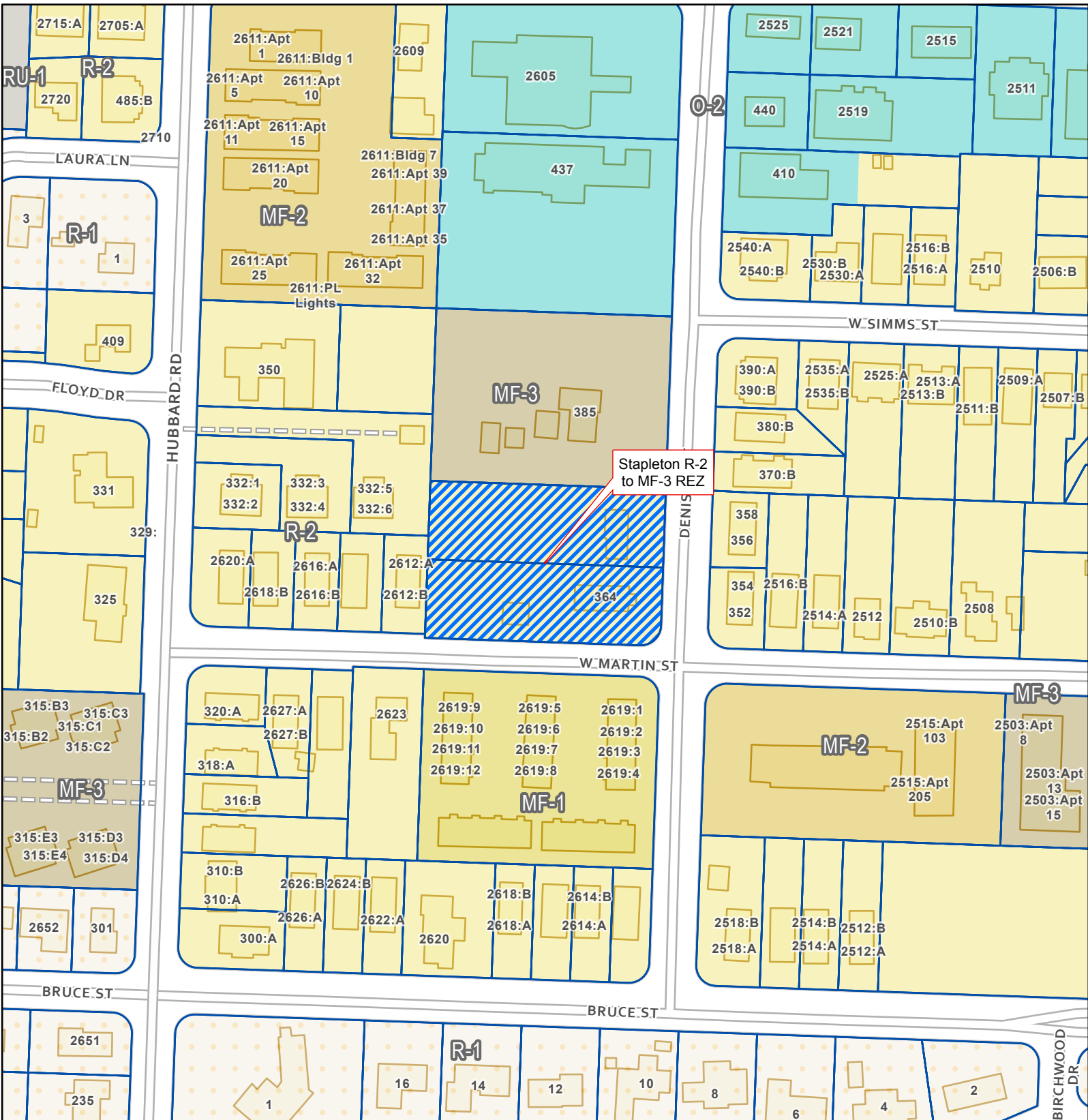
Stan Stapleton has requested to rezone from R-2 (Small Lot Duplex) to MF-3 (Multi-Family, 24 units/acre) property located at 364 and 375 Denison Street, with the legal description:

Block 5, BT Laney Subdivision, E 300 ft, S 100 ft
and
Block 5, BT Laney Subdivision, N 100 ft, E 1/2 of 5, S 200 ft

The property is in close proximity to UCA. The applicant is seeking to rezone the property to allow the development of multi-family units once sold.

The Planning Commission reviewed the request at its regular meeting on August 20, 2018. The Planning Commission voted 9-0 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.



DESCRIPTION

Planning Commission Review

REZ2018AUG04

1.3 ac.

| Residential | | Industrial | |
|-------------|------|------------|-----|
| R-1 | MF-1 | I-1 | |
| R-2A | MF-2 | RU-1 | |
| R-2 | MF-3 | I-3 | |
| HR | RMH | | |
| SR | | | |
| Commercial | | Special | |
| C-1 | O-1 | SP | S-1 |
| C-2 | O-2 | O-2 | A-1 |
| C-3 | O-3 | PUD | |
| C-4 | | TJ | |

City of Conway
Planning & Development

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

N
140

Feet
AUG 2018



**City of Conway, Arkansas
Ordinance No. O-18-_____**

**AN ORDINANCE APPROPRIATING FUNDS FOR THE DAVE WARD DRIVE PEDESTRIAN OVERPASS;
AND FOR OTHER PURPOSES**

Whereas, the Conway City Council has approved the bid received from Manhattan Road & Bridge Co. for the Dave Ward Drive Pedestrian Overpass; and

Whereas, this project will be funded by the Conway Parks & Recreation A&P Funds; as well as Metroplan and the Arkansas Highway Department grant monies.

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

Section 1. The City of Conway shall appropriate an amount of \$3,400,000 from Parks and Recreation A&P Fund Balance Appropriation (252-000-4900) to the Conway Parks Department Parks General CIP Account (252-140-5990) for the construction of the Dave Ward Drive Pedestrian Overpass.

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

PASSED this 28th day of August 2018.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

AGREEMENT

This Agreement is entered this 1st day of July , 2018, between the City of Conway, Arkansas, and the Conway School District.

WITNESSETH:

WHEREAS, District desires to maintain and improve a School Resource Officers' Program ("Program") to serve the respective needs and to provide for the maximum mutual benefit of the parties hereto; and

WHEREAS, this objective is to be accomplished by the controlled interaction of the City's police officers with students and staff of the District; and

WHEREAS, the district desires to reduce juvenile crime and to promote students' well being.

NOW, THEREFORE, IN CONSIDERATION OF THE COVENANTS SET FORTH HEREIN, THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES**

The City shall provide seven police officers and one police sergeant on a full-time basis to serve as School Resource Officers for the Conway School District. Two officers will be placed at the Conway High School; two officers will be placed at the Conway Junior High School; one officer will be placed at each middle school; and all officers will share the responsibilities of the elementary schools. The program may be expanded to add additional officers.

2. **CONSIDERATION**

In consideration for providing the above-described services, the Conway School District shall pay to the City the sum of \$280,000 which represents approximately half of the total costs associated with the officers' salaries, benefits, and the average overtime/comp that they receive as part of their SRO duties. The compensation shall be paid by the Conway School District to the City of Conway in full, between July 1, 2018 and July 30, 2019.

3. **TERMS**

The term of this Agreement shall be for a period commencing July 1, 2018, to and including, July 30, 2019. Absent termination by one of the parties hereto, or amendments mutually agreed upon by the parties, this Agreement shall automatically be renewed for additional terms of one year. This Agreement and all performances and obligations required hereunder may be terminated by the Mayor of the City of Conway or Superintendent of the Conway School District at any time and for any cause provided that the terminating party provides the other party with written notice of termination immediately upon the date of termination.

4. **PERSONNEL**

The School Resource Officers provided by the City shall be considered employees of the City. The School Resource Officers shall perform their services in accordance with Exhibit "A". Notwithstanding anything contained in this Agreement or the attachments to this Agreement, the School Resources Officer shall at all times be subject to the policies and procedures of the Conway Police Department. The City and the District shall be jointly responsible for the selection of an officer from the list of eligible candidates provided by the City. The City shall be responsible for the special training of the officer as required for participation in this program, and the scheduling of such School Resource Officers.

5. **INSURANCE**

City and District acknowledge that the other party is a governmental entity, duly organized under the laws of the State of Arkansas, and that each party relies on tort immunity. Accordingly, either parties, as a requirement of this Agreement shall not require additional insurance.

6. **ASSIGNMENT AND SUBCONTRACTING**

This Agreement and the performance of services required hereunder shall not be assigned or subcontracted by either party without the written consent of the other party.

7. **NOTICES**

Notices hereunder shall be given by first-class mail or personal service. Notice to the City shall be delivered or addressed to the Mayor, City of Conway, 1201 Oak Street, Conway, AR 72032. Notice to the District shall be delivered or addressed to the Superintendent of Schools, 2220 Prince Street, Conway, AR 72034.

Conway School District

City of Conway

Superintendent

Mayor Bart Castleberry

Date: _____

Date: _____

SCHOOL DISTRICT

Exhibit A

SCHOOL RESOURCE OFFICER

QUALIFICATIONS:

1. A police officer with a minimum of three years of law enforcement experience.
2. Officer has effective oral communication skills.
3. Officer has effective written communication skills.
4. Officer has strong desire to work with children and young adults.

BASIC PERFORMANCE RESPONSIBILITIES:

- A. The school resource officer will report directly to the school resource officer supervisor. The school resource officer supervisor will coordinate all resource officer activities with the Assistant Superintendent of Schools. Each school resource officer shall:
 1. Provide a general security presence within the school district at each of the SRO's assigned schools.
 2. Provide informal counseling to students and/or faculty.
 3. Act as a guest lecturer in the classroom in law enforcement related areas.
 4. Act as a liaison between the department and the school district.
 5. Investigate crimes occurring on school property.
- B. The school resource officer will assist school officials in setting up procedures for juvenile delinquency prevention programs by:
 1. Providing assistance to students and school staff members.
 2. Presenting various crime prevention, drug, and alcohol seminars.
 3. Serving as a positive role model.
 4. Bridging the communication gap between students and police.
 5. Enforcing State, Federal, and local laws whenever necessary.
 6. Preventing the organization of youth based gangs.
- C. The school resource officer will assist school officials with maintaining order in and around the school by investigating criminal behavior and taking enforcement action as appropriate to help insure a safe environment for students and school district officials.
- D. The school resource officer shall project a professional appearance and attitude that has a positive influence on the community.
- E. The school resource officer will report to his or her assigned school at the time designated by the school resource officer supervisor and will:
 1. Report to the area of assignment and remain in this area unless duty demands otherwise.
 2. Be visible in or around schools before school, during assemblies, lunch hours, and after school to ensure smooth school operation.
 3. Keep supervisors informed of the progress of investigations and/or problems in his or her area of responsibility.
 4. Accurately record daily activities as assigned and submit reports to the unit supervisor for approval.
- F. The school resource officer will perform any other duties as assigned by his or her supervisor.

- G. School resource officers who are assigned to schools will be on their assignments throughout the normal calendar year.
- H. Vacations other than school holidays will be taken primarily during times when school is not in session.

Note: The school resource officers will work extra-curricular activities at their assigned schools that the school resource officer supervisor deems necessary for the program to succeed. Compensation for the extra-curricular activities worked by the positions will be paid by time off through school holidays and summer months, to include the use of the School Resource Officer's accrued compensation time. Due to the accrual of this time the school resource officers are exempted from the departments 100 hour cap on accrued compensatory time.

I have read and agree to the above stipulations concerning extra-curricular activities.

School Resource Officer

School Resource Officer

School Resource Officer

School Resource Officer

School Resource Officer

School Resource Officer

School Resource Officer

School Resource Officer



**City of Conway, Arkansas
Resolution No. R-18-_____**

A RESOLUTION APPROVING THE PURCHASE OF BODY CAMERAS FOR THE CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas, the Conway Police Department desires to purchase vehicle and body cameras and equipment; and

Whereas, the Conway Police Department qualifies to use General Services Administration, a government agency, pricing and contracts and would like to purchase cameras from Watch Guard, under the GSA contract; and

Whereas, Funds to purchase requested equipment have been previously approved by Council in the 2018 budget process.

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

Section 1. The City of Conway shall enter into an agreement with Watch Guard to purchase vehicle and body cameras and equipment for an amount not to exceed the budgeted amount of \$250,000.

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

Passed this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

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



**City of Conway, Arkansas
Ordinance No. O-18-_____**

AN ORDINANCE AMENDING ORDINANCE O-17-75, WHICH ADOPTED AN EMPLOYEE HANDBOOK AND PERSONNEL POLICY; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:

Whereas, the City Council has adopted, pursuant to Ordinance O-17-75, an Employee Handbook to be used for personnel matters for the City.

Whereas, a revision of the Employee Handbook is needed for the fair and impartial implementation of personnel policies.

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

Section 1. Notice of Nondiscrimination shall be added; Job Posting and Advertising, Personnel Files and Purchasing Policies and Procedures shall be amended in Section I: Employment Policies. Vacation Benefits and Retirement and Pension Plans shall be amended in Section II: Employment Benefits.

Section 2. Three (3) copies of Section I: Employment Policies, Notice of Nondiscrimination, Job Posting and Advertising, Personnel Files and Purchasing Policies and Procedures; and Section II: Employment Benefits, Vacation Benefits and Retirement and Pension Plans shall be and hereafter kept on file in the Office of the City Clerk/Treasurer.

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

PASSED this 28th day of August, 2018.

Approved:

Mayor Bart Castleberry

Attest:

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

PURCHASING POLICES AND PROCEDURES

I. Introduction

One of the objectives of the City of Conway is to achieve the best possible balance between minimizing the cost of City expenditures for goods and services and insuring reasonable response and flexibility in procurement of goods and services. All employees involved in any phase of purchasing for the City of Conway have the responsibility to insure that all applicable federal, state and local regulations are adhered to and to operate within appropriate ethical guidelines. The City Council has indicated their desire for the City to follow standardized purchasing procedures throughout the City.

II. Authority to Purchase

Specific levels of authorization for purchases of all supplies, apparatus, equipment and materials for the City of Conway were approved by the City Council through Ordinance 0-95-52. This ordinance is incorporated in the Conway Municipal Code and is consistent with the municipal governance issued by the State of Arkansas. The City of Conway adheres to both the City code and State law and this document is intended to provide practical guidance on the purchasing procedures for the City of Conway and is not in any way to be considered a complete authority on purchasing requirements by law. The intent of Council is that the policy will be applied and followed prior to any commitment made for purchases. The City Council has the authority to establish and change purchasing policies. The following information is based on current policy and is subject to change. Departments should stay apprised of any Council actions affecting purchasing policies.

III. Current Authorization Levels and Approval Hierarchy

As currently prescribed by the above stated ordinance but subject to change at the discretion of council, the Mayor (or his designated representative) is authorized to make purchases of all supplies, apparatus, equipment and materials for the City of Conway where the total expenditure is below the sum of twenty thousand dollars (\$20,000) and within budget limit. Specific requirements exist as to the documentation required by the Mayor's office before approval is granted, as discussed in Section IV.

Purchases or contracts exceeding an estimated purchase price of twenty thousand dollars (\$20,000) shall be awarded by the City Council upon review of competitive sealed bidding, unless approval of a waiver of bid is obtained by evidence of an ordinance. State statute provides specific procedures to be followed by the City obtaining competitive sealed bids. In accordance with state law, procurement requirements shall not be artificially divided so as to constitute a purchase under the bid threshold (i.e., invoice splitting to avoid bid requirements is not permitted). In those instances where the departments determine that purchase from a sole source provider is in the best interest of the City, justification must be presented to Council with the request to approve an ordinance awarding the purchase on the basis of sole source provider. In this instance, the vendor of choice must be identified within the ordinance in order to allow Council to consider the request and, if approved, authorize the **Procurement Office** to release a purchase order to that particular vendor. In summary, the decision of which vendor will receive the City's business for purchases over \$20,000 rests in the hands of Council and must be demonstrated through formal action

(specifically, (a) a voice acceptance of a bid; (b) passage of an ordinance for a waiver of bid or (c) passage of an ordinance authorizing use of a sole source vendor).

The determination of whether a purchase exceeds the threshold for bid requirements will require some degree of professional judgment at the department level and may necessitate consulting with the **Procurement Office**. The purchase of component parts which would not have been purchased separately but require each of the components in order to function for the purpose intended by the City would be viewed as one purchase in the aggregate. Another consideration is the accumulated expenditures of a specific item from one particular vendor. The bid threshold will also be considered to have been reached if the aggregate of similar items from one vendor will exceed the bid threshold over a reasonable period of time, such as a calendar year. Repeated small quantity procurements which intentionally or unintentionally circumvent the competitive bid limits are considered by state law to be failure to obtain competitive bids without justification and are deemed to be a violation of purchasing procedures.

Established bid thresholds apply to any expenditure made through the City of Conway, regardless of the funding source. For example, purchases made with federal funding must adhere to the bid threshold established by the City Council and are not subject to the higher federal bid threshold.

Goods and services purchased at state bid prices are exempt from the bid requirements noted above. However, departments are responsible for researching and obtaining quotes, if necessary, in order to document that the state bid price is the lowest price available.

Goods and services purchased through Procurement Cooperatives, approved by the Mayor's Office may be used, if the total expenditure is below the sum of one hundred thousand dollars (\$100,000) and within budget limit. However, departments are responsible for researching and obtaining three quotes, when available, in order to document that the cooperative price is the lowest price available.

State statute will be applied for multiyear contracts, resolution of protested solicitations and awards and any other purchasing situations not specifically addressed in the City code.

IV. Purchasing Procedures

The City's purchase order ("PO") system provides management with the tools to process purchase requests and is required for any purchase beginning January 1, 2011 (Springbrook Requirement). The PO system verifies that budgeted funding is in place for any purchase and encumbers, or "reserves" funds for subsequent payment. If funds are not available, the department will be required to prepare and submit a budget transfer form to transfer funds from another account, if available, or to request Council that funds be appropriated through approval of an ordinance. Currently, items for Council consideration must be submitted to the Mayor's office by noon on the Wednesday prior to the Council meeting. Transfers between the budgeted accounts require approval of the Mayor (or his designated representative) and, at his discretion, Council approval.

Purchases in excess of \$2,500 require the approval of the Mayor and are routed automatically to his office for consideration. Purchases are not considered approved until the department receives back the PO, initialed by the Mayor for those purchases in excess of \$2,500. Departments are authorized to make purchases on behalf of the City only upon receipt of an approved PO (for purchases in excess of \$2,500).

Approved POs are routed by the departments as follows:

Original PO is returned to Finance with the invoice for payment. Invoices will not be paid without an attached PO.

Purchases in excess of \$2,500 but less than \$20,000 require three quotes. These quotes may be verbal or written, but are to be included as documentation of the request and must be included on the face of the PO. Repair and maintenance may sometimes require the use of original equipment manufacturers (OEM). Departments may respectfully request the Mayor to waive the requirement to obtain quotes for OEM parts, when they can only be purchased from vendors of the original manufacturer. A department may determine that the City's interest will be better served by obtaining competitive sealed bids for purchases below \$20,000 and may do so. Purchases in excess of \$20,000 must indicate on the face of the PO the date Council considered and approved bids, the Ordinance number approved by Council authorizing sole source vendor or bid waiver, the procurement cooperative contract number, or the state contract number. If the purchase is made through the state contract, a copy of the documentation clearly indicating that the purchase is through a state contract approved vendor and that the goods or services are specifically included in the state contract, must be provided to the Finance Department before the PO will be produced and provided for consideration by the Mayor. Once approved, departments may purchase the goods or services from the vendor. Upon receipt of an invoice, the original invoice and PO are forwarded to the Finance Department for payment.

V. Federal Grant Requirements

The City of Conway receives significant funding from Federal grants. It is important that City purchasing procedures insure that Federal requirements are met. Specifically, purchases that are funded with Federal money require government wide debarment and suspension review. Additionally, vendor verification must be performed by checking the Excluded Parties List System (www.sam.gov). Individual Conflict of Interest statements must be obtained from persons responsible for procurement of goods and services. Other requirements based on individual Federal grants must be completed.

VI. Conflict of Interest Policy

Purpose – The City of Conway must ensure that all its transactions are completed according to its policies and procedures. An important aspect of this vision is to make sure that no real or perceived “conflicts of interest” arise. Therefore, the city requires a statement from persons responsible for procurement of goods and services, if a conflict of interest may exist. The statement is attached as Exhibit A.

EQUAL OPPORTUNITY EMPLOYER

The City of Conway is committed to providing equal employment opportunities without regard to race, color, religion, gender, national origin, age, disability, sexual orientation, gender identity or expression, genetic information, marital status or status as a covered veteran in accordance with applicable federal, state, and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to: hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.

AMERICANS WITH DISABILITIES ACT

The City of Conway abides by the requirements of the Americans with Disabilities Act and state laws governing employment of individuals with disabilities. Qualified individuals with disabilities may be entitled to an accommodation in the application process and/or in the workplace. Any qualified individual with a disability who requires reasonable accommodation in the employment process and/or in the workplace shall notify the Human Resources Director. It shall be the responsibility of the qualified individual with a disability to request reasonable accommodation in the hiring process or in the workplace.

NOTICE OF NONDISCRIMINATION

The City of Conway complies with all civil rights provisions of federal statutes and related authorities that prohibit discrimination in programs and activities receiving federal financial assistance. Therefore, the City does not discriminate on the basis of race, sex, color, age, national origin, religion or disability, in the admission, access to and treatment in City's programs and activities, as well as the City's hiring or employment practices. The Complaints of alleged discrimination and inquiries regarding the City's nondiscrimination policies may be directed to the Human Resources Director, (ADA/Title VI Coordinator), 1201 Oak Street, Conway, AR 72032, 501-450-7087, (Voice/TTY 711), or the following email address: humanresources@cityofconway.org.

This notice is available from the ADA/504/Title VI Coordinator in large print, on audio compact disc and in Braille. Free language assistance is available for LEP individuals.

EMPLOYMENT AT WILL

The City of Conway is an at-will employer. This means that the City of Conway or any City employee may terminate the employment relationship at any time for any reason with the understanding that neither has an obligation to base that decision on anything but his or her intent not to continue the employment relationship. No policies, comments, or writings made herein or during the employment process shall be construed in any way to waive this provision.

All City employees should understand that this Handbook is not intended to create any contractual or other legal rights. It does not alter the City's at-will employment policy nor does it create an employment contract for any period.

AUTHORITY TO HIRE AND FIRE

In accordance with ACA 14-42-110, the Mayor has the power to appoint and remove all department heads, subject to a two-thirds override by the City Council.

Department heads and/or the Mayor will make all other hiring decisions. With regard to all firing decisions, an administrative review is required prior to any termination.

JOB POSTINGS AND ADVERTISING

An application for employment will be accepted from anyone who wishes to apply for employment on forms supplied by the city. Application forms are available online at www.cityofconway.org and in the Human Resources office.

Employment Applications and Resumes: The City of Conway relies upon the accuracy of information contained in the employment applications and resumes submitted by prospective employees, as well as other information provided throughout the hiring process and employment. Any misrepresentations, falsifications, or material omission may result in the exclusion of the individual from further consideration for employment and/or dismissal from City employment.

Timelines: In the event of a job opening, the position or positions open will be announced and posted on the City's website and the bulletin board located in City Hall for a minimum of seven (7) calendar days. The City reserves its discretionary right not to post a particular opening.

Eligibility: To be eligible to apply for a posted job, employees must have performed competently for at least 180 calendar days (6 months) in their current position. Employees who have a written warning on file, or are on probation or suspension are not eligible to apply for posted jobs. Exceptions to this will only occur if all parties involved are in agreement (i.e. receiving and sending department head and the employee) and/or with the approval of the Mayor.

To apply for an open position, employees should submit a completed application to the Human Resources Department by the posted deadline. In some instances, testing may be required.

Supervisory Contact: An applicant's supervisor may be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer may also be discussed.

Approval: Except as otherwise provided by Arkansas law, the department head and/or the Mayor shall make the final decision with respect to the transfer decision.

UNIFORMED CIVIL SERVICE POSITIONS: Eligibility for appointment to sworn positions in the Conway Police and Fire Departments are governed by Arkansas Code Ann. §14.51.301, as the statute may be amended from time to time. The Civil Service Commission determines tests and test schedules. The Civil Service Commission and/or their designees conduct all tests and establish the eligible register. ~~The life of each register shall be for one year from the date of its establishment.~~

DRIVER'S LICENSE AND DRIVING RECORD

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and driving record acceptable to our insurer. You may be asked to submit a copy of your driving record to the City from time to time. Any changes in your driving record must be

EMPLOYEE RELATIONS / OPEN DOOR POLICY

The City believes that employees should be an organization's most important resource. The City believes that open communication within an atmosphere of mutual trust is of prime importance to its employees. Realizing that effective communication is always a two-way street, the City values employees' constructive opinions and suggestions. Because the City of Conway believes in team effort and an open atmosphere, it encourages an employee to meet and discuss suggestions, problems or concerns with their supervisor or department head.

In most cases, talking with one's supervisor is the most effective way to deal with a problem or suggestion. However, an employee may discuss problems or suggestions with a department head instead of, or in addition to their supervisor. The HR Director is ready and willing to assist in these matters as well. Employees may voice their concerns to the Mayor provided they have given prior notice to their department head. This open door policy is not a substitute for the City's policy against harassment and unlawful discrimination.

PERSONNEL FILES

The City maintains an official original personnel file on each employee. It is maintained in the Human Resources Department located at City Hall. The file includes information that is needed by the City in conducting its business or as required by federal, state, or local law. Personnel files are the property of the City and access is limited. The supervisor may keep working files in a secure fashion.

Personnel files **may** include information such as: the employee's job application, resume, records of training, documentation of performance appraisals, records of salary changes, records of all disciplinary action, records of commendations, home address, ~~home~~ telephone **number(s)**, emergency contact information, driving record or status of driver's license, and professional licenses.

UPDATES

To keep personnel files up to date, employees are responsible to notify Human Resources in writing of any changes in name, address, telephone number, and marital status, number of dependents, beneficiary designations, W-4 changes and emergency contact. Family status changes affecting insurance coverage must be made within 31 calendar days of a change.

CITY PROPERTY

The City of Conway provides various items to employees for their use in performing their job. This includes, but is not limited to, such items as information, telephones, computers, e-mail, intranet/internet access, desks, chairs, workstations, tools, supplies, etc. The appropriation or use of City property for private enterprises or similar gain is prohibited. While employees may reasonably use some City property, such as local phone calls, for limited and necessary functions, any abuse of City-owned property could be grounds for serious disciplinary action up to and including termination.

INSPECTION AND MONITORING

VACATION BENEFITS

INFORMATION FOR ALL EMPLOYEES

Waiting Period for Vacation Usage / Cash Out / or Pay Out: When an employee is either hired into or transfers into a full-time position, vacation time begins to accrue. However, no vacation can be used, be available for the Cash Out Option or be available for pay out if the employee leaves the employment of the City of Conway during the first 12 months of full time employment. This is the waiting period. If the employee has a significant leave of absence during this 12-month period (except for military leave of absence), the waiting period for use of vacation time may be lengthened by the time of the leave of absence. Vacation time is accrued per pay period. Approved vacation time can be used in the pay period after it is earned. Vacation can be used for illness when you do not have sick time available. It cannot be transferred or sold to another employee.

Minimum Increments of Vacation Time: The smallest amount of vacation time that can be scheduled is ~~24 hours for Firefighters and~~ one hour for all ~~other~~ employees.

Amount of Pay for Vacation Time: Vacation time is paid at the current base rate of pay.

Approval for use of Vacation Time: Approval must be obtained by your supervisor in advance of taking vacation time off. It is the City's intent to accommodate an employee's wishes for time off; but the efficient and effective management of daily operations must also be considered in approving and scheduling requests for time off. Department heads are responsible for administering vacation time for their departments. The Mayor must approve exceptions. Refer to your specific department policies for further details.

What if you become ill while on Vacation: If you are off on approved vacation and become ill, vacation time will be used unless you furnish appropriate documentation from your physician when you return to work.

What if you have vacation before and/or after a holiday: An employee can request and be granted vacation time before and/or after a holiday. Pay for hours off before and/or after the holiday will be from the vacation account. The employee will be paid 8 hours holiday pay for the holiday.

~~**Cash Out Options:** The City may choose to offer a vacation cash out option to employees. If offered, eligible employees may cash out accrued vacation leave. (Minimum of 8 hours and a maximum of 80 hours) At no time can employees reduce their vacation leave account below 80 hours through a cash out. In addition, employees must have a minimum of 80 hours in their sick leave account to be eligible to participate in the cash out option. There will be no exceptions to this, even for emergencies. Requests for Cash Outs must be made on designated forms and reach the Finance Office by the September or April deadline listed on the forms. Payments will be made by way of payroll checks on or after the 14th of those months. The rate of pay for the cash outs is the rate of pay as of the deadline listed on the Cash Out form for the respective month.~~

Maximum Accruals: Different classifications of jobs may have different accrual schedules. Refer to the section for your group below. Once you reach the maximum accrual level, no more vacation accrues until your balance is below maximum. When the account is below maximum, accruals will begin again.

Coordination with Workers' Compensation: Disabled employees receiving disability wages from our Workers' Comp insurance carrier may add to their disability wages by using sick, vacation,

The benefits conferred herein are granted solely to retirees who meet the above criteria, and are not a benefit or expected benefit for current employees who have not yet retired.

RETIREMENT AND PENSION PLANS

City Retirement Programs are governed by various Arkansas **State and Federal** laws. For Retirement/Pension purposes, there are four categories of employees and therefore, four categories of Programs. In addition, there are different program rules for **uniformed** employees ~~hired before 1/1/1983 and for those hired 1/1/1983 or later~~. Elected officials have the option not to participate in retirement programs. Some general information is presented below. However, refer to specific retirement materials and **Arkansas** Statutes for further information.

DISTRICT COURT JUDGES AND CLERKS

Retirement is covered by A.C.A. 24-8-301 through A.C.A. 24-8-311 and appropriate amendments.

NON-CIVIL SERVICE EMPLOYEES

Retirement is covered by ~~A.C.A. 24-12-101 through 24-12-204 and appropriate amendments~~, the City of Conway Employees' Defined Benefit Pension Plan, as adopted by the Conway City Council on 06/26/2018. Ordinance No. 08-18-74.

Refer to plan document for details and eligibility.

~~All full-time eligible employees may participate. Regardless of hire date, the employee contributes 6% of gross wages through payroll deduction. The City contributes a matching 6%. Deductions are also made for Medicare and Social Security. Therefore, at retirement, the employee has a retirement pension and is eligible for Medicare and Social Security.~~

~~A Board of Trustees manages all funds.~~

~~**Retirement Eligibility:** You are vested after ten (10) years of eligible service. A normal pension is equal to half your salary as an active employee. Generally, you have the following options:~~

- ~~• At age 60 with 10 years service, you may retire.~~
- ~~• At any age with 20 years service, you may retire.~~
- ~~• With a minimum of 5 years, you may be eligible for disability retirement benefits.~~

~~**Departing Employees:** When an employee leaves the employment of the City through resignation or termination, he or she is entitled to receive all money the employee has contributed to the retirement plan (interest is not accumulated). A request for pension contribution is required to be made to the City Clerk. It is not automatically returned to you. If you are vested, request, and receive your pension contributions, you will not be eligible to receive a pension later.~~

All requests for pension plan pay outs must be made to the Administrative Committee.

POLICE OFFICERS ~~HIRED 1/1/1983 AND LATER~~

Retirement is covered by Arkansas State Law, Act 364 of 1981.
The Arkansas Local Police and Fire Retirement System (LOPFI) coordinate the program.

All full-time employees will participate. Employees contribute 2.5% of their gross wages through payroll deduction. ~~do not contribute to the program.~~ The City contributes at a rate determined by LOPFI. Employee deductions are made for Medicare and Social Security. Therefore, at retirement, the employee has a retirement pension and is eligible for Medicare and Social Security.

Retirement Eligibility: Your normal pension will be determined by your age and years of eligible service. Refer to current LOPFI information for specific information regarding your pension and eligibility. In general, you have the following options:

At age 60 with 5 years service, you may retire.

At age 55 with 20 years service, you may retire.

At any age, with 28 years of service, you may retire.

With a minimum of 5 years, you may be eligible for disability retirement benefits.

~~FIREFIGHTERS HIRED PRIOR TO 1.1.1983~~

~~Retirement is covered by A.C.A. 24-11-801 through 24-11-833 and appropriate amendments.~~

~~**All full-time employees will participate.** Employees contribute 6% of gross wages through payroll deduction. The City contributes at a rate determined by LOPFI. No deductions are made for Medicare and Social Security. Therefore, at retirement, the employee has a retirement pension but is not eligible for Medicare or Social Security.~~

~~**A Board of Trustees manages all funds.**~~

~~**Retirement Eligibility:** You are vested after twenty (20) years of eligible service. A normal pension is equal to half your salary as an active employee. Generally, you have the following options:~~

~~• At any age with 20 years service, you may retire.~~

~~• With a minimum of 5 years, you may be eligible for disability retirement benefits.~~

~~FIREFIGHTERS HIRED 1/1/1983 AND LATER~~

Retirement is covered by Arkansas State Law, Act 364 of 1981.

The Arkansas Local Police and Fire Retirement System (LOPFI) coordinate the program.

All full-time employees will participate. Employees contribute 8.5% of their gross wages through payroll deduction. The City contributes at a rate determined by LOPFI. Employee deductions are made for Medicare but not Social Security. Therefore, at retirement, the employee has a retirement pension and is eligible for Medicare but is not eligible for Social Security.

Retirement Eligibility: Your normal pension will be determined by your age and years of eligible service. Refer to current LOPFI information for specific information regarding your pension and eligibility. In general, you have the following options:

At age 60 with 5 years service, you may retire.

At age 55 with 20 years service, you may retire.

At any age, with 28 years of service, you may retire.

With a minimum of 5 years, you may be eligible for disability retirement benefits.