



City of Conway, Arkansas  
CITY COUNCIL  
Agenda • January 24, 2023

[www.conwayarkansas.gov](http://www.conwayarkansas.gov)

Elected Officials

Mayor Bart Castleberry  
City Clerk Michael O. Garrett  
City Attorney Charles Finkenbinder

Ward 1 Position 1 – Andy Hawkins  
Ward 1 Position 2 – David Grimes  
Ward 2 Position 1 – Anne Tucker  
Ward 2 Position 2 – Shelley Mehl  
Ward 3 Position 1 – Mark Ledbetter  
Ward 3 Position 2 – Cindy Webb  
Ward 4 Position 1 – Theodore Jones Jr.  
Ward 4 Position 2 – Shelia Isby

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**5:30pm:**

No Committee Meeting

**6:00pm:**

City Council Meeting • City Council Chambers • 1111 Main Street

Call to Order:

Bart Castleberry, Mayor

Roll Call:

Michael O. Garrett, Clerk/Treasurer

Minutes Approval:

January 10<sup>th</sup>, 2023

Monthly Financial Report:

December 31<sup>st</sup>, 2022

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**A. Economic Development Committee ((Conway Area Chamber of Commerce, Conway Development Corporation, Conway Downtown Partnership, & Conway Corporation)**

1. Resolution to approve an application for United Parcel Service, Inc to participate in the Tax Back Program.

**B. Community Development Committee (Airport, Community Development, Code Enforcement, Permits, Inspections, & Transportation, Planning & Development)**

1. Resolution to approve the annual transportation services contract for 2023.
2. Ordinance approving the private club permit location for Fatburger in Conway Inc. to be located at 2250 Dave Ward Drive.
3. Consideration to approve nominations for various boards/commissions for the City of Conway.
4. Consideration to approve a conditional use permit to allow a transmission tower in the C-3 zoning district for property located at 1305 S. Harkrider Street.
5. Resolution to amend the Conway Master Street and Trail Plan for the City of Conway.

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

1. Resolution approving the rental slip agreement and fees for Lake Beaverfork.

**D. Public Safety Committee (District Court, Department of Information Systems & Technology, Animal Welfare, Communication Emergency Operations Center, Police, Fire, & Office of the City Attorney)**

1. Ordinance waiving the competitive bid process and entering into an agreement with Axon to purchase virtual reality training program equipment for the Conway Police Department.

*Adjournment*



City of Conway, Arkansas  
Monthly Financial Reports  
December 31, 2022

City of Conway  
 Monthly Financial Report - General Fund  
 For the month ended December 31, 2022



| Revenues                       | Budget             | Month            |                   | Encumbered     | (Over)/Under       |                  |
|--------------------------------|--------------------|------------------|-------------------|----------------|--------------------|------------------|
|                                |                    | Activity         | Year to Date      |                | Budget             | % Expend/Collect |
| Ad Valorem Tax                 | 4,000,000          | 206,546          | 4,393,775         |                | (393,775)          | 110%             |
| Payments in Lieu of Tax        | 15,000             | -                | 18,827            |                | (3,827)            | 126%             |
| State Tax Turnback             | 950,000            | 61,828           | 956,769           |                | (6,769)            | 101%             |
| Insurance Tax Turnback - LOPFI | 1,300,000          | -                | 1,323,106         |                | (23,106)           | 102%             |
| Sales Tax                      | 24,000,000         | 2,157,463        | 27,656,567        |                | (3,656,567)        | 115%             |
| Beverage Tax                   | 400,000            | 50               | 607,387           |                | (207,387)          | 152%             |
| Franchise Fees                 | 3,467,700          | 303,192          | 4,196,737         |                | (729,037)          | 121%             |
| Utility Tap Fees               | -                  | -                | 47,091            |                | (47,091)           | -                |
| Office Space Leases            | 67,400             | 5,617            | 67,356            |                | 45                 | 100%             |
| Permits                        | 558,500            | 45,396           | 569,924           |                | (11,424)           | 102%             |
| Public Safety                  | 2,443,109          | 82,196           | 2,338,581         |                | 104,528            | 96%              |
| Parks                          | 633,250            | 42,778           | 786,565           |                | (153,315)          | 124%             |
| Insurance Proceeds             | 211,991            | 22,207           | 251,741           |                | (39,750)           | 119%             |
| Interest Income                | 123,000            | 950              | 432,490           |                | (309,490)          | 352%             |
| Proceeds from Sale of Assets   | -                  | -                | 9,491             |                | (9,491)            | -                |
| Donations                      | 9,000              | -                | 8,000             |                | 1,000              | 89%              |
| Federal Grant Revenues         | 221,900            | -                | -                 |                | 221,900            | 0%               |
| State Grant Revenues           | 613,605            | -                | 645,900           |                | (32,295)           | 105%             |
| Miscellaneous Revenues         | 107,449            | 18,051           | 196,270           |                | (88,821)           | 183%             |
| Transfers from Other Funds     | 770,000            | 510,000          | 770,000           |                | -                  | 100%             |
| <b>Total Revenues</b>          | <b>39,891,904</b>  | <b>3,456,272</b> | <b>45,276,576</b> |                | <b>(5,384,673)</b> | <b>113%</b>      |
| <b>Expenditures</b>            |                    |                  |                   |                |                    |                  |
| Admin (Mayor, HR)              | 1,198,705          | 119,004          | 1,131,122         | 25,058         | 42,526             | 94%              |
| Finance                        | 539,690            | 40,247           | 455,990           | -              | 83,699             | 84%              |
| City Clerk/Treasurer           | 164,960            | 20,125           | 164,349           | -              | 611                | 100%             |
| City Council                   | 93,218             | 15,454           | 83,644            | -              | 9,574              | 90%              |
| Planning                       | 857,945            | 88,468           | 784,316           | 92             | 73,537             | 91%              |
| Physical Plant                 | 808,890            | 108,107          | 807,731           | 413            | 746                | 100%             |
| Information Technology         | 1,480,024          | 140,433          | 1,317,655         | 117,877        | 44,491             | 89%              |
| Permits and Inspections        | 415,903            | 41,655           | 373,064           | 4,687          | 38,152             | 90%              |
| Nondepartmental                | 1,195,103          | 30,257           | 1,027,094         | 7,256          | 160,752            | 86%              |
| Police                         | 15,757,699         | 1,809,756        | 15,116,650        | 113,519        | 527,530            | 96%              |
| CEOC                           | 1,589,438          | 150,445          | 1,342,813         | 81,892         | 164,734            | 84%              |
| Animal Welfare                 | 699,272            | 108,098          | 527,527           | 81,348         | 90,397             | 75%              |
| Municipal District Court       | 964,797            | 120,453          | 952,111           | 185            | 12,501             | 99%              |
| City Attorney                  | 614,900            | 57,753           | 536,080           | 1,111          | 77,709             | 87%              |
| Fire                           | 14,681,933         | 1,372,920        | 11,832,408        | 150,564        | 2,698,961          | 81%              |
| Parks                          | 3,909,274          | 402,949          | 3,505,630         | 18,196         | 385,448            | 90%              |
| <b>Total Expenditures</b>      | <b>44,971,749</b>  | <b>4,626,123</b> | <b>39,958,184</b> | <b>602,196</b> | <b>4,411,369</b>   | <b>89%</b>       |
| <b>Net Revenue/(Expense)</b>   | <b>(5,079,845)</b> |                  | <b>5,318,392</b>  |                |                    |                  |

\*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  
2022



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u>   | <u>Amount</u>       |
|------------------|-------------|--|---------------------|
| O-22-17          | 1/25/22     | Construction of new Fire Station #3                        | 2,579,500           |
| O-22-25          | 2/28/22     | Startup cost subsidy for Paffford Medical Services         | 90,000              |
| O-22-35          | 3/22/22     | Perimeter fence for Police training facility               | 93,000              |
| O-22-43          | 4/12/22     | Landscape planting on Prince Street                        | 22,285              |
| O-22-44          | 4/12/22     | Contractor agreement for watering downtown flowers         | 22,000              |
| O-22-45          | 4/12/22     | Police dept Connect and Protect grant match                | 55,475              |
| O-22-52          | 4/26/22     | Prior year funds to replace CEOC battery backup system     | 66,500              |
| O-22-55          | 5/24/22     | Purchase Jim Pearce property for Police dept               | 245,500             |
| O-22-67          | 6/28/22     | Addition of four police officer positions                  | 136,700             |
| O-22-68          | 6/28/22     | Reclassify Police dept Fleet Assistant to Fleet Technician | 8,000               |
| O-22-69          | 6/28/22     | Employee pay adjustments from Salary Study Committee       | 104,540             |
| O-22-70          | 6/28/22     | Settlement of lawsuit with Kaala D. Jones                  | 11,000              |
| O-22-89          | 7/26/22     | Additional costs for new Fire Station #3                   | 500,000             |
| O-22-106         | 9/13/22     | Replenish fuel budget for Police dept                      | 100,000             |
| O-22-112         | 9/27/22     | Replenish fuel budget for Fire dept                        | 40,000              |
| O-22-120         | 11/8/22     | Operation Shop Secure                                      | 60,000              |
| O-22-134         | 12/13/22    | Funds required to complete Soccer Complex                  | 500,000             |
| O-22-137         | 12/13/22    | Employee Appreciation Bonus                                | 280,000             |
|                  |             |  | <u>\$ 4,914,506</u> |

City of Conway  
 Balance Sheet - General Fund  
 As of December 31, 2022



|  |                          |
|--|--------------------------|
| Cash - Operating                                   | 18,186,890               |
| Cash - Reserve                                     | 1,760,126                |
| Petty Cash   | 715                      |
| Taxes Receivable                                   | 4,993,556                |
| Accounts Receivable                                | 4,760,173                |
| Due from Other Funds                               | 5,532                    |
| Due from Street                                    | 101,968                  |
| Due from Component Unit                            | 219,099                  |
| Due from Municipal Court                           | 62,383                   |
| Fuel Inventory                                     | (6,712)                  |
| General Inventory                                  | 585                      |
| <b><i>Assets</i></b>                               | <b><u>30,084,318</u></b> |
| Accounts Payable                                   | 37,062                   |
| Salaries Payable                                   | 1,174,588                |
| Insurance and Benefits Payable                     | (64,880)                 |
| Event Deposits                                     | 4,450                    |
| Held for Others - Crimestopper Reward              | 5,000                    |
| Held for Others - Performance Bonds                | 5,195                    |
| Due to County - PILOT                              | 317,379                  |
| Deferred Revenue                                   | 4,124,641                |
| Unearned Revenue - City Hall Lease                 | 980,000                  |
| <b><i>Liabilities</i></b>                          | <b><u>6,583,435</u></b>  |
| <b><i>Fund Balance</i></b>                         | <b><u>23,500,883</u></b> |
| <b><i>Total Liabilities &amp; Fund Balance</i></b> | <b><u>30,084,318</u></b> |

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Street Fund  
 For the month ended December 31, 2022



|                                | <u>Budget</u>      | <u>Month<br/>Activity</u> | <u>Year to<br/>Date</u> | <u>Encumbered</u> | <u>(Over)/Under<br/>Budget</u> | <u>%<br/>Expend/Collect</u> |
|--------------------------------|--------------------|---------------------------|-------------------------|-------------------|--------------------------------|-----------------------------|
| <b>Revenues</b>                |                    |                           |                         |                   |                                |                             |
| Ad Valorem Tax                 | 1,400,000          | 83,801                    | 1,622,647               |                   | (222,647)                      | 116%                        |
| Payments in Lieu of Tax        | 6,000              | -                         | -                       |                   | 6,000                          | 0%                          |
| State Tax Turnback             | 3,000,000          | 237,244                   | 2,884,584               |                   | 115,416                        | 96%                         |
| State Tax Turnback - Other     | 1,640,000          | 153,857                   | 1,849,150               |                   | (209,150)                      | 113%                        |
| Severance Tax                  | -                  | 51,827                    | 398,188                 |                   | (398,188)                      | -                           |
| State Tax Turnback - Wholesale | 460,000            | 37,197                    | 405,192                 |                   | 54,808                         | 88%                         |
| Sales Tax                      | 325,000            | 30,230                    | 387,518                 |                   | (62,518)                       | 119%                        |
| Engineering Fees               | 15,000             | 1,800                     | 16,125                  |                   | (1,125)                        | 108%                        |
| Interest Income                | 80,000             | -                         | 102,047                 |                   | (22,047)                       | 128%                        |
| Miscellaneous Revenues         | -                  | 30,000                    | 30,493                  |                   | (30,493)                       | -                           |
| <b>Total Revenues</b>          | <b>6,926,000</b>   | <b>625,955</b>            | <b>7,695,943</b>        | <b>-</b>          | <b>(769,943)</b>               | <b>111%</b>                 |
| <b>Expenditures</b>            |                    |                           |                         |                   |                                |                             |
| Personnel Costs                | 3,521,472          | 301,173                   | 2,538,175               | -                 | 983,297                        | 72%                         |
| Other Operating Costs          | 4,044,042          | 313,539                   | 3,171,169               | 7,190             | 865,684                        | 78%                         |
| Total Operating Costs          | 7,565,514          | 614,713                   | 5,709,344               | 7,190             | 1,848,981                      | 75%                         |
| Capital Outlay                 | 5,778,943          | 12,496                    | 5,341,958               | 442,022           | (5,036)                        | 92%                         |
| <b>Total Expenditures</b>      | <b>13,344,457</b>  | <b>627,209</b>            | <b>11,051,302</b>       | <b>449,211</b>    | <b>1,843,944</b>               | <b>83%</b>                  |
| <b>Net Revenue/(Expense)</b>   | <b>(6,418,457)</b> |                           | <b>(3,355,358)</b>      |                   |                                |                             |

\*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  
2022



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u>            | <u>Amount</u>       |
|------------------|-------------|-------------------------------|---------------------|
| O-22-27          | 3/8/22      | Purchase Conway Corp property | 5,178,000           |
| O-22-137         | 12/13/22    | Employee Appreciation Bonus   | 24,000              |
|                  |             |                               | <u>\$ 5,202,000</u> |

City of Conway  
Balance Sheet - Street Fund  
As of December 31, 2022



|  |                         |
|--|-------------------------|
| Cash - Operating                                   | 3,998,965               |
| Taxes Receivable                                   | 69,969                  |
| Accounts Receivable                                | 2,109,436               |
| <b><i>Assets</i></b>                               | <b><u>6,178,370</u></b> |
| Accounts Payable                                   | 176,695                 |
| Salaries Payable                                   | 90,519                  |
| Insurance and Benefits Payable                     | (2,006)                 |
| Due to General                                     | 101,968                 |
| Deferred Revenue                                   | 1,517,818               |
| <b><i>Liabilities</i></b>                          | <b><u>1,884,995</u></b> |
| <b><i>Fund Balance</i></b>                         | <b>4,293,375</b>        |
| <b><i>Total Liabilities &amp; Fund Balance</i></b> | <b><u>6,178,370</u></b> |

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Sanitation  
 For the month ended December 31, 2022



|                                | <u>Budget</u>     | <u>Month<br/>Activity</u> | <u>Year to<br/>Date</u> | <u>Encumbered</u> | <u>(Over)/Under<br/>Budget</u> | <u>%<br/>Expend/Collect</u> |
|--------------------------------|-------------------|---------------------------|-------------------------|-------------------|--------------------------------|-----------------------------|
| <b>Revenues</b>                |                   |                           |                         |                   |                                |                             |
| Sanitation Fee Rev-Residential | 9,500,000         | 1,795,656                 | 10,006,011              |                   | (506,011)                      | 105%                        |
| Proceeds - Recycled Materials  | 500,000           | 23,804                    | 853,710                 |                   | (353,710)                      | 171%                        |
| Landfill Fees - General        | 230,000           | 21,179                    | 268,775                 |                   | (38,775)                       | 117%                        |
| Insurance Proceeds             | 217,116           | -                         | 262,843                 |                   | (45,727)                       | 121%                        |
| Interest Income                | 200,000           | -                         | 452,798                 |                   | (252,798)                      | 226%                        |
| Proceeds from Sale of Assets   | -                 | 535                       | 41,541                  |                   | -                              | -                           |
| Miscellaneous Revenues         | -                 | -                         | 835                     |                   | (835)                          | -                           |
| <b>Total Revenues</b>          | <b>10,647,116</b> | <b>1,841,173</b>          | <b>11,886,512</b>       | <b>-</b>          | <b>(1,197,855)</b>             | <b>112%</b>                 |
| <b>Expenditures</b>            |                   |                           |                         |                   |                                |                             |
| Personnel Costs                | 5,621,356         | 644,187                   | 5,162,615               | -                 | 458,741                        | 92%                         |
| Other Operating Costs          | <u>3,415,414</u>  | <u>566,752</u>            | <u>3,020,670</u>        | <u>108,992</u>    | <u>285,752</u>                 | <u>88%</u>                  |
| Total Operating Costs          | 9,036,770         | 1,210,939                 | 8,183,286               | 108,992           | 744,493                        | 91%                         |
| Capital Outlay                 | <u>2,377,119</u>  | <u>351,491</u>            | <u>1,302,176</u>        | <u>1,456,069</u>  | <u>(381,126)</u>               | <u>55%</u>                  |
| <b>Total Expenditures</b>      | <b>11,413,889</b> | <b>1,562,430</b>          | <b>9,485,461</b>        | <b>1,565,061</b>  | <b>363,367</b>                 | <b>83%</b>                  |
| <b>Net Revenue/(Expense)</b>   | <b>(766,773)</b>  |                           | <b><u>2,401,051</u></b> |                   |                                |                             |

\*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  
2022



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u>          | <u>Amount</u> |
|------------------|-------------|-----------------------------|---------------|
| O-22-137         | 12/13/22    | Employee Appreciation Bonus | 60,000        |

City of Conway  
 Balance Sheet - Sanitation  
 As of December 31, 2022



|   |                          |
|---|--------------------------|
| Cash - Operating                          | 15,335,974               |
| Petty Cash                                | 200                      |
| Post Closure Cash Account                 | 6,268,039                |
| Accounts Receivable                       | 14,011                   |
| Due from Component Unit                   | 903,057                  |
| General Inventory                         | 2,122                    |
| Land & Buildings                          | 2,424,145                |
| Infrastructure                            | 783,854                  |
| Machinery, Equipment & Vehicles           | 2,381,173                |
| Deferred Outflows of Resources            | 2,194,273                |
| Deferred Outflows of Resources-OPEB       | 285,019                  |
| <b>Assets</b>                             | <b><u>30,591,867</u></b> |
| Accounts Payable                          | 33,561                   |
| Salaries Payable                          | 207,659                  |
| Insurance and Benefits Payable            | 9,527                    |
| Compensated Absences                      | 248,057                  |
| Net Pension Obligation                    | 13,981,351               |
| Deferred Inflows of Resources             | 1,198,395                |
| Deferred Inflows of Resources-OPEB        | 126,025                  |
| Net OPEB Liability                        | 1,006,173                |
| Due to Other Funds                        | 4,104                    |
| Landfill Close/Post Close                 | 8,362,165                |
| <b>Liabilities</b>                        | <b><u>25,177,017</u></b> |
| <b>Net Position</b>                       | <b>5,414,850</b>         |
| <b>Total Liabilities and Net Position</b> | <b><u>30,591,867</u></b> |

\*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 December 31, 2022



| Revenues                            | Budget           | Month          | Year to          | Encumbered   | (Over)/Under     | %              |
|-------------------------------------|------------------|----------------|------------------|--------------|------------------|----------------|
|                                     |                  | Activity       | Date             |              | Budget           | Expend/Collect |
| Sales Tax                           | 15,000           | 3,864          | 38,547           |              | (23,547)         | 257%           |
| Airport Fuel Sales                  | 853,460          | 127,014        | 1,661,768        |              | (808,308)        | 195%           |
| T-Hangar Rent                       | 178,839          | 9,555          | 139,072          |              | 39,767           | 78%            |
| Community Hangar Rent               | 43,200           | 3,600          | 44,100           |              | (900)            | 102%           |
| Ground Leases                       | 20,257           | -              | 46,394           |              | (26,137)         | 229%           |
| Misc Revenue - Non air              | 9,000            | 300            | 6,700            |              | 2,300            | 74%            |
| State Grant Revenues                | 250,000          | -              | 24,858           |              | 225,142          | 10%            |
| Reimbursements from Conway Aircraft | 230,632          | -              | 309,299          |              | (78,667)         | 134%           |
| Miscellaneous Revenues              | 16,800           | 2,481          | 335,664          |              | (318,864)        | 1998%          |
| <b>Total Revenues</b>               | <b>1,617,188</b> | <b>146,815</b> | <b>2,606,401</b> | <b>-</b>     | <b>(989,213)</b> | <b>161%</b>    |
| <b>Expenditures</b>                 |                  |                |                  |              |                  |                |
| Personnel Costs                     | 337,061          | 41,746         | 356,889          | -            | (19,828)         | 106%           |
| Fuel for Resale                     | 1,100,000        | 100,696        | 1,413,907        | -            | (313,907)        | 129%           |
| Other Operating Costs               | 167,151          | 21,905         | 172,346          | 4,314        | (9,508)          | 103%           |
| Total Operating Costs               | 1,604,212        | 164,347        | 1,943,141        | 4,314        | (343,243)        | 121%           |
| Capital Outlay                      | 528,319          | -              | 620,529          | 30           | (92,240)         | -              |
| <b>Total Expenditures</b>           | <b>2,132,531</b> | <b>164,347</b> | <b>2,563,670</b> | <b>4,344</b> | <b>(435,483)</b> | <b>120%</b>    |
| <b>Net Revenue/(Expense)</b>        | <b>(515,343)</b> |                | <b>42,730</b>    |              |                  |                |

\*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  
2022



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u>                        | <u>Amount</u>     |
|------------------|-------------|---|-------------------|
| O-22-104         | 9/13/22     | Cost overrun on new T-hangar construction | 47,687            |
| O-22-105         | 9/13/22     | Replenish fuel purchase budget            | 500,000           |
| O-22-137         | 12/13/22    | Employee Appreciation Bonus               | 5,000             |
|                  |             |   | <u>\$ 552,687</u> |

City of Conway  
 Balance Sheet - Airport  
 As of December 31, 2022



|  |                          |
|--|--------------------------|
| Cash - Operating                                   | 266,264                  |
| Taxes Receivable                                   | 4,043                    |
| Accounts Receivable - Fuel Vendor                  | 28,786                   |
| Fuel Inventory                                     | 95,528                   |
| Land   | 1,254,473                |
| Buildings  | 3,430,723                |
| Machinery & Equipment                              | 234,086                  |
| Infrastructure                                     | 22,959,891               |
| Deferred Outflows of Resources-OPEB                | 11,666                   |
| <b><i>Assets</i></b>                               | <b><u>28,285,461</u></b> |
| Accounts Payable                                   | 2,925                    |
| Salaries Payable                                   | 11,884                   |
| Compensated Absences                               | 5,127                    |
| Net OPEB Liability                                 | 41,185                   |
| Deferred Inflows of Resources-OPEB                 | 5,159                    |
| Due to General                                     | 1,429                    |
| <b><i>Liabilities</i></b>                          | <b><u>67,709</u></b>     |
| <b><i>Net Position</i></b>                         | <b>28,217,752</b>        |
| <b><i>Total Liabilities &amp; Net Position</i></b> | <b><u>28,285,461</u></b> |

\*All figures are unaudited

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

City of Conway  
Monthly Financial Report - Major Project Funds  
As of December 31, 2022



Parks and Rec A&P Tax

|                   |              |
|-------------------|--------------|
| Balance, 11/30/22 | 4,080,659    |
| Receipts          | 405,612      |
| Payments          | (459,405)    |
| Balance, 12/31/22 | \$ 4,026,865 |

Pay as you go Sales Tax

|                   |              |
|-------------------|--------------|
| Balance, 11/30/22 | 8,879,780    |
| Receipts          | 493,573      |
| Payments          | (311,574)    |
| Balance, 12/31/22 | \$ 9,061,778 |

Street Impact Fees

|                   |              |
|-------------------|--------------|
| Balance, 11/30/22 | 1,965,027    |
| Receipts          | 205,268      |
| Payments          | -            |
| Balance, 12/31/22 | \$ 2,170,296 |

Parks Impact Fees

|                   |            |
|-------------------|------------|
| Balance, 11/30/22 | 678,085    |
| Receipts          | 118,072    |
| Payments          | (295,143)  |
| Balance, 12/31/22 | \$ 501,015 |

Street Sales Tax

|                   |               |
|-------------------|---------------|
| Balance, 11/30/22 | 19,152,794    |
| Receipts          | 674,097       |
| Payments          | (192,575)     |
| Balance, 12/31/22 | \$ 19,634,317 |



**City of Conway , Arkansas  
Resolution No. R-23-\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF CONWAY CERTIFYING LOCAL GOVERNMENT ENDORSEMENT OF UNITED PARCEL SERVICE, INC. TO PARTICIPATE IN THE TAX BACK PROGRAM (AS AUTHORIZED BY SECTION 15- 4-2706(d) OF THE CONSOLIDATED INCENTIVE ACT OF 2003).**

*Whereas*, in order to be considered for participation in the Tax Back Program, the local government must endorse a business to participate in the Tax Back Program; and

*Whereas*, the local government must authorize the refund of local sales and use taxes as provided in the Consolidated Incentive Act of 2003; and

*Whereas*, said endorsement must be made on a specific form available from the Arkansas Economic Development Commission; and

*Whereas*, United Parcel Service, Inc. located at 1700 Mayor Lane, Conway, AR 72032 has sought to participate in the program and more specifically has requested benefits accruing from the construction of the specific facility; and

*Whereas*, United Parcel Service, Inc. has agreed to furnish the local government all necessary information for compliance.

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

Section 1: United Parcel Service, Inc. be endorsed by the City Council of Conway for benefits from the sales & use tax refunds as provided by Section 15-4-2706(d) of the Consolidated Incentive Act of 2003.

Section 2: The Department of Finance and Administration is authorized to refund local sales and use taxes to United Parcel Service, Inc

Section 3: This resolution shall take effect immediately.

Passed this 24<sup>th</sup> day of January, 2023.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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



**City of Conway, Arkansas  
Resolution No. R-23-\_\_**

**A RESOLUTION APPROVING THE FY2023 TRANSPORTATION SERVICE CONTRACTS FOR INDEPENDENT LIVING SERVICES, BOYS & GIRLS CLUB OF FAULKNER COUNTY & FAULKNER COUNTY COUNCIL OF AGING TO PROVIDE TRANSPORTATION SERVICES WITHIN THE CITY OF CONWAY; AND FOR OTHER PURPOSES**

**Whereas**, there is a need to support with funding different agencies that provide specific transportation throughout the City of Conway; and

**Whereas**, Independent Living Services, Boys & Girls Club of Faulkner County, & Faulkner County Council on Aging all provide a valuable service for the City that is beneficial for a wide variety of citizens throughout Conway.

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

**Section 1.** The City Council for the City of Conway shall hereby authorize the Mayor to enter into transportation services with the following agencies

|          |                                      |
|----------|--------------------------------------|
| \$30,000 | Independent Living Services          |
| \$80,000 | Boys & Girls Club of Faulkner County |
| \$92,000 | Faulkner County Council on Aging     |

**Section 2.** Transportation funding is approved in the 2023 Transportation Services Account in the FY2023 budget.

**Section 3.** All resolutions in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 24<sup>th</sup> day of January, 2023.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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



**CONTRACT FOR**  
**TRANSPORTATION SERVICES**  
**INDEPENDENT LIVING SERVICES**

For the fee of \$30,000 Independent Living Services shall provide transportation services to persons with developmental and intellectual disabilities.

Length of contract shall be January 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023.

Transportation services shall include but not limited to:

- Employment transportation
- Transportation needs should be provided as permitted by your specific program.

Independent Living Services shall maintain accurate records of all transportation services. Any further documentation necessary or required by City, State, or Federal requirements will be maintained and available upon request for review or audit by City officials.

Independent Living Services will provide services to all mentioned above classes without regard to race, color, religion, sex, national origin, disability, veteran status, or marital status.

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Mayor Bart Castleberry  
City of Conway

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Elissa Douglas/Executive Director  
Independent Living Services

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Michael O. Garrett  
City Clerk/Treasurer  
City of Conway

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Board President  
Independent Living Services



**CONTRACT FOR**  
**TRANSPORTATION SERVICES**  
**BOYS & GIRLS CLUB OF FAULKNER COUNTY**

For the fee of \$80,000 Boys & Girls Club of Faulkner County shall provide transportation services.

Length of contract shall be January 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023.

Transportation services shall be provided for participants of the Boys and Girls Club of Faulkner County in Conway, Arkansas for the following:

- After school transportation
- Summer transportation
- Transportation expenses
- Transportation needs should be provided as permitted by your specific program.

The Boys & Girls Club of Faulkner County shall maintain accurate records of all transportation services. Any further documentation necessary or required by City, State, or Federal requirements will be maintained and available upon request for review or audit by City officials.

The Boys & Girls Club of Faulkner County will provide services to all mentioned above classes without regard to race, color, religion, sex, national origin, disability, veteran status, or marital status.

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Mayor Bart Castleberry  
City of Conway

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Clint Brock, Chief Professional Officer  
Boys & Girls Club/Faulkner County

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Michael O. Garrett  
City Clerk/Treasurer  
City of Conway

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Board President  
Boys & Girls Club/Faulkner County



**CONTRACT FOR**  
**TRANSPORTATION SERVICES WITH**  
**FAULKNER COUNTY COUNCIL ON AGING**

For the fee of \$92,000 Faulkner County Council on Aging shall provide transportation services to the participants of the senior citizens program.

Length of contract shall be January 1<sup>st</sup>, 2023 through December 31<sup>st</sup>, 2023.

Transportation services shall include but not limited to:

- Employment transportation
- Medical Transportation
- Educational transportation
- Recreational transportation
- Transportation for personal needs (shopping, bill paying, prescriptions, etc.)
- Transportation needs should be provided as permitted by your specific program.

Faulkner County Council on Aging shall maintain daily trip sheets of all transportation services. Any further documentation necessary or required by City, State, or Federal requirements will be maintained and available upon request for review or audit by City officials.

Faulkner County Council on Aging will provide services to all mentioned above classes without regard to race, color, religion, sex, national origin, disability, veteran status, or marital status.

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Mayor Bart Castleberry  
City of Conway

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Kathy Wyrick  
Faulkner County Council on Aging

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Michael O. Garrett  
City Clerk/Treasurer  
City of Conway

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Faulkner County Council on Aging Program  
Board President



**City of Conway, Arkansas  
Ordinance No. O-23-\_\_\_\_\_**

**AN ORDINANCE APPROVING THE PRIVATE CLUB PERMIT FOR FATBURGER IN CONWAY, INC. 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**, Fatburger In Conway, Inc. 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 Fatburger In Conway, Inc., located at 2205 Dave Ward Drive, Conway, AR 72034; and

**Whereas**, the applicant 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 THAT:**

**Section 1.** That the application for private club permit location is hereby approved for Fatburger In Conway, Inc., located at 2205 Dave Ward Drive, Conway, AR 72034.

**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 applicant violates Conway City Code or State law.

**Passed** this 24<sup>th</sup> day of January, 2023.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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

City of Conway, Arkansas  
Office of the Mayor  
Mayor Bart Castleberry  
1111 Main Street  
Conway, AR 72032  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)

# MEMO

To: Mayor Castleberry  
CC: City Council Members  
From: Felicia Rogers  
Date: January 18<sup>th</sup>, 2023  
Re: Annual Boards/Commissions Appointments

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The following boards and commissions were advertised and closed on January 16<sup>th</sup>, 2023. The following nominations are recommended for approval:

- Bicycle & Pedestrian Advisory Board
  - Keith Duncan                      Term expires in December 2025
  - Wesley Pruitt                              Term expires in December 2025
  - Stacia Adams                              Term expires in December 2025
  
- Historic District Commission
  - Marianne Black                              Term expires in December 2023
  - Jenny Davis                                      Term expires in December 2025
  
- Planning Commission
  - Lori Quinn                                      Term expires in December 2025
  
- Public Art Advisory Committee
  - Ana Gwatney                                      Term expires in December 2024

Please advise if you have any questions



1111 MAIN STREET • CONWAY, AR 72032  
 (501) 450-6105 • [planningcommission@conwayarkansas.gov](mailto:planningcommission@conwayarkansas.gov)

## MEMO

To: Mayor Bart Castleberry  
 cc: City Council Members

From: Rebekah Fincher, 2023 Planning Commission Chairman  
 Date: January 24, 2023

Re: Conditional Use request to allow *Transmission Tower* in the C-3 zoning district for property located at 1305 S Harkrider Street

Thomas Paladino, has requested to allow *Transmission Tower* in the C-3 zoning district for property located at 1305 S Harkrider Street, with the legal description:

PART OF THE NW 1/4 NE 1/4 OF SECTION 19, TOWNSHIP 5 NORTH, RANGE 13 WEST, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SAID NW 1/4 NE 1/4, AND RUN THENCE EAST 567.6 FEET; THENCE SOUTH 23 DEGREES 11 MINUTES 18 SECONDS EAST 749.76 FEET TO THE POINT OF BEGINNING, SAID POINT BEING ON THE WEST RIGHT-OF-WAY OF STATE HIGHWAY 365; THENCE SOUTH 23 DEGREES 11 MINUTES 18 SECONDS EAST, ALONG SAID RIGHT-OF-WAY, A DISTANCE OF 165.0 FEET; THENCE WEST 271.92 FEET TO THE EAST RIGHT-OF-WAY OF THE MISSOURI PACIFIC RAILROAD; THENCE NORTH 23 DEGREES 11 MINUTES 18 SECONDS WEST, ALONG SAID RIGHT-OF-WAY, A DISTANCE OF 165.0 FEET; THENCE EAST 271.92 FEET TO THE POINT OF BEGINNING, CONTAINING 0.95 ACRES, MORE OR LESS.

The applicant is requesting to lease a 0.05 acre± portion of the 1-acre property at the northwest corner [rear] of the site for the purpose of constructing and operating a cellular transmission tower. While the property is zoned C-3, the Comprehensive Plan indicates the site as appropriate for General Industry. This designation is still somewhat appropriate. The subject property is located along a major state highway corridor and is near an area, adjacent to the east, that is developing with office, commercial, and institutional uses. The property, adjacent to the north, is zoned A-1 which allows non-commercial uses, including residential, by right.

Staff recommendation: Staff recommends approval of the conditional use permit, with the following 10 conditions:

1. The tower and supporting facilities shall be constructed in accordance with approved plans.
2. The height of the tower is limited to 105' plus a 4' lightning interceptor for a total height of 109'. Any proposed increase in height shall require a revised conditional use permit.
3. The service area shall be enclosed by a fence at least 6' high. The fence shall be brick or masonry.
4. The use of barbed or razor wire is prohibited.
5. The 15' access drive, parking, and turn around areas shall be paved. Access drive width shall be approved by the Fire Marshall prior to installation. Driveway location and design shall be reviewed and approved by City of Conway Transportation Department and ARDOT prior to installation.
6. All gravel area indicated for staging shall be removed upon completion of tower installation.

7. No zoning variances, in conjunction with the conditional use, shall be allowed.
8. If the approved use is not commenced within 18 months from the date of approval, or if the use ceases for a consecutive period greater than 18 months, the conditional use permit shall expire.
9. If the tower is not used for a continuous period of 24 months it must be dismantled and removed by the telecommunication service provider.
10. Any expansion of the use or site, including but not limited to substantial increase in use intensity, new buildings, substantial changes in character, etc shall require approval of a new conditional use permit.

The Planning Commission reviewed the request at its regular meeting on January 17, 2023 and voted 7-0 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.

I-3

A-1

C-3

C-3

S. Hartrider Dr.

I-3

Zoning

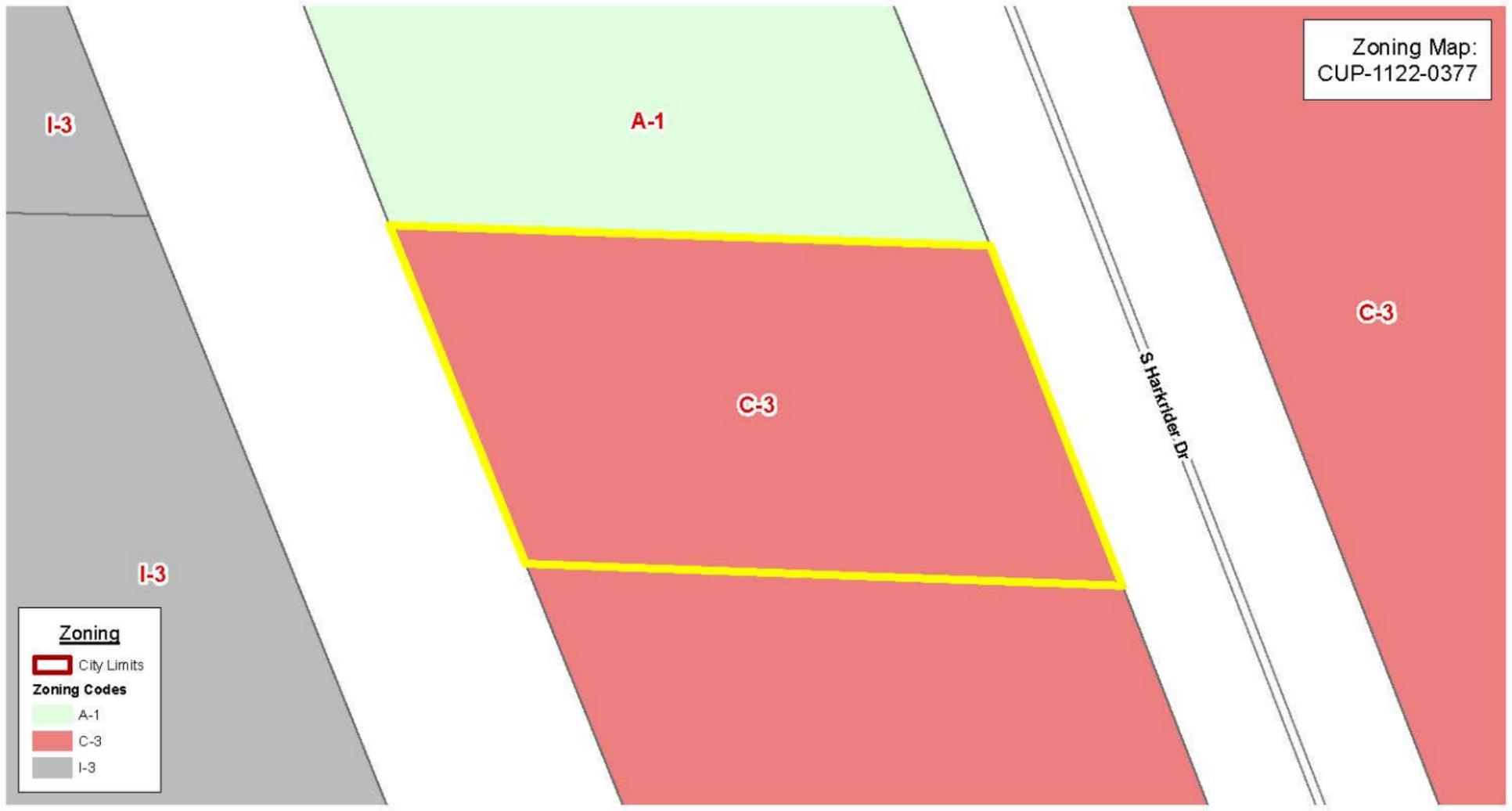
 City Limits

**Zoning Codes**

 A-1

 C-3

 I-3





**City of Conway, Arkansas**  
**Resolution No. R-23-\_\_**

**A RESOLUTION ADOPTING AN AMENDED MASTER STREET AND TRAILS PLAN FOR THE CITY OF CONWAY, ARKANSAS TITLED THE CONWAY MASTER TRANSPORTATION PLAN;**

**WHEREAS**, cities of first class have the power to adopt and enforce plans for the coordinated, adjusted, and harmonious development of the municipality and its environs; and

**WHEREAS**, the City Council of the City of Conway, Arkansas wishes to adopt an amended Master Street and Trails Plan to be titled the Master Transportation Plan; and

**WHEREAS**, the Conway Planning Commission held a duly advertised Public Hearing on December 19<sup>th</sup>, 2022 to allow discussion and citizen comments on the proposed map; and

**WHEREAS**, the Planning Commission adopted the plan on January 17<sup>th</sup>, 2023 and has forwarded it to the City Council for adoption.

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

**Section 1.** The Master Transportation Plan is hereby adopted and shall be enforced through the Conway Subdivision Ordinance and other regulations of the City of Conway, Arkansas.

**Section 2.** That the City Clerk is directed to file a copy of the adopted plan with Faulkner County Circuit Clerk, and to ensure the Planning and Development Department maintains a copy for public review.

**PASSED** this 24<sup>th</sup> day of January 2023.

**APPROVED:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**ATTEST:**

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



CITY OF CONWAY | 1111 Main Street  
Planning and Development | Conway, AR 72032  
T 501.450.6105  
F 501.450.6144  
www.conwayarkansas.gov

January 20, 2023

**MEMO - RE: Master Transportation Plan Change**

To: Mayor, Council Members

The following Master Transportation Plan is an amendment to the existing Master Street Plan. Included in the amendment is an alternative alignment for the future Baker-Wills Parkway. The parkway has been indicated on the Master Street Plan since at least 1991 with various alternatives. Since that time, it has been the city's intent to see the project federally funded. However, this uncertainty has caused difficulty for landowners along the route. The included alternative provides a routing location for the parkway if the project is not federally funded and construction occurs as a result of a development.

Additionally, the plan adopts the Master Bike Plan and Master Pedestrian Plan as part of the Master Transportation Plan. It further places existing complete streets policies into the plan and provides additional policies. Currently, no narrative portion of the plan exists. This narrative will provide a framework for future updates to the Master Transportation Plan.

Please contact me at (501) 450-6105 or [james.walden@conwayarkansas.gov](mailto:james.walden@conwayarkansas.gov) if you have any questions or concerns.

Respectfully,

James P. Walden, AICP  
Director of Planning and Development



**City of Conway, Arkansas**  
**Resolution No. R-23-\_\_\_\_\_**

**A RESOLUTION APPROVING THE RENTAL SLIP AGREEMENT AND ASSOCIATED FEES FOR LAKE BEAVERFORK FOR THE PARKS AND RECREATION DEPARTMENT; AND FOR OTHER PURPOSES.**

Whereas, the need for an annual boat slip agreement and a yearly rental fee which has been identified by staff in order to cover ongoing maintenance costs of the area; and

Whereas, staff has surveyed fees from other marinas and boat launch facilities in the area; and

Whereas, an annual fee of \$750 is appropriated for Lake Beaverfork rental, and would be valid from April 1<sup>st</sup> through March 31<sup>st</sup> the following year.

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

Section 1: The City of Conway shall institute an annual fee of \$750.00 for a boat rental slip at Lake Beaverfork. An agreement will be required to be signed by each applicant and this will be kept on file at the Parks and Recreation Department.

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

**PASSED** this 24<sup>th</sup> day of January 2023.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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



**City of Conway, Arkansas**  
**Ordinance No. O-23-\_\_\_\_\_**

**AN ORDINANCE WAIVING THE COMPETITIVE BID PROCESS AND ENTERING INTO AN AGREEMENT FOR THE PURCHASE OF VIRTUAL REALITY TRAINING PROGRAM EQUIPMENT FROM AXON FOR THE CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES**

**Whereas**, the Conway Police Department needs to purchase virtual training software and hardware for the department; and

**Whereas**, Axon is the sole source provider for Taser International Products; therefore, it is the desire of the City Council to waive the competitive bid process; and

**Whereas**, the Conway Police Department has received a grant from the Department of Public Safety in the amount of \$100,000.00 to be expended by December 2023 and will utilize this funding for the VR Training program. The remaining amount will be included in each fiscal budget year over the contracted period. The amount is anticipated not to exceed \$20,000 a year.

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

**Section 1.** The City of Conway shall enter into an agreement and accept Axon (formally known as Taser International) as the sole source provider and hereby waive the competitive bid requirements for the virtual training software and hardware in the amount of \$170,477.32.

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

**PASSED** this 24<sup>th</sup> day of January 2023.

**Approved:**

\_\_\_\_\_  
**Mayor Bart Castleberry**

**Attest:**

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