

City of Conway, Arkansas

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2018
State of the City &
Year End Reports





City of Conway
Mayor Bart Castleberry

State of the City
2018 End of the Year Reports

www.cityofconway.org

Administration Department	Mayor Bart Castleberry
Conway Regional Airport	Josh Zylks, Manager
Community Development Office	Kiera Oluokun, Director
Conway Fire Department	Mike Winter, Fire Chief
Conway Police Department	Jody Spradlin, Chief of Police
District Court of Faulkner County	Judge Susan Weaver Judge David Reynolds
Finance Department	Tyler Winningham, CFO
Human Resources	Lisa Mabry Williams, Director
Department of Information Systems & Technology	Aaron Knight, CTO
Parks & Recreation	Steve Ibbotson, Director
Permits/Inspections & Code Enforcement	Kenny McCullum, Director
Physical Plant	Tony Harrington, Director
Planning & Development	Bryan Patrick, Director
Department of Sanitation	Joseph Hopper, Director
Street & Engineering Department	Finley Vinson, Street Engineer



*City of Conway Municipal Airport
Cantrell Field*

*Josh Zylks
Airport Manager*

2018 Annual Report

2018 represented the fourth full calendar year of operations at the new Cantrell Field. Throughout 2018 the City experienced full occupancy off all City-owned hangars; in addition the City has a lengthy waiting list for individual T-hangars. The total based aircraft count is approximately 65 aircraft, encompassing aircraft stored in both City-owned and privately owned hangars.

In 2018, with all major construction work complete, the City completed grant closeout on the FAA 2014 grant, and received a local match grant from the Arkansas Department of Aeronautics for reimbursement of the local share of the FAA Grant. In addition, in February of 2018, the airport received and installed the Ceilometer addition to the Automated Weather Observation System. This equipment added the critical function of cloud height reporting, greatly expanding the utility of the AWOS System.

In 2018, the airport employed 5 full time staff (City employees) as well as approximately fifteen full time professional/corporate pilots and flight instructors. Two flying clubs are established at the airport, bringing with them access to private, instrument, commercial, and multi-engine flight instruction in approximately ten different aircraft. In addition, the airport hosted multiple events open to the public including the May 2018 edition of the Tour de Toad bike ride (associated with Toad Suck Daze), a Veteran's Day ceremony and visit by the Commemorative Air Force with three aircraft, as well as the first "Lollie Bottoms Bash and Fly-in". The CAF brought in the World War II B-24 Liberator bomber "Diamond Lil," the C-45 Expediter "Bucket of Bolts," and a T-6 Texan trainer. The CAF gave multiple rides on all three aircraft, and several hundred people took ground tours of the aircraft. In addition, approximately 70 aircraft participated in the fly-in, which was headlined by an aerial formation demonstration by Bulldog Flight of the Central Arkansas RViators. Additionally, Sparrow Flying Club held several training events in conjunction with the FAA FFAST Team and Little Rock Air Force Base to provide increased safety training to local pilots.

At the end of 2018, the airport is now home to 68 aircraft, with nine jet aircraft, another five multi-engine aircraft, 51 single engine, and three ultralights.

At the end of 2018, statistics on airport construction include:

- Completion of all FAA AIP projects and closeout
- Completion and commissioning of the ceilometer upgrade to the AWOS system

Other Airport highlights from 2018 include:

- Airport staff consists of 5 full time employees
- 156,708 gallons of Jet A and 51,221 gallons of 100LL AvGas were sold in 2018
- 65 based aircraft including 51 single engine, 5 multi-engine, 9 jets, and 3 ultralights
- All hangars at Cantrell Field are full, with a waiting list of 20 future tenants once space becomes available
- During the FAA Safety Team/Little Rock Air Force Base safety outreach event, approximately 25 pilots participated in learning see-and-avoid techniques for flying in proximity to Air Force C-130's
- During the CAF event, approximately 60 tickets totaling 14 flights across three different aircraft were sold, several hundred people took static ground tours of the aircraft, and approximately 300 people attended a Veteran's Day Celebration held in conjunction with the aircraft's time in Conway.
- During the Lollie Bottoms Bash and Fly-In approximately 70 airplanes took part in 150 operations (a take-off or landing), with 8 of those being part of the Bulldog Flight demonstration team

See the attached photos for more pictures regarding the CAF/Fly-in event:







Community Development Department Year-End Report

Kiera Oluokun, Director

The Program Year 2018 (July 1st, 2018 – June 30th, 2019) Community Development Block Grant allocation was **\$463,954**.

The following public service projects were funded from that allocation:

<u>Public Services (15%) - \$69,743</u>	Description	Allocated	Spent
Bethlehem House	Transportation	\$5,000.00	\$0
Boys and Girls Club	Transportation	\$16,243.00	\$13,600
FC Council on Aging	Transportation	\$17,500.00	\$0
FC Day School	Transportation	\$7,000.00	\$1,128.14
Independent Living Services	Transportation	\$15,000.00	\$7,732.63
Y.E.S	Transportation	\$5,000.00	\$0
Women Shelter of Central Arkansas	Transportation	\$4,000.00	\$0
		\$69,743.00	
Public Services Total		\$22,460.77	

Bethlehem House— \$5000 Bethlehem House is a transitional homeless shelter providing 24- hour transportation in the city of Conway. Funds will be used for gas costs, maintenance, driver salary, and insurance for 2 Bethlehem House vans.

Boys and Girls Club of Faulkner County—\$16,243 Boys and Girls Club of Faulkner County provides transportation to 200 youth daily from 15 different schools (71% LMI) to the Boys and Girls Club for tutoring, mentoring, and physical activity. CDBG funding will be used for driver salary, fuel, vehicle maintenance, and insurance.

Faulkner County Council on Aging—\$17,500 FCCA provides transportation to 2800 one way trip to approximately 295 seniors (60 and over) to the Senior Center and life-necessary errands and appointments. CDBG Funding will be used for driver salary, fuel, vehicle maintenance, and insurance.

Milestones Inc.—\$7,000 Funding will provide gap in transportation for approximately 22 children with developmental delays and disabilities. Funds will be used for driver salary, fuel, vehicle maintenance, and insurance.

Independent Living Services—\$15,000 ILS provides transportation to adults with disabilities. An estimated 200 unduplicated adults will be serviced with a minimum of 4,000 miles for passenger pick-ups.

Young Empowered Sister (Y.E.S)—\$5,000 Y.E.S. provides transportation for approximately 60 young girls in the juvenile court system (85% LMI). The transportation includes community service opportunities, cultural outing opportunities, and group activity sessions. The funds will provide the opportunity for the agency to rent transportation (vans/buses) for their outings.

Women’s Shelter of Central Arkansas—\$4,000 Women’s Shelter provides transportation services to domestic violence victims residing at the shelter. Approximately 70 percent of shelter residents—approximately 90 residents will utilize transportation in 2018.

Projects:

Project (65%) - (\$302,220)	Description	Cost of Service	Spent
City of Hope	Engineering Costs for Hope Village	\$10,000.00	\$4,250
City of Conway - Fifth Avenue Improvement Project	Splash Pad, Pavilions and Parking	\$292,220.00	\$0
Projects Total		\$302,220.00	\$4,250

City of Hope—\$10,000 Per the 2016-2020 Consolidated Plan for CDBG, one of the objectives was to identify areas that the city and CDBG can be utilized to increase the supply of affordable and suitable housing. CDBG assisted in funding the engineering and design costs for Hope Village—a ‘tiny home’ community and first of its kind in our city. The 10 tiny homes will house up to 40 residents that meet the income qualifications and/or veterans.

City of Conway-5th Avenue Improvement Project—\$292,220. Per the 2016-2020 Consolidated Plan for CDBG, one objective was to identify areas that the city and CDBG can be utilized for the provision of additional community facilities and public services. RJR Engineering services were selected as the engineering service for the 5th Avenue Splash pad. CDBG funding will be leveraged with Parks and Recreation Impact Fee fund in the total of \$175,000. The total cost of the project is estimated at \$467,220 including the additional park improvements. The Splash Pad is estimated to be complete in Spring of 2019.

Spruce Street Cottage/Old Conway Village Update: Old Conway Village is currently underway and estimated to be complete by May 2019. The CDBG Director and the Mayor’s office has maintained an open line of communication with the developer and frequent site visits to stay abreast of all updates regarding Old Conway Village. In 2018, a new developer, Summerwood Inc. was selected to complete the Spruce Street Cottage Project. Contracts were signed in November of 2018. The next step will be marketing for the homes, which CDBG has agreed to assist with. The developer plans on constructing two model homes to help with the marketing plan. CDBG has also agreed to construct sidewalks around the development once complete.

Administration:

Administration (20%) - \$92,990

This year, CDBG added a part-time community development coordinator position to the administration umbrella. This position was set in place to assist the CDBG Director with paperwork, documentation, and organization of the program.

Conway Fire Department



2018
Year End Report

Conway Fire Department
End of Year Report
2018



I am pleased to present to you the 2018 End of Year report for the Conway Fire Department (CFD). Conway's Bravest is comprised of 108 uniformed personnel serving out of 7 stations with 10 front line apparatus. The CFD houses three divisions: Operations, Training, and Fire Prevention Public Education. Each division is responsible for all personnel to provide the best quality and professional service to the City of Conway and its citizens.

We hold as our core values Excellence, Honor, Safety, and Serving. The values are exemplified through our mission statement to "Exceed our own expectations through the delivery of excellence in emergency response, life safety, and community support". We serve proudly as a cornerstone of Conway.

The following pages highlight the activities of the CFD throughout 2018. It also serves as an insight to this department as we close out the year with over 25,182 calls for service with an average emergency response time of 3:53.



CFD Operations Division

The Operations Division is responsible for the day to day operations. All calls for service, station, and apparatus maintenance are supervised by the Operations Chief, Assistant Chief Bill Keathley. The Operations Division also oversees the Battalion Chiefs, the Special Operations Rescue Team (SORT), and Haz Mat Team.

A Shift Battalion Chiefs:



Bat 5 – Chief Scot Erwin



Bat 2 – Chief John Skinner



Assistant Chief Bill Keathley

B Shift Battalion Chiefs:



Bat 5 – Chief Chad Johnson



Bat 2 – Chief Larry Daves

C Shift Battalion Chiefs:



Bat 5 – Chief Jeff Moix



Bat 2 – Chief Charles Prout

Emergency Responses 2018

- Fire Calls – 2,408
- Rescue Calls – 4,233

Non-Emergency Service Calls 2018

- 18,541

Special Operations Rescue Team

The Conway Fire Department Special Operations Rescue Team (SORT) consists of 24 technically trained personnel. SORT personnel maintain specialties in each of the five disciplines; high angle, confined space, heavy rescue-trench collapse, swift water, and dive. Responses for 2017 were as follows:

- 3 - swift water responses
- 3 - missing person
- 1 – watercraft rescue
- 3 – watery recovery of a body
- 1 – dive for evidence
- 1 – boat standby
- 2 – fireworks standby



In 2018, the USAR team (made up of 12 members) was put on stand-by for a response to the Carolinas; however, we ended up not being needed.



CFD Training Division

The Conway Fire Department Training Division oversees every area of training within the CFD, from entry level to officer development to continuing education.

This division is headed by Assistant Chief Todd Cardin and include Captain Chad Upton. All training is certified at either the State or National level of compliance. All disciplines blanket the CFD to include physical fitness, health and wellbeing of our firefighters.

In 2018 the CFD logged more than 57,000 training hours to include, but not limited to:



- Power Line Training
- Diversity Training
- Football Emergencies
- Fire College
- Auto Extrication
- Grounding and Bonding Class
- Union Pacific Classes
- Officer Development Class
- Truck Class
- Truck Journeyman Class



CFD EMS Division

The Conway Fire Department EMS Division oversees every area of EMS training within the CFD. The division is made up by Assistant Chief Jerry Gipson and Captain Rick Powell. Training is certified at either the State or National level of compliance. In 2018 the EMS Division has been responsible for the development and implementation of the Paramedic program.

The initial licensure requirements for Paramedic are successful completion of an Arkansas and Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) and Committee on Allied Health Education and Accreditation (CAHEA) accredited Paramedic program including all didactic, clinical and field internship requirements and successful completion of the National Registry of EMT's Paramedic certification process.



Assistant Chief Jerry Gipson

Other parts of the program consist of, but not limited to other certifications such as Advanced Cardiac Life Support (ACLS), and Pediatric Advanced Life Support (PALS). Our paramedics will carry advanced medical equipment such as cardiac monitors, laryngoscopes and endotracheal tubes, and several drugs which will be used in cardiac arrest, anaphylaxis, and respiratory compromise just to name a few.

Chief Gipson and Captain Powell are Advanced EMT's, CPR Instructors and adjunct instructors with SAU Tech Arkansas Fire Academy, as well as members of the Conway Career Center Advisory Board.

Chief Gipson is also an EMT Instructor and serves on the following:

- Arkansas EMT Association Conference Planning Committee
- Arkansas Fire/EMS Vice President
- MEMS Board Member

Chief Gipson and Captain Powell provide the following:

Provide continuing education that meets the National Continued Competency Program (NCCP) for recertification for our EMT-Basics (40 hours minimum), Advanced EMT's (50 hours minimum) and Paramedic (60 hours minimum), as well as EMT Instructors which includes additional requirements including 48 hours as the lead instructor of classroom instruction. Part of this includes online instruction which was over 1,500 hours for CFD personnel.

Areas of public education include:

- UCA personnel who are EMT's
- Teaching CPR to Conway Police Department
- Teaching CPR to Boy Scouts
- Teaching First Aid and CPR to Faulkner County Library Staff
- Teaching First Aid and CPR to the Sr. Citizens Center
- Teaching First Aid and CPR to the Conway Ministry Center
- CPR Skills check for Conway Jr. High
- Conway High School EMT class auto extrication
- Conway Regional Medical Center MASH Program
- Stop the Bleed program taught to the entire department with the ability for all personnel to become instructors.

CFD was the first non-transport Fire Department in the state to carry Narcan, which is used to counteract Opioid drug overdoses.

CFD Fire Marshal Division

The Fire Marshal Division is responsible for life and safety codes, enforcement, public education, and probable cause/determination. From Pre-build plan review to issuing the final Certificate of Occupancy (CO), the Marshals ensure that life and safety codes are met. New construction is not the only focus as every public building is planned/inspected yearly. The Fire Marshal is Assistant Chief Kenny Wiedower, and the Deputy Fire Marshals are Captain Phillip Short, Captain Kenny Bartlett, and Engineer Luke Birdsong.

- Plan reviews 129
- Inspections 700
- Pre-plan Inspections 5200
- Hydrant Inspections 6000



Assistant Chief Kenny Wiedower

In addition to life and safety codes, the Marshals have the responsibility of public education. Numerous areas of public education are taught by our Fire Marshals from fire extinguisher demonstrations to fire watch, and even crawling low in smoke is taught year around. Every October the Fire Marshals, assisted by other members of the CFD, teach at every elementary school in Conway. Puppet shows, classroom lectures, and the Smokehouse are all avenues through which fire safety is communicated and taught to the children of Conway. In 2018 over 5,000 elementary school children received fire safety education.

Every fire is investigated to determine a cause.

- Fire calls 2,408
- Total fire loss \$528,000.00



CFD Bom Squad

Assistant Chief Todd Cardin also serves as the commander of the Conway Fire Department Bomb Squad. The Bomb Squad is federally accredited and is 1 of 6 squads in the state. The CFD Bomb Squad has state wide mutual aid agreements and can be deployed nationally when called upon. The squad is composed of 7 certified bomb technicians who are also deputized U.S. Marshals. The CFD Bomb Squad responded to 77 calls for service in 2018 an increase of 40 percent from 2017. This is the most calls for service since the squad was formed in 2004. The squad received a new primary response robot in 2018 that was funded by a grant from DHS.

Additional training activities included:

- CPD SWAT Training
- FCSO SRT Training
- Training conducted for Conway Police Department
- Radiological detection
- 61st Civil Support Team
- Electronic Counter Measures
- UCA football game stand-by
- Vehicle Borne Improvised Explosive Device
- Advanced Electronics Class
- International Association of Bomb Technicians Conference
- Incident Response to Terrorist Bombings
- Incident Stabilization drills
- LETPA/SHSGP Grant Award for \$337,00.00



CFD Crawl, Drag & Squirt

The Conway Fire Department started the Crawl, Drag & Squirt Kids Competition in 1998 by holding only one event during the Toad Suck Daze Festival. The program has developed into the department holding competitions at every elementary school in Conway, and also an open competition at the Central Fire Station. The competition at Central allows the children that did not get a chance at their school to come out and compete. Every year approximately 1,100 children participate in this event.

- 11 Schools – Approximately 80 to 90 children at each school
- Central Station Competition – Approximately 75 children
- Final Event – Approximately 80 children



The Conway Fire Department started this program to help combat childhood obesity, as well as using it as an outreach program to the public. This program is loved by everyone. Not many people in Conway or surrounding areas have not heard about or participated in the program.



CFD Combat Challenge Team

The Conway Firefighters Combat Challenge Team is made up of 6 Conway Firefighters:

1. Battalion Chief John Skinner
2. Captain Stewart Wilcox
3. Engineer Ty Ledbetter
4. Engineer Jay Mattox
5. Firefighter Kenny Hartness
6. Firefighter Ryan Wolff

This self funded team represented Conway in Branson, Missouri and Montgomery, Alabama in 2018.

This team promotes health and physical fitness while demonstrating the demands placed on firefighters through this competition. ESPN has named this the toughest 2 minutes in sports due to the physical and mental stress placed on the competitors.

The Conway Firefighters Combat Challenge Relay team finished 4th in the Relay division in the nationals for 2018.

This team proudly represents their profession and the City of Conway.



New Hires 2018

Last Name	First Name	Date
Spencer	Cardin	2/5/18
Freeland	Colton	2/5/18
Davis	Spencer	3/12/18
Sarna	Aaron	4/30/18
Linn	John	8/6/18
Baker	Jonathan	8/27/18

Promotions 2018

Last Name	First Name	Rank
Gipson	Jerry	Assistant Chief of EMS
Moix	Jeff	Battalion Chief: C Shift, B-5
Davis	Chad	Captain
Gangluff	Jonathan	Engineer
Harper	Clint	Captain
Henry	Justin	Engineer
Johnson	Chad	Battalion Chief: B Shift, B-5
Keen	Joseph	Engineer
Lester	Colby	Captain
Silliman	Clint	Engineer
Smith	Cody	Engineer

Retirements/Resignations 2018

Last Name	First Name	Rank
Jones	Mark	Battalion Chief
Moix	Kevin	Captain
Capps	Tim	Engineer
Herring	Greg	Firefighter
Berry	Tyler	Firefighter

Incident Type Report (Summary)

Conway Fire Department

Date Range: From 01/01/2018 to 12/31/2018

Fixed Property:

Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire				
100 Fire, other	3	0.05%	\$0	0.00%
111 Building fire	29	0.44%	\$500,000	95.06%
112 Fires in structure other than in a building	1	0.02%	\$0	0.00%
113 Cooking fire, confined to container	17	0.26%	\$1,000	0.19%
114 Chimney or flue fire, confined to chimney or flue	1	0.02%	\$0	0.00%
116 Fuel burner/boiler malfunction, fire confined	1	0.02%	\$0	0.00%
121 Fire in mobile home used as fixed residence	3	0.05%	\$12,000	2.28%
131 Passenger vehicle fire	28	0.43%	\$6,000	1.14%
132 Road freight or transport vehicle fire	2	0.03%	\$0	0.00%
134 Water vehicle fire	1	0.02%	\$0	0.00%
140 Natural vegetation fire, other	3	0.05%	\$0	0.00%
141 Forest, woods or wildland fire	2	0.03%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	20	0.31%	\$0	0.00%
143 Grass fire	24	0.37%	\$0	0.00%
150 Outside rubbish fire, other	3	0.05%	\$0	0.00%
151 Outside rubbish, trash or waste fire	22	0.34%	\$6,000	1.14%
154 Dumpster or other outside trash receptacle fire	19	0.29%	\$1,000	0.19%
162 Outside equipment fire	6	0.09%	\$0	0.00%
Totals	185	2.82%	\$526,000	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
200 Overpressure rupture, explosion, overheat other	1	0.02%	\$0	0.00%
211 Overpressure rupture of steam pipe or pipeline	1	0.02%	\$0	0.00%
251 Excessive heat, scorch burns with no ignition	15	0.23%	\$0	0.00%
Totals	17	0.26%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	599	9.14%	\$0	0.00%
311 Medical assist, assist EMS crew	1,711	26.11%	\$0	0.00%
320 Emergency medical service incident, other	135	2.06%	\$0	0.00%
321 EMS call, excluding vehicle accident with injury	1,380	21.06%	\$0	0.00%
322 Motor vehicle accident with injuries	205	3.13%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	14	0.21%	\$0	0.00%
324 Motor vehicle accident with no injuries.	151	2.30%	\$0	0.00%
331 Lock-in (if lock out , use 511)	1	0.02%	\$0	0.00%
341 Search for person on land	1	0.02%	\$0	0.00%
342 Search for person in water	3	0.05%	\$0	0.00%
351 Extrication of victim(s) from building/structure	4	0.06%	\$0	0.00%
352 Extrication of victim(s) from vehicle	5	0.08%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	4	0.06%	\$0	0.00%
357 Extrication of victim(s) from machinery	1	0.02%	\$0	0.00%
360 Water & ice-related rescue, other	1	0.02%	\$0	0.00%
363 Swift water rescue	2	0.03%	\$0	0.00%
365 Watercraft rescue	1	0.02%	\$0	0.00%
381 Rescue or EMS standby	15	0.23%	\$0	0.00%
Totals	4,233	64.61%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, other	6	0.09%	\$0	0.00%
410 Combustible/flammable gas/liquid condition, other	1	0.02%	\$0	0.00%
411 Gasoline or other flammable liquid spill	4	0.06%	\$0	0.00%
4112 Gas Leak (natural or LPG)	3	0.05%	\$0	0.00%

Incident Type Report (Summary)

Conway Fire Department

Date Range: From 01/01/2018 to 12/31/2018

Fixed Property:

Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
412 Gas leak (natural gas or LPG)	72	1.10%	\$0	0.00%
413 Oil or other combustible liquid spill	7	0.11%	\$0	0.00%
420 Toxic condition, other	1	0.02%	\$0	0.00%
421 Chemical hazard (no spill or leak)	3	0.05%	\$0	0.00%
422 Chemical spill or leak	1	0.02%	\$0	0.00%
4226 No Chemical Spill or Leak	1	0.02%	\$0	0.00%
424 Carbon monoxide incident	17	0.26%	\$0	0.00%
440 Electrical wiring/equipment problem, other	9	0.14%	\$0	0.00%
441 Heat from short circuit (wiring), defective/worn	7	0.11%	\$0	0.00%
442 Overheated motor	6	0.09%	\$0	0.00%
443 Breakdown of light ballast	1	0.02%	\$0	0.00%
444 Power line down	8	0.12%	\$0	0.00%
445 Arcing, shorted electrical equipment	23	0.35%	\$0	0.00%
460 Accident, potential accident, other	3	0.05%	\$0	0.00%
461 Building or structure weakened or collapsed	9	0.14%	\$0	0.00%
463 Vehicle accident, general cleanup	6	0.09%	\$0	0.00%
471 Explosive, bomb removal (for bomb scare, use 721)	10	0.15%	\$0	0.00%
480 Attempted burning, illegal action, other	4	0.06%	\$0	0.00%
Totals	202	3.08%	\$0	0.00%

5 Service Call

500 Service Call, other	18	0.27%	\$0	0.00%
510 Person in distress, other	142	2.17%	\$0	0.00%
511 Lock-out	9	0.14%	\$0	0.00%
512 Ring or jewelry removal	1	0.02%	\$0	0.00%
520 Water problem, other	4	0.06%	\$0	0.00%
521 Water evacuation	2	0.03%	\$0	0.00%
522 Water or steam leak	15	0.23%	\$0	0.00%
531 Smoke or odor removal	56	0.85%	\$0	0.00%
542 Animal rescue	4	0.06%	\$0	0.00%
550 Public service assistance, other	12	0.18%	\$0	0.00%
5501 Public service assistance, Other - Nova	1	0.02%	\$0	0.00%
5505 Public service assistance, Other - Burn Permits	1	0.02%	\$0	0.00%
5508 Public service assistance, Other - crawl, drag, sq	4	0.06%	\$0	0.00%
551 Assist police or other governmental agency	50	0.76%	\$0	0.00%
552 Police matter	4	0.06%	\$0	0.00%
553 Public service	52	0.79%	\$0	0.00%
5535 Public service - Smoke Detector Program	7	0.11%	\$0	0.00%
5536 Public service - Stand by/ Special Events	75	1.14%	\$0	0.00%
5537 Public service - Fire Prevention Program	6	0.09%	\$0	0.00%
5538 Public service - Public Education	42	0.64%	\$0	0.00%
5539 Public service - Honor Guard (special events)	5	0.08%	\$0	0.00%
554 Assist invalid	193	2.95%	\$0	0.00%
555 Defective elevator, no occupants	1	0.02%	\$0	0.00%
561 Unauthorized burning	49	0.75%	\$0	0.00%
571 Cover assignment, standby, moveup	16	0.24%	\$0	0.00%
Totals	769	11.74%	\$0	0.00%

6 Good Intent Call

600 Good intent call, other	28	0.43%	\$0	0.00%
611 Dispatched & canceled en route	197	3.01%	\$0	0.00%
621 Wrong location	2	0.03%	\$0	0.00%
622 No incident found on arrival at dispatch address	36	0.55%	\$0	0.00%

Incident Type Report (Summary)

Conway Fire Department

Date Range: From 01/01/2018 to 12/31/2018
 Fixed Property:
 Company: All Companies

Incident Type	Count	Pct of Incidents	Total Est Loss	Total Est Loss
631 Authorized controlled burning	18	0.27%	\$0	0.00%
632 Prescribed fire	1	0.02%	\$0	0.00%
651 Smoke scare, odor of smoke	19	0.29%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke	7	0.11%	\$0	0.00%
661 EMS call, party transported by non-fire agency	2	0.03%	\$0	0.00%
671 HazMat release investigation w/no HazMat	8	0.12%	\$0	0.00%
Totals	318	4.85%	\$0	0.00%
7 False Alarm & False Call				
700 False alarm or false call, other	203	3.10%	\$0	0.00%
710 Malicious, mischievous false call, other	6	0.09%	\$0	0.00%
714 Central station, malicious false alarm	2	0.03%	\$0	0.00%
715 Local alarm system, malicious false alarm	3	0.05%	\$0	0.00%
721 Bomb scare - no bomb	27	0.41%	\$0	0.00%
730 System malfunction, other	5	0.08%	\$0	0.00%
731 Sprinkler activation due to malfunction	5	0.08%	\$0	0.00%
732 Extinguishing system activation due to malfunction	1	0.02%	\$0	0.00%
733 Smoke detector activation due to malfunction	69	1.05%	\$0	0.00%
734 Heat detector activation due to malfunction	3	0.05%	\$0	0.00%
735 Alarm system sounded due to malfunction	57	0.87%	\$0	0.00%
736 CO detector activation due to malfunction	9	0.14%	\$0	0.00%
740 Unintentional transmission of alarm, other	13	0.20%	\$0	0.00%
741 Sprinkler activation, no fire - unintentional	7	0.11%	\$0	0.00%
742 Extinguishing system activation	1	0.02%	\$0	0.00%
743 Smoke detector activation, no fire - unintentional	160	2.44%	\$0	0.00%
744 Detector activation, no fire - unintentional	55	0.84%	\$0	0.00%
745 Alarm system activation, no fire - unintentional	163	2.49%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	6	0.09%	\$0	0.00%
7461 Alarm System activation, no fire - unintentional	1	0.02%	\$0	0.00%
751 Biological hazard, malicious false report	2	0.03%	\$0	0.00%
Totals	798	12.18%	\$0	0.00%
8 Severe Weather & Natural Disaster				
800 Severe weather or natural disaster, other	2	0.03%	\$0	0.00%
812 Flood assessment	2	0.03%	\$0	0.00%
813 Wind storm, tornado/hurricane assessment	7	0.11%	\$0	0.00%
814 Lightning strike (no fire)	6	0.09%	\$0	0.00%
815 Severe weather or natural disaster standby	2	0.03%	\$0	0.00%
Totals	19	0.29%	\$0	0.00%
9 Special Incident Type				
900 Special type of incident, other	8	0.12%	\$0	0.00%
911 Citizen complaint	3	0.05%	\$0	0.00%
Totals	11	0.17%	\$0	0.00%
Totals	6,552		\$526,000	



Conway Police Department Annual Report 2018



Conway, Arkansas





Conway Police Department – 2018 Annual Report

This document is a report of not only crime statistics but activities and services conducted by the police department in the protection and service to the citizens of this community. While this is a comprehensive report of services required, it does not include the many incidents of police personnel assisting members of the community that did not result in a report filed or arrest made. This report is encouraging considering the ever increasing demand on police services by a growing community and the high turnover rate experienced in the Communications Center and Patrol Division. In 2018, we experienced a 13% turnover rate in sworn officers and a 27% turnover rate in the Conway Emergency Operations Center.

Special Operations worked twenty-seven (27) special events resulting in 1,329 total man-hours. Officers worked two (2) additional events compared to 2017 but had a 1% decrease in man-hours worked. SWAT reported being utilized seventeen (17) times in 2018 for incidents ranging from Narcotics search warrants to barricaded suspects. The Crime Suppression Unit (CSU) spent 367 hours patrolling city parks and 375 hours working special events. In addition, they made a total of 538 arrests in 2018. The Investigations Division worked a total of 2,868 cases, a 20.4% increase from 2017. Department wide, there were 4,864 adult arrests and 363 juvenile arrests made in 2018. This is a 2% increase in adult arrests and a 45% increase in Juvenile arrests when compared to the previous year. Conway Emergency Operations Center estimated 80,260 calls for service, which is a 17.9% increase from 2017. There were 36,631 Emergency 911 calls received, which is a 26.4% increase compared to the previous year. Animal Welfare Unit reported a total intake of 1,385 animals, a total of 724 adoptions and rescues, and 2,811 licenses issued. There was a 9% decrease in euthanized animals in 2018 and 2,011 citations and warnings were issued. There was a total of 21,062 hours of training for officers in 2017; these hours included Basic Police Academy Training, K9, SWAT, and Field Training. Program highlights include the continuation of the Text-A-Tip program, and the Drug Take Back Program.

The members of the Conway Police Department are dedicated professionals proud to serve and protect our community.

Chief Jody Spradlin

Violent Crimes, overall, experienced a 16% increase from 2017 to 2018. There were 293 violent crimes reported in 2018 versus 253 violent crimes reported in 2017. The violent crimes in Conway for 2018 are broken down as follows:

- There was a 500% increase in Murders with 6 reported in 2018 and 1 reported in 2017.
- There was a 68% increase in Rapes with 42 in 2018 and 25 reported in 2017.
- There was a 11% decrease in Robberies with 56 in 2018 and 63 reported in 2017.
- There was a 15% increase in Aggravated Assaults with 189 in 2017 and 164 reported in 2017.

(Although there was a 500% increase in Murders for 2018, the homicides were Domestic or Drug/Robbery related with the offender and the victim having some relationship. Although not included in our statistics for 2018, the kidnap/homicide from Target, Elvia Fragstein case, was the exception to the homicides listed. Conway PD assisted FCSO in working and apprehending the suspects in that case.)

Property Crimes, overall, experienced a 6% decrease from 2017 to 2018 with 2,131 property crimes reported in 2018 versus 2,260 property crimes reported in 2017. The Property Crimes in Conway for 2018 are broken down as follows:

- There was a 22% decrease in Burglaries with 245 in 2018 and 315 reported in 2017.
- There was a slight decrease in Thefts with 1,793 in 2018 and 1,797 reported in 2017.
- There was a 37% decrease in Motor Vehicle Thefts with 91 in 2018 and 144 reported in 2017.
- There was a 50% decrease in Arsons with 2 in 2018 and 4 reported in 2017.

The below table depicts reported incidents over the past eight years. This reflects that while the population in Conway has risen significantly, there has been no significant rise in crime.

Crime Statistics Comparison for 2011 through 2018

	2011	2012	2013	2014	2015	2016	2017	2018
Murder	3	0	1	1	2	5	1	6
Rape	20	27	23	26	26	35	25	42
Robbery	82	80	51	62	85	89	63	56
Burglary	397	395	371	395	394	343	315	245
Theft	2,108	1,849	2,242	2,311	2,482	2,379	1,797	1,793
Motor Vehicle Theft	105	94	102	141	149	186	144	91
Estimated Population	60,881	62,430	63,500	64,500	64,980	65,300	65,800	65,782

ADMINISTRATION DIVISION

The Administration Division consists of 2 sworn officers and 31 non-sworn who are assigned to the following sections: Office of Professional Responsibilities, Conway Emergency Operations Center, and the Animal Welfare Unit. The following Administration Division statistics were reported for 2018:

- The Conway Emergency Operations Center received a total of 36,631 9-1-1 calls in 2018. This is an average of 100 calls per day. This is also a 26.4% increase from 2017. Due to a telephone system upgrade and an inability to access the old database, the non-emergency call totals for 2018 are unknown; however, from July to December, there was a total of 25,944 non-emergency telephone calls and 14,186 9-1-1 calls. If trends for the first half of the year match those of the second half of the year, there would have been approximately 80,260 calls total, for an increase of 17.9% compared to 2017.

- Animal Welfare impounded 1,385 animals in 2018 as compared to 1,629 in 2017. Dogs/Cats adopted or placed at a rescue center during 2018 were 724, a 3.6% decrease over 2017's 751. Conway residents purchased 2,811 dog and cat licenses during 2018, a 7.3% decrease from the 3,033 licenses the year before. These licenses along with half of the adoptions fees brought in \$43,213 in 2018 as compared to \$41,837 in 2017. These funds allow for the spay/neuter account to continue with healthcare needs of shelter animals. (There is different licensing fee based on altered or unaltered animals.) The euthanasia rate for dogs/cats brought into the Conway AWU was 22% in 2018, compared to the 2017 euthanasia rate of 31%. This percentage rate is well below the national rate of 65%. The adoption/release to rescue rate for dogs/cats brought into the AWU in 2018 was 53% as compared to 46% in 2017. The national adoption rate is 25%. AWU officers issued 2,011 warnings and citations in 2018, an increase of 3.9% from 2017. Calls for Service decreased by 14.3% in 2018, with 2,843 compared to 3,319 in 2017.

PATROL DIVISION

The Patrol Division consists of 85 sworn officers and 2 non-sworn. The following statistics were reported for 2018:

- Patrol Division has 16 pillars of training that each officer must complete. As of the end of 2018, the Patrol Division has maintained a 93% completion ratio for the 16 training courses. In 2018, Naloxone Training was added to the pillars. Additional pillar training includes courses such as Basic Crime Scene Processing, Emergency Vehicle Operations, Standardized Field Sobriety, and Diffusion/De-escalation.
- Patrol Officers worked approximately 18 hours of DWI Enforcement and 238 hours of Seat Belt Enforcement. This resulted in 742 vehicle stops, 303 no seat belt citations, 19 no insurance citations, 18 citations for no child restraint, 142 speed citations, 3 fugitive apprehensions, 2 drug arrests and 1 DWI arrest..
- There were 4,864 adult arrests made in 2018 in comparison to 4,760 in 2017; a 2% increase. There were 363 juvenile arrests in 2018 in comparison to 251 juvenile arrests in 2017 resulting in a 45% increase.
- Patrol reported 20 police pursuits, down from 24 in 2017, which constitutes a 17% decrease; 3,582 accidents were worked, which is less than 1% difference compared to the 3,586 accidents worked in 2017.
- 148 DWI/DUI arrests were made in 2018 in comparison to 160 in 2017- an 8% decrease. 411 No Seat Belt citations were issued, a 51% decrease from the 832 citations issued in 2017. 50 No Child Passenger Restraint citations were issued matching the 50 issued in 2017.

Special Weapons and Tactics (SWAT)

SWAT reported being utilized twenty (17) times in 2018. Fourteen (14) callouts were for Narcotics operations, one callout for CID, and two were joint operations with the US Marshall Service concerning sex offender compliance check and warrant round-up.

Each SWAT officer averaged 312 hours of training throughout the year. Specialized training consisted of Basic SWAT School, Instructor for Basic SWAT School, Advanced Firearm Instructor and Counter Drug Basic Reconnaissance Course.

Crime Suppression Unit (CSU)

CSU celebrated their first full year as a unit consisting of three patrol officers and one supervisor. They made 293 felony arrests, 141 misdemeanor arrests and 104 warrant arrests for a total of 538 arrests in 2018. They recovered 5 stolen vehicles as well as 7 guns seized. Officers spent 367 hours patrolling city parks as well as working 375 hours working special events.

INVESTIGATIONS DIVISION

The Conway Police Department Criminal Investigation Division consists of 24 sworn officers and 7 non-sworn who are assigned to Investigations, Narcotics, K9, Property and Evidence, Records, and COMPSTAT. The following CID statistics were reported for 2018:

- Criminal Investigations worked a total of 2,868 cases, a 25.7% increase from 2017. Narcotics reported 636 cases opened, a 3.8% increase compared to 2017; \$920,039 worth of illegal drugs seized, a 44.8% decrease compared to 2017; and 38 search warrants served, a 56.3% decrease compared to 2017.
- The K9 Unit was utilized 77 times throughout the year for vehicle searches, building searches, and narcotic searches. The Unit seized a street value of \$373,776 in illegal narcotics in 2018, a 78.4% decrease from 2017. They also performed 25 public demonstrations throughout the year for schools, civic groups, and other community events, a 39% decrease from 2017.
- Evidence and Property received 4,059 items in 2018, of which 1,799 were transported to the Arkansas State Crime Laboratory for processing. 2,593 items were destroyed per court order and 260 items were processed and released to the owner. 1,246 pounds of prescription drugs were taken in for disposal. In June, 633 pounds of illegal drugs and drug paraphernalia were taken to the Clean Harbor Incineration Facility to be incinerated.
- The Records Section processed 10,866 incident reports, 3,608 collision reports (1,102 collision reports processed in RMS and 2,506 reports processed in eCrash), 6,115 citations (959 citations processed in RMS and 5,156 citations processed in eCite), and 10,278 warnings (694 warning citations processed in RMS and 9,584 warning citations processed in eCite) for 2018. Records Section also entered 427 citations issued by the UCA Police Department.

Program Highlights

❖ Text A Tip

Due to the enormous popularity of text messaging, the Conway Police Department continued to utilize state of the art technology to receive crime tips via text message and through WebTips. This service is 100% anonymous. The technology routes messages through a server that encrypts cell phone numbers before they get to police. The technology also allows investigators to securely reply back to the cell phone without compromising the tipster's identity.

Some of the advantages of text messaging includes being able to communicate in real time with texters. It also allows people to notify police when calling may not be feasible or safe. Texting a tip is easy. We received approximately 227 tips in 2018 regarding drug activity, suspect identification and numerous other items of interest to our department. The system has been a success.

❖ Drug Take Back Program

Conway Police Department maintains a permanent drop box for citizens to dispose of their unused prescription drugs. In 2018, 1256.5 lbs. of prescription medications were collected and disposed of safely through this program. This is an 84.5% increase compared to 2017.

SUPPORT DIVISION

The Support Division consists of 15 sworn officers and 5 non-sworn who are assigned to the following sections: Fleet Maintenance, Training, School Resource Officers, Warrants, and Information Technology. The following Support Division statistics were reported for 2018:

- Fleet Maintenance received one (1) new Ford Explorer and three (3) new Chevrolet Tahoe police vehicles. In addition, Fleet Maintenance removed from service twelve (12) various make and model vehicles that were no longer serviceable due to excess mileage or use. Four (4) were donated to the Renewal Ranch program. Total money collected from sales \$19,829.00.
- The Training Unit reported a total of 21,062 hours of training in 2018, a 19% decrease from 2017. These hours included Basic Police Academy training, K-9, SWAT, and Field Officer Training. The training division started Glock inspections and created a new Armorer's inspection form. I.T. Setup / configured 10 old laptops for use in training unit. This has assisted in teaching officers to use RMS, E-Crash, E-Cite, and that all logins needed by a new officer are working prior to being sent to their FTO.
- Warrant Officers reported a total of 1,549 warrants served in 2018- a 32% decrease. They also spent 872 hours conducting prisoner transports throughout the state with 36,482 total miles driven. Warrant Officers spent 61 hours acting as Conway District Court bailiffs, conducted 210 applicant fingerprints, and processed 756 recalled warrants. Total number of warrants served by officers in the Conway Police Department was 3,740 warrants. Total number of warrants issued in 2018 was 2,921.
- Information Technology Network Systems Administrator reported the setup, configuration, and installation of five (5) new desktop computers and five (5) new laptop computers for various users within the PD. IT setup / configured 10 old laptops removed from units for use in training unit. He also installed and configured one (1) new wireless access point at PD. IT migrated Police Department, Conway Emergency Operations Center, and Animal Welfare cameras to a new camera software platform called Video Insight. This software will save the city financially since there is not a yearly maintenance fee for support for this product. Over 43 cameras were migrated to this software. He assisted Information Technology with the network reconfiguration for Police Department and Animal Welfare. This consisted of a new IP address scheme for CPD and the AWU locations. This is a project that IT is working on city wide to increase network security and simplify network traffic routing. He also completed and resolved 566 Helpdesk requests. These requests ranged from basic software install/configuring to laptop hardware replacement (such as LCD screen or hinge replacements, etc.)



**Conway Police Department
Sworn Turnover Rate 2013-2018**

Year	Auth. Sworn Officers	Officer Departures	Officer Turnover Rate
2013	114	5	4%
2014	117	9	8%
2015	117	13	12%
2016	127	11	9%
2017	127	10	8%
2018	127	16	13%



**Conway Communications Center
Turnover Rate 2013-2018**

Year	Auth. Sworn Dispatchers	Departures	Dispatch Turnover Rate
2013	22	3	14%
2014	22	3	14%
2015	22	4	19%
2016	22	11	50%
2017	22	7	32%
2018	22	6	27%



**SWORN MANPOWER DISTRIBUTION
BY RACE-GENDER-RANK**

	Chief	Major	Lieutenant	Sergeant	Officer	Total	Percentage
WM	1	3	9	12	70	95	74.80%
WF		1		2	14	17	13.39%
BM			1		8	9	7.09%
BF							
NAM							
NAF							
HM					2	2	1.57%
HF							
Vacant						4	3.15%
TOTAL	1	4	10	14	94	127	100%



**NON-SWORN MANPOWER DISTRIBUTION
POLICE, ANIMAL WELFARE, CEOC**



	FT	PT	Total	Percentage
WM	7	1	8	17.39%
WF	29	0	29	63.04%
BM	0	0	0	0%
BF	5	0	5	10.87%
NAM	0	0	0	0%
NAF	0	0	0	0%
HM	0	0	0	0%
HF	0	0	0	0%
Vacant	4	0	4	8.70%
TOTAL	45	1	46	100%

PERSONNEL STRENGTH CHART
Effective 12/31/2017

PART I--SWORN-FT

Authorized Sworn	127
On Hand (authorized minus vacancies)	123
Physically Available for Duty @ CPD (authorized minus vacancies and activated officers)í í 4 Vacancies	123

PART II--NON SWORN-FT

Authorized Non-Sworn (CPD-15, AWU-8, CEOC-22)	45
On Hand (Vacancies- CEOC- 4)	41

PART III--Non-Sworn-PT

Authorized Non-Sworn-PT (AWU)	1
On Hand	1

PART IV--TOTAL STAFF-ALL(F/T & P/T) CATEGORIES

Authorized	173
On Hand	165

PART V--CURRENT VACANCIES

Sworn positions	4
Non-Sworn positions	4

PART VI--ACTIVATED OFFICERS 0



District Court 2018 Year End Report

2018 was another productive year for Faulkner County District Court. We continue to have a court docket five days a week with first appearances for misdemeanor and felony offenses three days a week and on holidays. In August of 2014, we initiated a new court scanning program to streamline collection and processing of case information. We continued to keep paper files as well through the end of 2015. This was our second year of paperless filing and we are now focused on scanning in older files for easier access and to free up storage. This project has not only saved money on office supplies, but any clerk can pull up any document from their desk, without having to waste time going to find the paper file. We were the second court in the state to implement e-citations which allow real time transmittal of citations to the court for approval. E-citations are now our primary form of ticket entry. This new innovative technology is a faster and more efficient way of generating reports and citations in the patrol vehicle as well as transmitting that data to the court system for processing. We continue to incorporate changes creating a more efficient system for the Faulkner County District Court employees and patrons. We have completed our third full year of Sobriety Court and have seen eleven participants successfully graduate this year.

Every effort is being made to update District Court procedures in efficiency, technology and programming. We strive to be at the forefront for District Court Models in the state. Our office continues to host a number of courts interested in emulating these new changes and our ability to utilize CONTEXTE (the state case management system). We have also been working closely with the Administrative office of the Courts in an effort to move toward e-filing, and should begin that transition near the beginning of the year. We were the first court in Arkansas to contract with Matterhorn, a company that helps courts facilitate online adjudication. We have been using Matterhorn for the latter half of the year, allowing a more convenient avenue for those citizens that find it difficult to make it to court in person.

District Court 2018 Stats

Criminal and Traffic Caseload Stats:

Authority	Criminal	%LY	Traffic	%LY	Total	%LY
City	5085	-7%	6275	-1%	11360	-4%

County/State	1458	-62%	2624	+43%	4082	-28%
Total	6543	-30%	8899	+8%	15444	-12%

Criminal and traffic offenses adjudicated receipted \$2,288,433.00, a decrease of 8% to last year.

Civil/ Small Claims Stats:

Department	Cases Filed	%LY
Civil	1654	+22%
Small Claims	147	-35%
Total	1801	+14%

Civil and Small Claims receipted \$61,855.00, a decrease of 57% to last year.

Warrants Stats:

Authority	Produced	%LY	Served	%LY	Outstanding	%LY
City	1895	-13%	1666	-10%	1828	-28%
County	765	-19%	613	-10%	1257	-7%
Total	2660	-15%	2279	-10%	3085	-20%

The outstanding warrants are from 2013 thru 2018.

Circuit Court First Appearance Stats:

	Felony Cases	%LY
Total	2106	+6%

*

Finance Department
City of Conway, Arkansas

FY 2018 End of Year Report

Financing Activity and Highlights

- The City is in compliance with all bond requirements and is current on all debt service obligations. No new debt was issued in 2018, however we paid off the Prince Street loan and were able to pay off the Sanitation equipment loan early.
- Sales tax collections for the year were up 4.45% over 2017, as of the November receipt. In dollars, for the General Fund, this means that approximately \$800,000 will be received in excess of what was budgeted.

Financial Volume – Citywide

- Vendor disbursements totaled \$45,852,070 during 2018. The city has a vendor database of over 6,000 different vendors, and it generated over 8,000 check disbursements during the year for the purchase of goods and services.
- Total payroll expense for 2018 was \$36,031,148. Benefits paid through payroll totaled \$9,999,741.

Annual Financial Report and Budget Activity

- The CPA firm BKD, LLP issued the audit for fiscal year 2017 on September 28, 2018. The audit for fiscal year 2018 is expected to begin in mid April of this year, with a goal of issuing the report by June 30, 2019.
- The FY 2019 Budget was approved by Council on December 11, 2018 with all funds at either surplus or break-even levels. No reserves had to be pledged to balance any fund's financial activities for 2019.

Finance Staff

- Tyler Winningham, Chief Financial Officer
- Perry Faulkner, Finance Manager
- Wesley Reynolds, Accounting Manager
- Mandy Gottsponer, Accounts Payable Accountant

Prepared by: Tyler Winningham, CFO
1/7/19



City of Conway

Human Resources Department

2018 Year End Report

Mission Statement

The City of Conway Human Resources department mission is to treat our fellow employees and members of the public as valued customers. We support and partner with City departments to enable the City to deliver exceptional services to City of Conway residents and visitors. We are committed to providing quality assistance, professional expertise and consulting services to employees, managers, supervisors, and job applicants in all facets of human resource administration. Further, we strive to ensure that the City has fair and equitable policies and practices, a diverse workforce, and that our interactions exhibit the highest levels of professionalism, integrity, confidentiality and sensitivity to the needs of the customers we serve.

Staff

Lisa Mabry-Williams, Human Resources Director

Valerie Seay, Human Resources Assistant

Human Resources Department Activities

During 2018 the Human Resources Department provided day to day support to the various city departments and employees in all areas of human resources including but not limited to insuring that City policies and procedures are consistently applied throughout all city departments. Listed below are a few of the projects the HR department accomplished in 2018:

Assisted in the update of job descriptions and reevaluation of an outside market salary review for newly created Engineering and Street department positions. Assisted in the creation of job descriptions for newly created Administration department positions.

Conducted the Americans with Disabilities Act (ADA) Self Evaluation Audit of City facilities as required under Title VI. Over 60 City facilities/buildings were audited. Notified and provided recommendations for compliance to the respective departments in instances where a possible deficiency was found.

Updated the City of Conway Health and Safety Plan.

Completion and delivery of the 1095-C Forms, the required IRS forms for employer provided health insurance coverage, as required under the Affordable Health Care Act for the reporting year of 2017 due on March 31, 2018. The data on these forms included the months each employee and dependent were eligible or not eligible for medical coverage, the months they were offered medical coverage, the months they accepted or declined coverage, and verification of social security numbers.

Completed and submitted the Arkansas New Hire Reports as required by the state.

- Hired, processed paperwork, conducted orientation for 67 full time and 57 part time/seasonal employees
- 83 voluntary and involuntary terminations processed, 59 voluntary, 11 involuntary, and 14 retirees.
- Assisted the family and beneficiary of one (1) deceased employee with benefit information and completion of paperwork as required.
- Completed and processed paperwork for 42 non-uniformed pension refunds.

Assisted in the development of and served as a member and Chairman of the City of Conway Employees' Defined Benefit Pension Plan Administrative Committee.

Continued to serve as the City's staff support for the City of Conway Civil Service Commission; including the administration of the promotional and entry level examinations for the Fire and Police Departments. Administered the following examinations during 2018:

- Two (2) entry level police officer examinations
- Two (2) entry level firefighter examinations
- One (1) Fire Engineer promotional examination
- One (1) Fire Captain promotional examination
- One (1) Fire Battalion Chief promotional examination
- One (1) Police Sergeant promotional examination
- One (1) Police Lieutenant promotional examination
- One (1) Police Major promotional examination

Continued to serve as the City's staff support on the Employee Benefits Committee. The committee met with representatives from BlueCross/BlueShield – and the Arkansas Municipal League's Health Benefit Fund during two separate meetings. The committee also reviewed the Medical Benefits, Dental Benefits and Fitness Center Facility proposals and made recommendations on the same.

Requested proposals for the City's medical benefit plan, dental benefit plan and the Fitness Center Facility. Presented the results to the Mayor and City Council along with the Employee Benefits Committee's recommendations.

- Negotiated competitive life benefits rates for 2019
- Negotiated competitive voluntary benefits for 2019

- Conducted on-line paperless Open Enrollment of current employees into the Arkansas Municipal League Health Benefit Fund for 2019. Conducted open enrollment for retirees in the AML MHBF and Arkansas BlueCross BlueShield dental plan for 2018.
- Encouraged increased participation in the voluntary supplemental flexible spending account through departmental meeting with our broker, Benefit Partners/Flex-Co and through information distributed via email prior to the meetings.

Management of all City of Conway Workers Compensation Claims and the subsequent administration of the Workers Compensation/Safety Department. Processed and managed ninety-nine (94) claims in 2018 from the following city departments:

- 50 – Police (7 removed after review)
- 7 – Fire
- 21 – Sanitation
- 3 – Animal Welfare
- 5 – Physical Plant
- 6 – Street
- 1 – Parks & Recreation
- 0 – CEOC
- 0 – Permits & Code Enforcement
- 0 – Administration
- 0 - Airport
- 0 – District Court

Worked with and provided documentation to attorneys with the Arkansas Municipal League as needed for their representation of the City of Conway on various issues. Including meeting with AML staff attorneys, attending and providing depositions, etc.

Responded to numerous FOIA requests.

Attended quarterly Arkansas Public Employers Human Resources Association (APEHRA) meetings. Attended the AML June Convention.

Responded to numerous Arkansas Department of Workforce Services claims for unemployment benefits and Wage Audits. Appealed the decisions of the ADWS when necessary.

Administered the DOT and non-DOT drug random drug/alcohol testing program.

Administration of retiree benefits and requests for non-uniformed pension refunds. This includes the record keeping and communication with over sixty-nine (69) City of Conway retirees and setting up new LOPFI retirees with monthly LOPFI benefit deductions, monthly benefit deduction reports to LOPFI, calculation of monthly pension amounts for non-

uniformed employees, set up of monthly benefit deductions for non-uniformed employees in Springbrook and submitting requests for non-uniformed pension refunds to the pension board each month. Continue to assist the two District Court Judges with employee related issues as they implement personnel, policy and procedural changes at District Court.

Assisted in the development and adoption of the 2018 revisions of the City of Conway Employee Handbook.

Conducted Health Plan Benefit meetings with all departments to discuss the benefits offered under the AML Municipal Health Benefit Plan, and give employees the opportunity to ask questions and give feedback to representatives from the AML MHBP.

Assisted with the creation and the June 1, 2018 implementation of the Mayor's **Employee Assistance Plan** through Southwest EAP for City of Conway employees. Scheduled departmental meetings with the Southwest EAP representative at all departments to implement the new benefit. Also scheduled meetings with the EAP representative and the Fire and Police Chiefs.

Scheduled Southwest EAP's **Diversity: Cultural Awareness** training for non-uniformed departments.

Assisted with the Planning & Development Director search. Assisted with reorganization of the Planning & Development department.

Nominated and re-appointed to serve as the District #2 board member of the Arkansas Municipal League Workers Compensation Trust.



Parks and Recreation

Annual Report 2018



It is the mission of the Conway Parks and Recreation Department to provide leisure and recreational opportunities for the benefit of health, happiness, and well-being of our citizens. This mission is achieved by providing quality parks and recreational facilities as well as creating tourism opportunities which benefit both our citizens and our local businesses.



Steve Ibbotson
Parks Director

As we say good bye to 2018, we are proud of the accomplishments for the year. The Conway Parks Department saw the completion of the Conway Tennis Center, the creation of our first Splash Pad at Laurel Park, the renovations of Lake Beaverfork and 5th Avenue Park restrooms, and the beginning of construction for the Dave Ward Pedestrian Overpass. We also began design work for a mountain bike park proposal for the old landfill, design work and bidding for a splash pad at 5th Avenue Park, and the installation of Active Software to make use of park programs and facilities easier for the public.

Department Facts for 2018:

Programs- 2,197 local games scheduled

Conway Station Park and City of Colleges Park Hosted – 32 events - with over 2,000 teams attending and over 3,000 games played

Sports Center Hosted – 24 events

McGee Center Hosted – 21 events

Expo and Event Center Hosted – 70 events

Conway Tennis Center – Received Outstanding Adult Tournament of the Year from Arkansas Tennis Association and United States Tennis Association Southern Section

Our ballfields received an award for the Outstanding Field of the Year from the Arkansas Turfgrass Association.

I will continue to point out that our staff does a wonderful job providing various activities for our citizens and maintaining our facilities for the enjoyment of all. We also facilitate thousands of visitors coming to Conway to attend events or to participate in tournaments. This benefits our local business owners and contributes greatly to our local economy.

On behalf of our dedicated park employees, we look forward to the opportunities of the upcoming year!

Conway Sports Center

The Conway Sports Center is located at 10 Lower Ridge Road. It is a 44,000 sq. ft. facility that houses the administrative offices of the Conway Parks Department.

It is equipped with three basketball courts, one 1/8 mile walking track, two racquetball courts and one wallyball court. The racquetball / wallyball courts can be reserved and cost \$2 per hour. Everything else is free to the public. Hours of operation are Sunday 1:00pm - 6:00pm and Monday - Saturday 6:00am - 10:00pm.

In 2018 the Sports Center was used for the following significant events-

- Conway Junior Volleyball (5)
- Fatchmo Volleyball Association (5)
- Adult Volleyball Tournament (2)
- Hoopplay Tournament (3)
- CYBL-USA Basketball Tournament
- Slammin Buckets Nation Basketball Tournament
- All Star Week
- Conway Parks Adult Basketball League
- Conway Parks Adult Volleyball League
- Special Olympics Volleyball Tournament
- Homeschool Volleyball
- Homeschool Basketball
- 2018 Election



Attendance records come from daily sign in sheets at the facility. These attendance sheets are not out during tournaments or league play so they do not reflect the people that are in the facility on those days.

Note- The Sports Center was closed to the public in September for our annual maintenance.

2018 Attendance Numbers

Jan	11,742
Feb	11,830
Mar	8,151
Apr	6,091
May	6,541
Jun	10,063
Jul	10,305
Aug	5,755
Sep	2,416
Oct	6,412
Nov	3,546
Dec	5,923

88,775

McGee Center

The McGee Center is located at 3800 College Avenue. The 46,600 sq. ft. facility sits on 11 acres and has a large meeting room which can hold up to 150 people and one small meeting room which can hold up to 25 people. The meeting rooms are free to the public for non-profit groups and must be reserved.

It is equipped with three basketball courts, one 1/8 mile walking track, three racquetball courts and one wallyball court. The racquetball / wallyball courts can be reserved and cost \$2 per hour. Everything else is free to the public. Hours of operation are Sunday 1:00pm – 6:00pm and Monday – Friday 6:00am – 10:00pm and Saturday 7:00am – 10:00pm.

It is also home to the Conway Skate Park and Community Garden.

In 2018 the McGee Center was used for the following significant events-

- Delta Regional Volleyball
- Conway Junior Volleyball (5)
- Fatchmo Volleyball Association (5)
- Hoopplay Basketball Tournament (3)
- CYBL-USA Basketball Tournament
- Slammin Buckets Nation Basketball Tournament
- Boys and Girls Club Basketball
- Homeschool Basketball
- Homeschool Volleyball
- 2018 Election

The McGee Center also provided a free meeting space for 70 non-profit groups and held over 350 meetings in 2018.



Attendance records come from daily sign in sheets at the facility. These attendance sheets are not out during tournaments or league play so they do not reflect the people that are in the facility on those days.

Note- The McGee Center was closed to the public in June for our annual maintenance.

2018 Attendance Numbers

Jan	12,110
Feb	11,565
Mar	10,461
Apr	9,805
May	6,107
Jun	4,588
Jul	10,555
Aug	7,235
Sep	6,762
Oct	6,645
Nov	6,159
Dec	7,519

99,511

Beaverfork Lake

Beaverfork Lake is located off of Highway 25 in North Conway.

Beaverfork Lake has a large swimming area, as well as recreational boating, kayaking and fishing opportunities.

The park has several picnic tables, one large pavilion with a grill that can be reserved and one small pavilion near the fishing pier. There is a large handicap accessible fishing dock, a pedestrian bridge and two boat docks.

The park also includes a sand volleyball court, two large restrooms, one office/restroom facility, one lighted baseball field, a large open area used for a variety of activities, three large parking areas and an 18-hole disc golf course.

In 2018 Beaverfork Lake was used for the following significant events-

- Freedom Fest Fireworks Show
- Conway High School Cross Country Meet
- UCA Cross Country Meet
- Beaverfork Lake Cleanup Spring / Fall
- Westrock Fishing Tournament
- Police Dog Training
- Conway Cats Baseball
- Weekly Bass Fishing Tournament
- Weekly Kayak Tournament



Our 2018 total revenue was \$38,823.85

	2018
Daily	218
Yearly	151
Golden Age	223
Arm Gate	2,512
	3,104

Programs

The Conway Parks and Recreation Department oversees programming for both youth and adult programs.

Adult Programs are held at the Conway Sports Center and Don Owen Softball Complex.

Adult Programs offered are-

- Winter Basketball
- Summer Basketball
- Summer Softball
- Kickball
- Fall Softball
- Volleyball

Youth Programs are held at Conway Station Park, City of Colleges Park, Curtis Walker Park, Braves Field, Centennial Soccer Park and the Don Owen Complex T-Ball Fields.

Youth Programs offered are-

- Summer Baseball
- Summer Softball
- T- Ball
- Braves Baseball
- Flag Football
- Fall Baseball
- Fall Softball

Adult Participation by Participants

Winter Basketball	531
Summer Basketball	140
Summer Softball	644
Kickball	192
Fall Softball	448
Volleyball	260

Total Participants 2,215

Adult Participation by Teams

Winter Basketball	36
Summer Basketball	12
Summer Softball	48
Kickball	16
Fall Softball	32
Volleyball	26

Total Teams 170

Youth Participation by Participants

Summer Baseball	528
Summer Softball	204
T-Ball	346
Braves Baseball	55
Flag Football	144
Fall Baseball	468
Fall Softball	172

Total Participants 1,917

Youth Participation by Teams

Summer Baseball	44
Summer Softball	19
T-Ball	28
Braves Baseball	6
Flag Football	16
Fall Baseball	39
Fall Softball	18

Total Teams 170

Conway Expo and Event Center

The Conway Expo Center and Fairgrounds is located off of Highway 64 and opened in 2010. It is 40,780 usable sq. ft. and can hold a capacity of 2,719 people. The building is heated and cooled. There are 5 overhead doors with 12' clearance, restrooms and a ticket booth. Alcohol is not allowed in the building.

The outdoor Pavilion is 55,000 usable sq. ft. and has power and water.

The RV Park has power and water for 46 sites and a dump station available.

The Conway Event Center which opened in July 2017 continues to grow in use, with approximately 6,000 square feet of meeting room space equipped with full audio and video capabilities and a fully equipped catering kitchen, it is perfect for small business meetings, and when combined with the Expo Center it is an ideal location for trade shows and conferences.

The Conway Expo Center and Fairgrounds also plays host to the Faulkner County Fair each year.

The Conway Expo and Event Center also hosted several internal city events:

- * Weekly Department Head Meeting
- * Several HR Training Sessions
- * Entry Level Police and Fire Testing
- * Promotional Fire Testing
- * Employee Appreciation Dinner

January

- G & S Gun Show
- Antique Alley Arkansas
- Daymond John' Success Formula
- US Law Shield (2)
- Emerge Fashion Show

February

- Beast Feast
- Enhanced Concealed Carry Classes (2)
- Conway Bridal Show
- FCCLA Star Events
- Rhea Lana's

March

- Jeff Farris Leadership Academy
- Enhanced Concealed Carry Classes (2)
- US Law Shield
- Bernina Academy
- G&S Gun Show
- Arkansas Cattleman's Association

April

- District 1 Beauty Pageant
- US Law Shield
- Tacos 4 Life Mobile Pack
- Premier Pyrotechnics
- Farm Round-Up
- Bella Rustina Modern Vintage Market
- Arkansas Bigfoot Conference
- Arkansas Mission of Mercy

May

- VW Showtime
- Kessler Graduation Party
- Master Gardner Plant Sale
- High Spirit Holistic Show
- Hippy Fun Day
- Renewal Ranch Rally for Recovery
- Final Drive Genetics Pig Sale
- Karson Janitorial

June

- Bumper to Bumper Car Show
- Harbor Market Day
- G&S Gun Show
- NWA Advanced Medical Stem Cell Seminar
- US Law Shield
- Child Safety Fair
- American Grappling Federation Tournament

July

- G&S Gun Show
- CCJW Family Reunion
- Fortier INC
- Women's Self Defense Class (3)
- Toad Suck Car Show
- Rhea Lana's

August

- Rhea Lana's
- Active Shooter Response Class
- Women Influencers Expo
- Rules of Renovation
- The Great Escape

September

- Bella Rustina Modern Vintage Market
- US Law Shield
- Philadelphia Church of God Meeting

October

- Senior Olympics
- Life Choices Gala
- Business Expo / Taste of Conway
- US Law Shield
- American Grappling Federation Tournament
- BioArkansas
- G&S Gun Show
- Highway Project Public Meeting
- Tucker Creek Trick or Treat

November

- ComiCon-way
- Antique Alley Arkansas
- Dazzle Daze
- Funky Junk Road Show

December

- Garver- Planning Study
- Hemophilia Foundation
- G&S Gun Show
- Moonlite Market

City of Conway Parks and Sports Complexes

Conway Parks and Recreation maintains 600 acres of park land and 1000 acres of water at Beaverfork Lake.

Our Parks include-

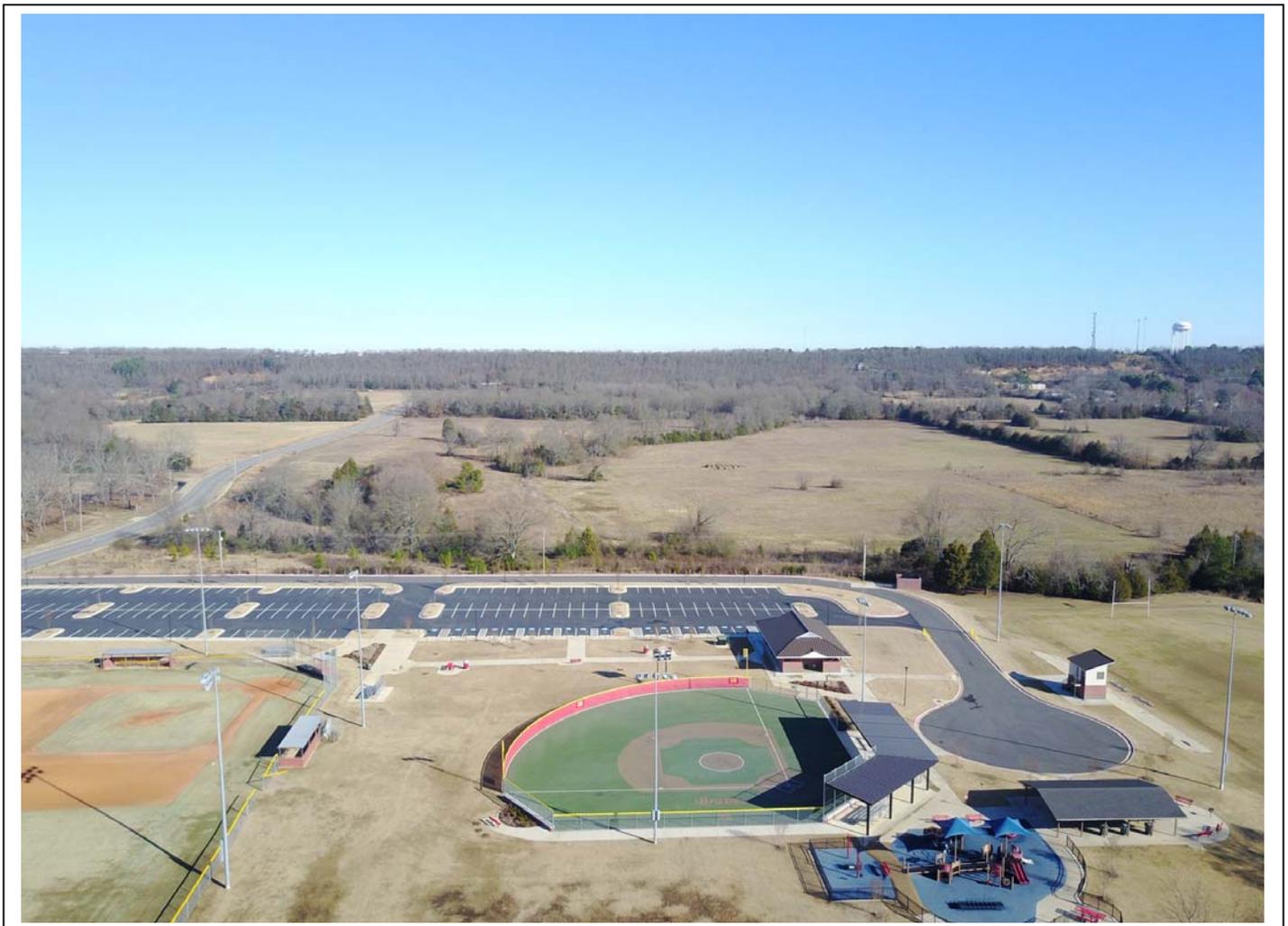
Airport Park, Bainbridge Park, Beaverfork Park, Cadron Settlement Park, Centennial Soccer Park, City of Colleges Park, Conway Station Park, Curtis Walker Park, Don Owen Sports Complex, Fifth Avenue Park, Gatlin Park, George W. Sammons Park, Laurel Park, Pine Street Park, Pompe Park, Simon Park and Tucker Creek Walking / Bike Trail

Curtis Walker Park

Is the home field for St. Joseph Baseball, American Legion Baseball, the Optimist Pee Wee Football Program, and the Braves Handicap Accessible Field and Playground.

In 2018 Curtis Walker Park was used for the following significant tournaments-

- Central Arkansas Sports Management Baseball Tournament (12)
- Braves Baseball League
- Conway Parks Youth Baseball League
- Conway Noon Optimist Youth Football
- Vilonia American Legion



Conway Station Park

In 2018 Conway Station Park was used for the following significant tournaments and the Conway Parks and Recreation Sport Leagues-

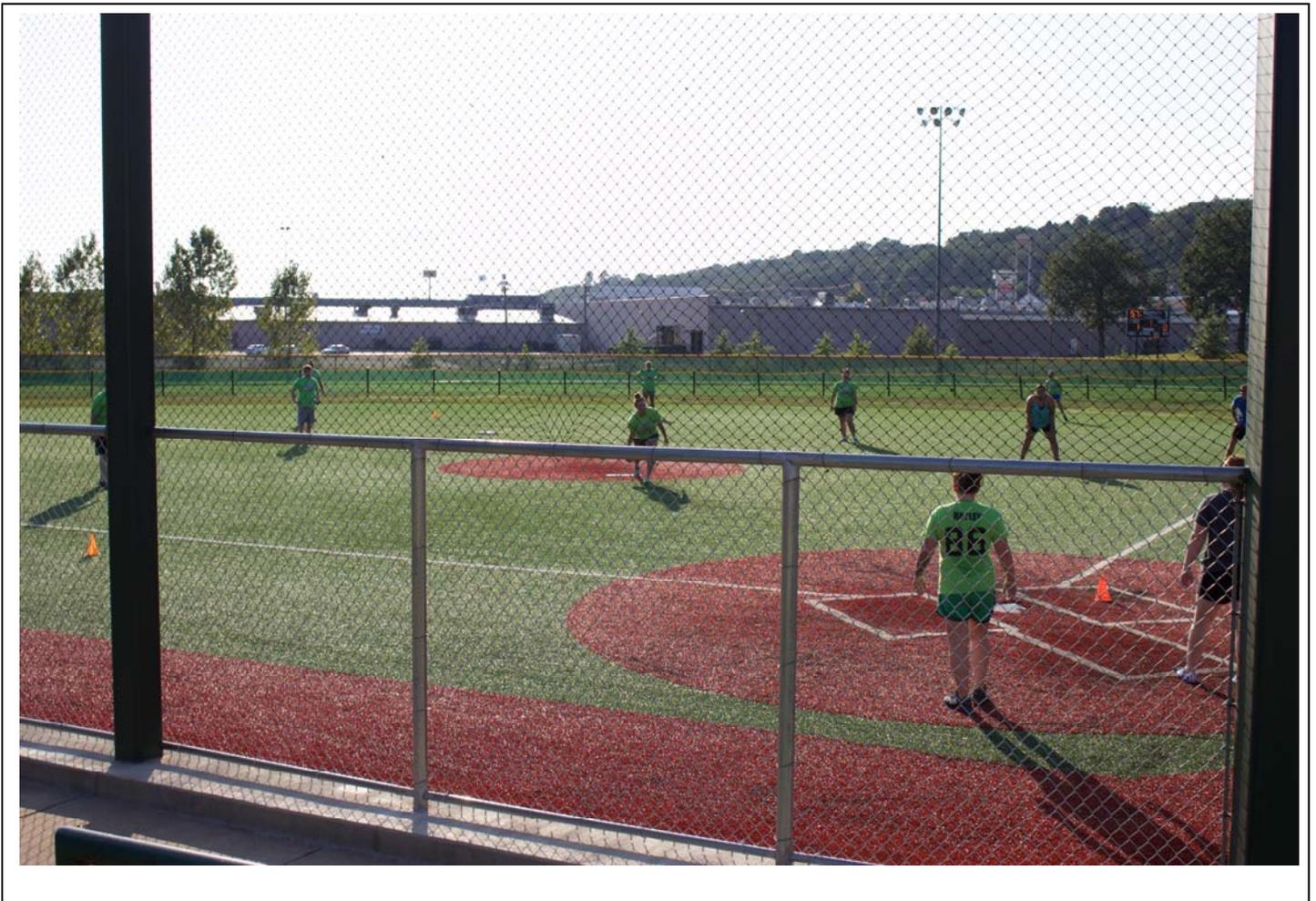
- Central Arkansas Sports Management Baseball Tournament (16)
- USSSA Baseball All-State Showcase
- Conway Parks Youth Baseball League



Don Owen Softball Complex

In 2018 Don Owen Softball Complex was used for the following significant tournaments and the Conway Parks and Recreation Sport Leagues-

- Central Arkansas Sports Management Baseball Tournament (15)
- FASA Fast Pitch State Tournament
- Adult Softball Tournament (3)
- Conway Parks Adult Softball League
- Conway Parks Adult Kickball League
- Conway Parks T-Ball League



City of Colleges Park

Is the home field for Central Baptist College, St. Joe and Conway Christian

In 2018 City of Colleges Park was used for the following significant tournaments and Conway Parks and Recreation Sport Leagues-

- Central Arkansas Sports Management Baseball Tournament (6)
- Southeast Sports Productions (5)
- Base Tournament Productions (3)
- Jerrad Hardin Fastpitch Camp
- Central Baptist College Softball
- St. Joe Softball
- Conway Christian Softball
- Conway Parks Youth Softball League
- USSSA Fast Pitch All State Showcase



Conway Tennis Center

The Conway Tennis Center opened in April 2018. It has a Front Desk where players must check in to access the courts. There are 8 lighted post tension hard court tennis courts with courtside seating available for all 8 courts. With 2 heated and cooled "Viewing Rooms" spectators may watch matches without being in the elements. A composite backboard the width of 2 ½ courts is available free of charge for players to practice. Both restrooms have a shower for players wanting to play and change after their play has ended. Reservations for courts are not required but are encouraged, especially during peak times and on weekends. Reservations may be made not more than 3 days in advance.

Due to 2018 USTA Rules, no matches were played in Conway for the USTA Spring League but the following teams participated. These teams will play out of the Conway Tennis Center in 2019.

- Women's 3.0 / 18 and Over - 10 players
- Women's 3.5 / 18 and Over - 32 players
- Women's 5.5 / Combo - 13 players
- Women's 2.5 / 18 and Over - 18 players
State Finalists
- Mixed 6.0 / 18 and Over - 11 players
State Champions and Sectional Finalists

Court Usage

- Daily Reservations - 734
- Conway Tennis Center League - 76 players
- Conway Tennis Center Adult Events - 116 players
- Adult Sanctioned Tournaments - 227 players
- Lessons - 469 hours

Junior

- Junior Tennis Program - 141 players
- Junior Sanctioned Tournaments - 56 players
- High School State Tournaments - 84 players
- Conway High School Practices and Matches - 1200 players

Miscellaneous

- UCA Tournament - 48 players

Calendar of Events

April

- Grand Opening
- Adult Sanctioned Tournament

May

- Spring Junior Program
- Ladies Spring Tuesday Evening League
- Ladies Spring Thursday Evening League
- Men's Spring Thursday Evening League

June

- Summer Junior Camps and Classes
- Ladies Summer Tuesday Morning League
- Ladies Summer Tuesday Evening League
- Ladies Summer Thursday Evening League
- Men's Summer Thursday Evening League
-

July

- Summer Junior Camps and Classes
- Ladies Summer Tuesday Morning League
- Ladies Summer Tuesday Evening League
- Ladies Summer Thursday Evening League
- Men's Summer Thursday Evening League
- Breakfast at Wimbledon Mixer

August

- Summer Junior Camps and Classes
- Friday Night Out Mixer

September

- Fall Junior Program
- Ladies Fall Tuesday Morning League
- Ladies Fall Tuesday Evening League
- Ladies Fall Thursday Evening League
- Men's Fall Thursday Evening League
- UCA Fall Tournament

October

- Junior Sanctioned Tournament
- Fall Junior Program
- Ladies Fall Tuesday Morning League
- Ladies Fall Tuesday Evening League
- Ladies Fall Thursday Evening League
- Men's Fall Thursday Evening League
- High School 3A State Championships
- Ladies Singles League

November

- Young Life Adult Mixer
- Fall Junior Program Ends
- Ladies Fall Tuesday Morning League Ends
- Ladies Fall Tuesday Evening League Ends
- Ladies Fall Thursday Evening League Ends
- Men's Fall Thursday Evening League Ends
- Ladies Singles League Ends

December

- Ladies Santa Claus Mixer
- Winter Junior Program



Building Permits & Code Enforcement Department 2018 Year End Report

STAFF

Director – Kenny McCollum

Assistant Director & Mechanical Inspector – Cecil Corning

Building Inspector – Ken Eckert

Electrical Inspector – Zach Castleberry

Plumbing Inspector – Paul Jones

Building Permits Administrative Assistant – Missy Schrag & Charlotte Stewart

Code Enforcement Administrative Assistant – Missy Schrag

Code Enforcement Officer – Kim Beard

Code Enforcement Officer—Austin Sullivan

Building Permits

Single Family Home Permits

2018 = 205

2017 = 147

2016 = 202

2015 = 148

Permit Detail

2018 Permits

573 Building Permits
546 Electrical Permits
432 Plumbing Permits
477 Mechanical Permits
273 Gas Permits
7 Parking Lot Permits
152 Sign Permits
2460 Total Permits

2017 Permits

461 Building Permits
518 Electrical Permits
357 Plumbing Permits
553 Mechanical Permits
229 Gas Permits
7 Parking Permits
138 Sign Permits
2263 Total Permits

2016 Permits

543 Building Permits
556 Electric Permits
402 Plumbing Permits
641 Mechanical Permits
217 Gas Permits
8 Park Permits
162 Sign Permits
2471 Total Permits

Building Permit History

Permits	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
Single Family	189	161	224	152	186	147	119	148	202	147	205
Duplex	30	14	29	1	16	7	8	5	9	12	49
Multi-Family	53	60	58	1	9	10	2		2	5	13
Acc/Res	76	56	61	48	77	75	62	64	68	43	54
Add/Res	47	40	45	29	39	54	43	35	48	45	42
Rem/Res	63	43	49	54	53	40	63	61	52	37	43
Add/Duplex											
Rem/Duplex	1	2	1	2	6	1	2			1	
Acc/Multi-Family	20	6	19	2		4	4				
Rem/Multi-Family		1			2	1	1	1			
Temp. Bldgs.	12	9	7	6	9	6	19	10	11	9	15
Add/Acc	1	2		1	1		4				
Rem/Acc	2	2	1				1				
Commercial	27	23	10	12	52	29	41	26	28	28	17
Acc/Com	5	5	4	6	4	12	2	5	6	16	10
Add/Com	2	5	11	14	13	8	10	7	10	13	13
Rem/Com	78	53	83	71	75	68	68	55	83	66	80
Institutional *	5	2		2							
Industrial *	15	2	7	3							
Rem/Inst. *	13	8	3	1							
Add/Inst. *	2	1	1	2							
Add/Indust. *	3		7	3							
Acc/Inst. *	4	2	1	1							
Acc/Indust *				1							
Demolition **			41	20	39	47	22	26	24	31	29
Footing & Foundations ***				3							

Construction Cost

Builder estimates for all issued permits

Year	Construction Cost
2018	\$138,082,693
2017	\$137,785,220
2016	\$158,108,756
2015	\$114,411,503
2014	\$140,385,501

Impact Fee History

Permits issued with park and street improvement impact fees

# of Permits	2014	2015	2016	2017	2018
Com.	25	16	20	30	23
Res.	122	148	205	149	245
Total	147	164	225	179	268

Code Workshops and Conferences

Continuing education is required for maintenance of state inspector licensing and code certifications.

Memberships & Licenses

The division of permits and inspections maintains an active jurisdictional membership with the International Code Council and the International Association of Electrical Inspectors.

Cecil Corning – Inspector

Plumbing Inspector, State of Arkansas # P103255
HVAC Inspector, State of Arkansas # 1209360
Electrical Inspector, State of Arkansas # E1-1131
Master Electrical License #M-8624
Class A HVACR License #0134501
EPA Type 1 & 2
A.A.S. Electronic Degree

Zach Castleberry – Inspector

Plumbing Inspector, State of Arkansas P103234
HVACR Inspector, State of Arkansas # 1250140
Electrical Inspector, State of Arkansas # E1-1130
Electrical Journeyman, State of Arkansas EJ-11297
IAEI Member #21616170
Arkansas Home Inspector HI: 1806

Ken Eckert – Inspector

Plumbing Inspector, State of Arkansas #P103235
HVAC Inspector, State of Arkansas # 1219540

Paul Jones—Inspector

Plumbing Inspector, State of Arkansas #P103466
Master Plumber License-MP3908
Assembly Testing Technician-ATT109
Repair Technician-RT0051
HVAC Inspector, State of Arkansas #2927420

Code Enforcement Year End

The City of Conway Code Enforcement Department has 2 Code Officers and 1 administrative staff person. We have been equipped to follow up on any and all complaints within 24 hours.

The Code Enforcement Department works directly with Vector Disease Control International (VDCI); Conway Corporation; Lisa Stephens CPA, PLC and other City of Conway Departments to enforce municipal, zoning; nuisance ordinances and codes.

A recap of all complaints and requests are reflected in the following tables.

CODE ENFORCEMENT Violation Report

Violation Type	2016	2017	2018
Abandoned Vehicles	101	88	55
Appliance/Furniture	102	136	121
Dilapidated Structures	16	35	13
Grass	211	228	240
Drainage-Sewer-Grease Trap	2	4	3
Recreational/Commercial Vehicle	4	6	2
Rubbish, trash, unsanitary matter	170	227	195
Stagnate Water	14	13	3
Sign Ordinance	5	3	8
Raw Sewage	2	5	6
Tire Ordinance	13	12	8
Trailer Ordinance	19	10	15
Trash cans	31	26	21
Sediment on Road	0	6	1
Zoning Ordinance	8	15	17

CODE ENFORCEMENT Violation Report

<u>Year End Totals</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Total Violations written	706	814	704
Total Citations written	30	50	31
Door Hangers Notices	1244	1507	1708
Online Complaints	231	252	283
Online Mosquito Service Request	41	360	616
Total Scheduled City Cleanups	30	36	32

*The numbers listed within report do not include those complaints that were called in and/or emailed OR the people that made personal contact with Code Enforcement prior to issuing a warning/violations.



2018 Year End Report
Department of Physical Plant
822 Locust Street
Conway, AR 72032
501.450.6124
www.cityofconway.org

Director: Tony Harrington
Administrative Assistant: Michelle Collins

Outlined below is a list of projects completed and/or assisted by the Physical Plant.

Projects:

Flowerbeds:

- The Physical Plant maintained flowerbeds and islands throughout the downtown area to include the pruning, watering, de-weeding and removal of trash and debris.

Roundabouts and Sidewalks:

- The Physical Plant maintained roundabouts and various sidewalks throughout the city to include mowing, weed-eating and the removal of trash and other debris. This would also include the railroad tracks from Mill St. to St. Joseph.

Buildings:

- The Physical Plant performed general maintenance, grounds keeping and janitorial services for city buildings. This would include the stripping, waxing and buffing of floors as well as plumbing and electrical that was within our limits.
- The Physical Plant assisted in the Animal Welfare Unit remodel project as well as the cleanup and breakdown of the recently acquired Federal Building, which will be the new home of City Hall.

Other Activities:

- Set up and prepare for the City of Conway Council meetings (twice a month) and Planning Commission meetings (once a month).
- Assisted the Toadsuck Daze Committee and festival by putting out barricades and tape for volunteers to use in blocking off the streets. Transported and set up picnic tables for food court as well as tables and chairs for the vendors use. Responsible for the continuous trash pickup during the festival as well as assisting the Sanitation Department in the cleanup effort after the festivities ended Sunday evening. The Physical Plant worked a combined total of 170 hours for the event.

- Assisted the Faulkner County Parade and Christmas Parade committee's by putting out barricades to block streets for the parades. Delivered bleachers for the CHDC's use as well as organized and managed the cleanup effort of the parade routes after their completion.
- Hung and maintained 450 flower baskets throughout the downtown area as well as maintaining the flower pots placed along with the baskets.
- Year to date total of \$20,720 of janitorial supplies were purchased via the bid and \$20,462.07 in supplies were distributed amongst the other departments.
- Assembled and placed three Christmas decoration displays in city roundabouts.
- Continued the testing and maintaining of all city owned RPZA backflow devices were tested and maintained; excluding the devices that operated the fire sprinkler system.
- Re-Installed new sprinkler system on Parkway for parking lot.
- Hung, lit and maintained Christmas lights throughout the downtown area. We also assisted in maintaining debris removal around the tree.
- Provided barricades for various marathons throughout the city as well as provided traffic cones for different events.
- Worked with other departments within the city to help those departments' complete their special projects when needed.

Code Enforcement:

- The Physical Plant department assisted Code Enforcement by mowing, bush hogging, and debris removal on different properties.



2018 CONWAY PLANNING & DEVELOPMENT DEPARTMENT YEAR END REPORT

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PLANNING & DEVELOPMENT DEPARTMENT STAFF

Director- Bryan Patrick, AICP
 Assistant Director of Planning- Jason Lyon
 Planner- J. Scott Grummer
Planner - Michael Sakinejad (January-July)
 Planning Technician- Beth Sketoe

PLANNING AND DEVELOPMENT ACTIVITIES

Conway Planning Commission

Planning Department staff provided support for the Conway Planning Commission, including the coordination of monthly meetings. Planning Commission activities and reports were coordinated by Director of Planning, Bryan Patrick; Assistant Director of Planning, Jason Lyon; and Planning Technician, Beth Sketoe. Analyses were presented to the Planning Commission concerning:

Rezoning

22 rezoning requests were reviewed by the Planning Commission and within the Planning Department. 19 were approved as requested, 2 were approved, but modified, and 1 was denied. Bryan Patrick and Jason Lyon completed staff reviews of these rezoning requests.

REZONINGS			
Month	Zone Change	Acreage	Action
January	I-1 & MF-2 to I-1	2.55	Approved
	C-3 to PUD	1.01	Approved
February	Amend PUD	1.02	Approved
	R-2A to O-2	0.17	Approved
	A-1 to O-1	6.99	Approved
March	A-1 to PUD	47.08	Held in committee at March meeting; Approved at April meeting
	O-2 to PUD	3.84	Approved
April	A-1 to S-1	7.0	Approved
	C-2 to MF-3	3.09	Approved
May	A-1 to R-1	2.92	Approved
	A-1 to RU-1	1.64	Approved
July	A-1 to RU-1	4.24	Approved
	RMH to C-3	5.52	Approved
	R-2A to O-3	0.28	Denied; Reconsideration within 1 year Approved
August	A-1 to R-1	27.11	Approved
	A-1 to R-1	2.16	Approved
	R-1 to R-2	2.99	Approved
	R-2 to MF-3	1.37	Approved
November	R-2A & O-2 to S-1	2.70	Approved
	O-2 & R-1 to MF-3	1.79	Approved as MF-1
	R-2 to MF-3	2.99	Approved as MF-1
December	R-1 to PUD	8.53	Approved

Conditional Use Permit Requests

11 conditional use permit requests were reviewed by the Planning Commission and within the Planning Department. Of these, 8 were approved, 2 were withdrawn by the applicant prior to Planning Commission action, and 2 were denied. Bryan Patrick and Jason Lyon completed staff reviews of these conditional use permit requests.

CONDITIONAL USE PERMITS			
Month	Use	Acreage	Action
January	MF-3 density (up to 24 units/acre) in C-3	0.42	Denied; Appealed to City Council February 13, 2018, Denied.
March	Religious Activities in T-5 Subzone of Northeast Old Conway Area Specific Plan	0.32	Approved
	Restricted Office in MF-1	n/a	Withdrawn by applicant prior to Planning Commission action
May	Mini-Warehouse in RU-1	10.5	Held in committee; Withdrawn by applicant prior to July meeting (June meeting was canceled)
July	Contractor (General & Special Trade), Office Equipment Sales, Restricted Retail, Utility Facility, Warehousing, Drive-through window	n/a	Denied
August	Religious Activities in R-2A	0.35	Approved
September	Restricted Office in R-2A	0.28	Approved
November	Religious Activities in I-3	7.52	Approved
December	Restricted Office in R-2A	0.43	Approved
	Restricted Office in R-2	1.04	Approved
	Restricted Office in MF-1	2.19	Approved

Annexation/City Limit Square Mileage

Approximately 52 acres around Old Highway 25/Friendship Road were added to the City (O-18-19). An ordinance removing .01 acre of this property was approved (O-18-75). 3.15 acres of land on Marshall River Road were annexed (O-18-29). Approximately 56 acres along the south side of Highway 319 were de-annexed (O-18-20).

ANNEXATIONS				
Month	Name	Incoming Zone	Acreage	Action
August 2017 ¹	Hawks Annexation	A-1	51.71	Approved
March	Hoover Annexation	A-1	3.15	Approved

¹Annexation was initially recommended for approval by the Planning Commission in August 2017, but the applicant did not receive the Order of Release from Faulkner County until 2018. The Annexation was approved by ordinance by the City Council in February 2018.

Board of Zoning Adjustment

The Conway Planning Commission acts as the zoning variance review authority, the Board of Zoning Adjustment. Planning Department staff provided support for the Planning Commission/Board of Zoning Adjustment. Board of Zoning Adjustment activities and reports were coordinated by Bryan Patrick, Jason Lyon, and Beth Sketoe. Analyses of 5 zoning variance requests were presented to the Planning Commission/Board of Zoning Adjustment as follows:

Month	Request	Action
March	Reduced lot width at 2400 Robinson Ave	Approved
May	Reduced lot depth, width, area, and reduced building setbacks	Approved
	Reduced rear building setback	Approved
October	Reduced front building setback	Approved
November	Reduced lot width	Approved

Ordinance/Resolution Amendments

Zoning Ordinance

There were no amendments to the Conway Zoning Ordinance.

Subdivision Ordinance

The Subdivision Ordinance was amended twice in 2018. O-18-40 (3-27-2018) amended the sidewalk in-lieu fee to match current ARDOT sidewalk costs. O-18-56 (6-12-2018) amended the Subdivision Ordinance to comply with adopted Master Street Plan street specifications and cross-sections. An ordinance (O-18-111) clarifying this previous specification ordinance was approved on 11-27-2018.

Master Street Plan

The Master Street Plan was amended 3 times in 2018 by resolution. R-18-31 (8-28-18) amended the intersection of 1st Avenue and East Oak Street. R-18-24 (7-10-18) amended the street locations and classifications of streets in the Central Landing (Old Airport) area. R-18-22 was a comprehensive update to the Master Street Plan. This update was the culmination of many hours of review and examination of the previous Master Street Plan by City Planning and Engineering Staff. Public input and Planning Commission approval of the update occurred in February.

Small Cell Ordinance

An ordinance (O-18-80) regulating the placement of 5G small cell antennae and equipment was approved on 8-14-18. This ordinance was the culmination of many hours of review by the City Attorney, North Little Rock City Attorney, Conway Corporation, and the Planning Department.

Street Naming Procedure

Formal street naming/renaming procedures were adopted in January.

Pedestrian Master Plan

Intern, Bethany Stovall, created a Pedestrian Master Plan for the City in conjunction with the Bicycle and Pedestrian Advisory Board and ad-hoc study committee. The City adopted the Pedestrian Master Plan by resolution R-18-37 on 9-25-2018.

Subdivisions/Replats

Subdivision

Approximately 52 plats were submitted for review in 2018, 11 of which were major subdivisions requiring Planning Commission review and 41 represented minor subdivisions or replats that did not require Planning Commission Review. A total of 58 plats were filed with the Faulkner County Circuit Clerk by the City. Scott Grummer completed staff reviews of these subdivisions.

Expired Subdivision/Replat

4 subdivisions were presented to the Planning Commission for a 1-year extension of time to file.

Lot Creation

The total number of lots created from plats filed in 2018 (including lots created from plats submitted for review in 2017) were 313 residential lots and 43 commercial (including multi-family lots).

Year	Single-Family Lots Created	Commercial Lots Created
2018	313	43
2017	131	19
2016	100	18

Sign Permits

The Planning & Development Department reviews applications and issues sign permits. During 2018 a total of 150 sign permits were issued.

Planning Department Reviews for the Mayor and City Council

The Planning Department prepared reports and information for the City Council in 2018, including 1 street right-of-way closing request and 2 easement closing requests.

Development Review

The Development Review standards include requirements for additional trees and landscaping, buffering of adjacent properties, cross access, joint access, reduction of curb cuts, architectural materials, etc. 24 development reviews were approved by Jason Lyon, 8 developments reviews are currently active in review; of the 8 projects, 2 appear to be stalled and effectively withdrawn. Please note that, with the implementation of the Accela citizen relationship management (CRM) platform, tracking of development has changed to projects being assigned a record ID upon submittal, rather than approval. With the new tracking there is some overlap of numbering from 2016 to 2017, all numbers presented are for approved projects only. There were 32 development reviews in 2018.

Type	Number	Acreage	Square Footage	Fees
Institutional	5	23.01	57,559	\$3,216.08
Commercial	13	17.39	180,118	\$11,343.56
Multi-Family	4	35.09	313,939	\$9,828.70
Office	6	7.15	38,851	\$3,663.00
Industrial	1	8.58	31,000	\$1,979.56
Parking Lot	3	4.78	0	\$325.00
TOTAL	32	96.0	621,467	\$30,355.90

Development Review - Proposed Changes

The Citizen Portal was utilized for the first time as the main source of submittal for development review projects. The public interface will allow the general public to conduct planning transactions and apply for building permits online. The public portal will also allow developers to track the development review process as well as surveyors/property owners tracking of the subdivision review process. The average time frame for review is difficult to place as time periods vary greatly dependent on the complexity of the project, how accurate initial submittal was for review, and timeliness of developer in submitting revisions and additional communication.

Grants

Arkansas Historic Preservation Program

\$5,427 in Certified Local Government grant money was awarded to the Conway Historic District Commission, by the Arkansas Historic Preservation Program for four tasks; HDC member and staff attendance at the NACP Forum in Des Moines, IA, in-state HDC training opportunities, printing and mailing of an informational brochure to residents and owner within the Robinson Historic District, and a Realtor education workshop. At the end of the year, NACP Forum and brochure printing and mail-out had been completed.

Geographic Information Systems (GIS)

Michael Sakinejad resigned in July; Jason resumed GIS duties and assumed the Director of Geographic Information Systems role in December 2018.

Mr. Lyon continues to be the Census contact for the City and County providing annual updates for new annexations to assist the Census in population calculations for the City and County. Mr. Lyon remains over the GIS functions for the County and provides updates to the Office of Emergency Management and Road Departments as requested. The agreement also allows the City and County continued collaboration while allowing a single GIS Dataset that may be used for the City and County operations. This cooperation provides the City Planning Department more funds to purchase software upgrades and upgrade equipment. The 2018, \$14,000 County Contract with the City was used to continue upgrades to the enterprise system used by the City and County. County monies is expected to be used for new imagery to be flown in 2019, in collaboration with Faulkner County Assessor's Office and Conway Corporation.

Accela

Byrne Software was brought in by the City IT Department to assist in finalizing workflows in the Accela Software Platform, monies were used to streamline the Building Module for Permits and Inspections. All communication has been shifted to the IT Department, although Jason and Scott have continued in helping out with interface and smaller issues. A new version of Accela Platform was released in late November that has caused some minor interruptions and numerous help tickets are outstanding.

The Accela platform includes the Citizen Access Portal, public web based interface (<https://aca3.accela.com/CONWAY/>); which became fully functional during the first quarter of 2018. The new Citizen Portal is implemented and is the favored route for submittal of Subdivision and Development Review Applications. Rezoning and Conditional Use Applications have also been submitted, however paper copies are still the most popular submittal medium.

Workshops and Conferences

Mr. Patrick acted as a trainer at Planning Commissioner training workshops held at Hot Springs in March, Little Rock in June, and Bentonville in September. Mr. Patrick attended a National Alliance of Preservation Commission Forum in Des Moines, IA in July.

Mr. Lyon and Mr. Sakinejad attended the 2018 Mid-America Geographic Consortium (MAGIC) Conference in Omaha, NE. Jason attended the 2018 National Geospatial Preparedness Summit (NAPSG) meeting in Boulder, CO.

Memberships

Bryan Patrick and Jason Lyon retained membership in the American Planning Association and the Arkansas Chapter of the American Planning Association. Mr. Patrick retained membership in the American Institute of Certified Planners, National Trust for Historic Preservation Forum, National Alliance of Preservation Commissions, and the Historic Preservation Alliance of Arkansas. Jason Lyon retained membership in URISA (Urban and Regional Information Systems Association). Scott Grummer retained membership in the Arkansas Community Development Association, the Lake Conway Point Remove Watershed Alliance. Michael Sakinejad retained membership in URISA and the American Association of Geographers (AAG).

Presentations

Bryan Patrick and Jason Lyon spoke with Dr. John Toth's UCA sociology class on February 26. Mr. Patrick spoke with Community Development Institute students on March 16 and Conway Area Leadership Institute students on August 2, 2018. Mr. Patrick was a co-trainer at planning commissioner training workshops in Little Rock on March 14, Jonesboro on June 27, and Siloam Springs on September 26. Mr. Patrick also participated as a panelist at Conway Symphony Orchestra home symposium on September 6.

Conway Historic District Commission

The Planning Department acted as City staff for the Conway Historic District Commission (HDC). As HDC staff person, Bryan Patrick and Beth Sketoe created monthly reports for the HDC which included 6 Robinson Historic District reviews and 25 Old Conway Design Overlay District reviews.

A potential College Avenue National Register Historic District is under review by the National Park Service. Additional information is needed from the survey consultant. This nomination should be completed and approved in 2019.

Mr. Patrick and HDC Chairman Steve Hurd attended a National Alliance of Preservation Commissions conference in Des Moines, IA in July.

The Old Conway Design Overlay District and Robinson Historic District guidelines were amended to further regulate the use of vinyl siding and other synthetic materials. The Council approved these changes (O-18-57) on June 12. At this same meeting, the Council also approved a change to the HDC membership allowing members to serve (2) three-year terms then a three-year cooling off period prior to possibly reappointment.

In April, an appeal was made to the City Council concerning a decision of the HDC to prohibit the use of vinyl siding on a shop outbuilding. The Council upheld the decision of the HDC.

Conway Tree Board

The 2018 Arbor Day Celebration, held Saturday, November 3, 2018 at Laurel Park, hosted an estimated 600 attendees. This year, the celebration was held at the new Splash Pad rather than the pavilion and this helped attract more attendees and attention for the Tree Board. The Tree Board also applied for two grants to be used in conjunction with the Chamber of Commerce's beautification project for the Interstate 40 exit at Dave Ward Drive. Although the Tree Board was not awarded either of the grants, the Board Members learned ways in which the Tree Board can improve its application when applying for grants in the future.

Bicycle and Pedestrian Advisory Board

In 2018, the Bicycle and Pedestrian Advisory Board (BPAB) was comprised of 8 community members and 5 ex-officio members. BPAB member Bethany Stovall spearheaded the completion of the Pedestrian Master Plan which was adopted by the City Council on September 25, 2018. At the BPAB's request the City has developed a dedicated bicycle parking area in southwest corner of the parking lot at Front and Smith Streets which will provide more options for cyclists to shop and dine along Front Street. By working with the Street & Engineering Department, the BPAB was instrumental in installing more "Bikes May use Full Lane" signs. These are critical to help educate drivers and warn them when bikes may be on narrow streets. The BPAB is also planning to sign some more designated bike routes, similar to Reddin's Route.

Personnel and Interns

Mr. Michael Sakinejad's position as GIS Coordinator was reclassified to that of City Planner in March 2017. Mr. Sakinejad resigned from his position in July 2018 to take a GIS position with the City of Fort Worth, TX. His position remained unfilled through the remainder of 2018. Intern, Bethany Stovall, created a Pedestrian Master Plan which was adopted by resolution (R-18-37) 9-25-2018. Director of Planning, Bryan Patrick retired at the end of December. Jason Lyon's position changed to that of Director of Geographic Information Systems. James Walden was hired as the new Director and Levi Hill was hired as the new Assistant Director, both beginning employment on January 2, 2019.

2018 ANNUAL REPORT



DEPARTMENT
OF SANITATION
CITY OF CONWAY, ARKANSAS

Message from the Director

The Department of Sanitation experienced a year of progress with the addition of our residential app service, modified recycling program, and an increased customer focus. Collections followed suit with annual expectations, while maintaining stable recycling residual rates amidst ongoing industry changes.

To continue meeting customer needs, department management and staff worked to implement an additional service (to begin January 14, 2019), bulky item collection. Ordinance O-18-123 was approved by the City Council on December 11, allowing residents a convenient resource and opportunity to dispose of large household solid waste that often clutters garages, yards, and neighborhoods.

Department management and staff are always committed to continuous improvements in service. I deeply appreciate the dedication, perseverance, and efforts of our employees and the support of the Mayor, City Council, and the public we serve.



Joseph Hopper
Director

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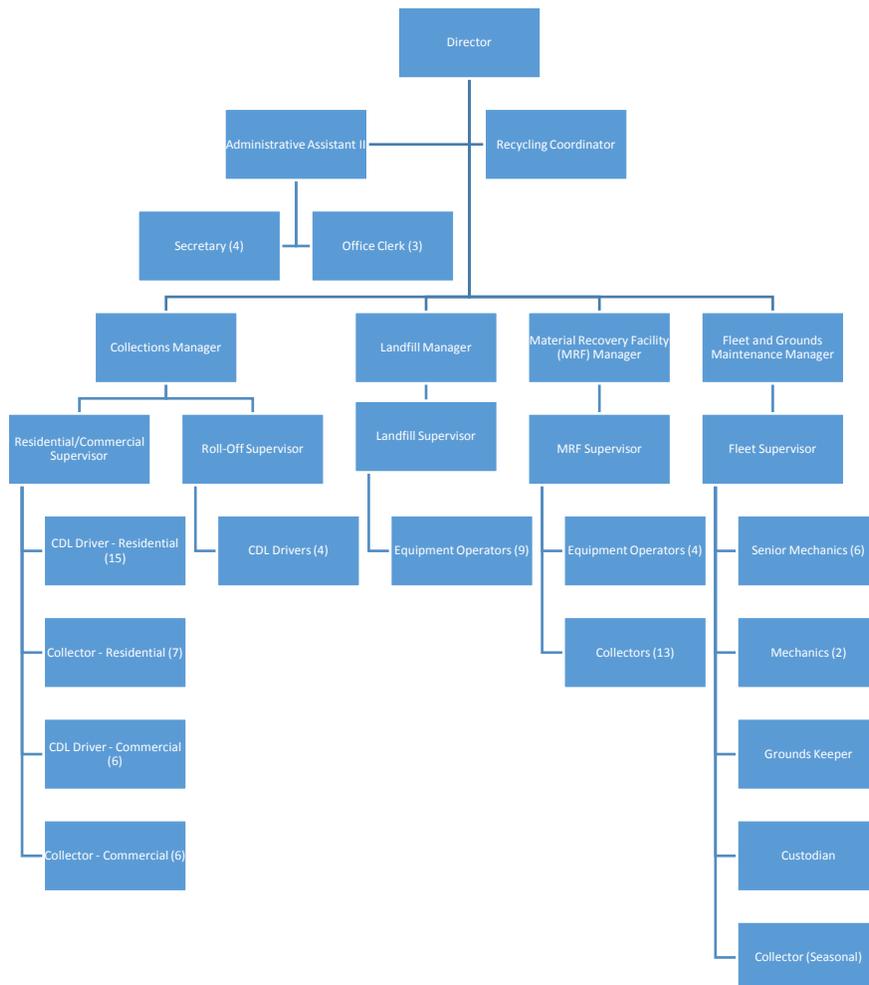
Our Mission

It is the mission of the Department of Sanitation to make Conway an environmentally friendly and attractive place to live and work, protect natural resources, provide the highest quality of service, continue to improve efficiency and effectiveness, and to be the professional department that is expected and deserved by the citizens of Conway.

Our People

The Department of Sanitation is made up of a friendly, hardworking, and knowledgeable group of 93 full-time employees with a commitment to provide quality of life service to the community.

Our Organization



Administration

The administration division provides leadership and direction to department personnel. Administrative staff coordinate and manage administrative functions for all department programs to include customer service, clerical support, public education and outreach, dispatch, scale house operations, and Reuse Center activities. In 2018, office staff processed 1,100 payables and provided customer service to approximately 80 citizens/customers per day. Scale attendants entered and processed roughly 134 transactions per day. Reuse Center staff sold items to approximately 200 customers per month in 2018, diverting 12.6 tons of material from the landfill.

In 2018, the Conway Department of Sanitation's public outreach efforts provided on-site tours and educational presentations to more than 2,700 community members of all ages. Guest speaker opportunities took place throughout greater Faulkner County schools, daycares, churches, property/homeowners associations, and more.

Participation at the following events is included:

- Arkansas Recycling Coalition - 2018 Student Environmental and Recycling Summit (February)
- VIRCO - Environmental and Recycling Summit (April)
- Hendrix College – Earth Day Campus Fair (April)
- Keep Arkansas Beautiful – Board Meeting (April)
- Toad Suck Daze (May)
- Downtown Conway Farmers Market – Recycling Day (June)
- Business and Professional Women of Central Arkansas – Annual Meeting (September)
- Conway Ecofest (October)
- City of Conway Tree Board – Arbor Day Celebration (November)

Additionally, the Conway Department of Sanitation hosted/co-hosted the following community events:

- City of Conway's Annual Citywide Cleanup (April)
- Faulkner County Solid Waste Management District's Annual E-waste Drive (April)
- Sanitation Worker Appreciation Week (June)
- "Smart Recycling" a UCA Community Education Course (November)

To meet the ever-growing residential need for online communications, the Conway Department of Sanitation had a marked increase in online engagement efforts and information dissemination. Active online outlets are as follows:

- Facebook - [@ConwaySanitation](#)
- Website – [ConwaySanitation.org](#)
- Twitter - [@CwyARSanitation](#)
- Recycle Coach App
 - Implemented in January 2018.
 - A total of 18,836 users interacted with the mobile and/or web-based app services more than 51,700 times in 2018.
- Nextdoor.com
 - Began using in June 2018.
 - Real-time education from recycling coordinator with residents in more than 20 neighborhoods across Conway.
- Google Business
 - Implemented in October 2018.
 - Users “Googled” the department for more than 4,200 individual searches.
 - Current rating is 4.3 stars out of 5 stars, with 12 user reviews.

To meet the varied communications needs of all residents and businesses as best we can, announcements and information were published/presented to the following media outlets:

- Log Cabin Democrat
- Arkansas Democrat-Gazette
- River Valley & Ozark Edition, Arkansas Democrat-Gazette
- KATV Channel 7 News

Residential Collections

The residential collections program is responsible for providing efficient, unmatched collection of trash, recyclables, and yard waste for the residents of Conway and to ensure customer service levels are maintained.

In 2018, residential collection crews collected 14,032 tons (2.7 percent increase) of trash/garbage and 2,793.1 tons (7.1 percent decrease) of recyclable material from over 26,904 households in Conway.

- **Glass Collection**

Participation in the glass recycling program increased by 27 percent in 2018. Department personnel collected 152.3 tons of glass during the year. Currently, we collect glass 4 days per week utilizing a full-time employee, a pickup truck, and a trailer. We have approximately 3,850 glass bins distributed throughout the city. Gross revenue from the collection of glass is estimated at \$152.00.

- **Yard Waste Collection**

Yard waste collection decreased by 15.6 percent in 2018. Rear load, chipper, and roll-off crews collected 3,413.4 tons of yard waste.

Citywide, staff currently provide daily curbside yard waste collection utilizing both rear load and chipper crews. Employing both rear load and chipper methods of collection for yard waste is highly inefficient. Chipper crews began training on knuckleboom equipment at the end of 2018 in preparation of chipper replacement in 2019. Knuckleboom equipment provides a much safer and more efficient method of service.

- **Citywide/Countywide Cleanup**

The Department of Sanitation hosted the second annual Citywide Cleanup in conjunction with the Countywide Cleanup on April 20 and 21, 2018. Cleanups are provided in an effort to enhance the beauty of the community by allowing residents an opportunity to dispose of household items such as furniture, appliances, carpet, toys, and other household debris that often clutters garages, yards, and neighborhoods. The 2018 cleanup yielded 110.2 tons countywide, with 32.8 of those tons coming from within the Conway city limits.

Commercial Collections

The commercial collections program is responsible for the efficient and timely collection of commercial refuse and recyclables from the businesses of Conway. Commercial garbage is collected 6 days per week utilizing three (3) front load and two (2) rear load trucks. The front load trucks are operated solely by a driver while the rear loads require a driver and two (2) collectors to operate efficiently. Commercial collection crews collected 19,857.1 tons (0.9 percent increase) of trash/garbage and 1,393.6 tons (8.1 percent increase) of source separated corrugated cardboard in 2018.

Industrial Collections (Roll-Off)

The industrial collections division is responsible for the collection of large volumes of solid waste and recyclables from industrial complexes, businesses, and construction sites throughout Conway.

Industrial collections hauled 539.8 tons of cardboard from 16 “permanent” roll-off cardboard containers in 2018. “Permanent” roll-off containers were utilized for garbage collection at 111 businesses throughout the city. Throughout the year, 449 customers

utilized “temporary” containers at construction sites accounting for 13,684.4 tons of the total solid waste stream. This is 14.9 percent increase over 2017. The industrial collections division hauled and sold 321.7 tons of scrap metal to local markets.

Sanitary Landfill

The sanitary landfill division is responsible for the operation of a 93 acre, state-permitted, Class 1 sanitary landfill. The landfill division also operates a yard waste processing site and customer convenience center, better known as “The Wall”. The landfill processed a total of 59,994 tons of solid waste in 2018, a decrease of 0.4 percent from 2017. Around 78 percent of this total was collected by the residential, commercial, and industrial collections divisions. The remainder of the waste was delivered to the landfill by citizens, those residing within the City of Conway and those outside the city limits residing throughout Faulkner County.

Equipment operators within the landfill division hauled 2,167 loads of dirt used to cover the landfill working face in 2018. Operators also excavated and hauled 271 loads of rock and shale to build and maintain roads within the permitted landfill site to provide access to the working face. Approximately 794,000 gallons of water and 1,377 tons of gravel were applied to access roads in order to provide “all weather” access to the landfill and to assist with dust control as required by state regulations.

The Department of Sanitation received 5,336 tons of yard waste in 2018, down 10.6 percent from 2017. This material was ground or mulched, and used as alternate daily cover on the landfill working face.

Material Recovery Facility

The material recovery facility (MRF – pronounced “murf”) is responsible for the efficient operation of the city’s 35,000 square foot recyclables processing facility. The MRF receives, separates, and prepares recyclable materials for sale as raw materials to end users such as paper, cardboard, steel, aluminum, and plastic manufacturers.

Recycling markets have been fairly unstable since 2013 due, in part, to China’s Operation Green Fence, which was an effort to improve the quality of recyclables exported to their country. In early 2017, China released a second initiative, National Sword 2017, which imposed further constraints on the import of cardboard (OCC), mixed paper, and mixed plastics into their country. As a result of these initiatives and following the first full year of National Sword, the Department of Sanitation has experienced a 40 percent decline in revenue generated from the sale of recyclables (see charts on next page).

These developments have forced MRFs nationwide to reduce the amount of contamination in their production. In 2018, the Department of Sanitation altered the list of acceptable recyclables by removing plastic film, which is the number one source of contamination in mixed paper and OCC. Mixed grade plastics, plastics numbered 3-7, were also removed from the list as markets for those items continue to be unreliable.

Total Projected Revenue from the Sale of Recyclables				
Type of Material Sold	2016 (actual)	2017 (actual)	2018	Net Inc/(Dec)
Mixed Paper	\$ 240,891	\$ 208,180	\$ 41,816	\$ (166,364)
Old Corrugated Cardboard (OCC)	234,898	383,082	268,041	\$ (115,041)
Steel	19,937	28,919	34,221	\$ 5,302
Glass	220	145	186	\$ 41
Polyethylene Terephthalate (PET, #1)	27,389	34,325	32,590	\$ (1,735)
High-Density Polyethylene (HDPE, #2)	47,471	33,696	38,793	\$ 5,096
Plastic Film	11,903	12,031	3,742	\$ (8,289)
Mixed Plastics (#3-#7)	841	2,000	-	\$ (2,000)
Aluminum	24,198	53,702	26,669	\$ (27,033)
Batteries	605.28	231	219	\$ (12)
Reuse Center	19,995	16,745	16,010	\$ (735)
Totals	\$ 628,348	\$ 773,055	\$ 462,286	\$ (310,769)

Total Recyclables Sold by Weight (in tons)				
Type of Material Sold	2016	2017	2018	Net Inc/(Dec)
Mixed Paper	2,424	2,525	2,175	(351)
Old Corrugated Cardboard (OCC)	1,763	1,990	2,024	34
Steel	285	357	322	(35)
Glass	171	145	188	43
Polyethylene Terephthalate (PET, #1)	148	126	133	7
High-Density Polyethylene (HDPE, #2)	130	88	110	22
Plastic Film	44	45	23	(21)
Mixed Plastics (#3-#7)	21	44	0	(44)
Aluminum	33	41	21	(20)
Reuse Center	10	13	13	0
Batteries	2	1	1	0
Totals	5,033	5,375	5,009	(365)

Diverted Materials By Source and Weight (in pounds)				
Source of Recyclables	2016	2017	2018	Net Inc/(Dec)
MRF/Reuse/Wall Recyclables	5,033	5,375	5,009	(366)
Yard Waste/Mulch	5,758	5,971	5,336	(635)
Electronic Waste (E-waste)	50	53	72	19
Totals	10,840	11,398	10,417	(981)

Fleet and Grounds Maintenance

The fleet and grounds maintenance program is responsible for maintenance and repairs of all Department of Sanitation vehicles and equipment, as well as, lawn care, litter control, and building maintenance in and around the campus.

In 2018, staff mechanics performed 832 jobs, 167 of which were for preventive maintenance. Maintaining staffing levels for mechanics in 2018 was difficult. The City Council approved a wage adjustment at the end of the year to aid the department in attracting and retaining qualified mechanics.



City of Conway

Street & Engineering Department

ANNUAL REPORT

FY 2018

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GENERAL DESCRIPTION

General Description

MISSION STATEMENT

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

VISION STATEMENT

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

PRIMARY FUNCTIONS

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

HIGHWAY TURNBACK FUNDS REPORTING

All information necessary to satisfy the City of Conway's reporting requirements to the Arkansas House Public Transportation Committee and the Senate Transportation, Technology and Legislative Affairs Committee, regarding utilization of highway revenues and highway severance turnback funds, is contained within this document and highlighted in yellow; specifically,

- "...a general ledger accounting of the city or county street/road fund..."
- "...the percentage of the street/road fund that is comprised of state funds..."
- "...details of each contracted project including type and description of project, and total amount of money spent on the project..."

STAFF

Forty-seven positions (forty-four full-time, two part-time, and one contract labor) were authorized for the Street & Engineering Department by the City Council for 2018. Due to our high turnover rate and difficulty in finding qualified personnel, approximately thirty-five of these positions were filled at year end. These staff were categorized into the following sections:

DEPARTMENTAL DIVISIONS

DIVISION	# OF EMPLOYEES
Administration	3
Engineering	3

GENERAL DESCRIPTION

Traffic	4
Construction	15
Maintenance	10

MAJOR PROJECTS

The following major projects were either being designed or constructed during 2018:

- **Bean Street Improvements** – *S Center to S German*
- **Bean Street Parking Lot** – *Conway Station Park*
- **Laurel Park Parking Lot** – *Robinson Avenue*
- **Bruce Street/6th Street Improvements** – *Harkrider to Interstate 40*
- **College & Salem Intersection Improvements** – *Roundabout*
- **Zagster/UCA Bike Share Partnership** – *Student Center, Bear Village, Mashburn, Lewis, Thompson*
- **Zagster Bike Share Stations** – *Glenrock Apartments, Centerstone Apartments*
- **Eve Lane Improvements** – *1 to 18*
- **Dave Ward Drive Adaptive Signal Control System** – *Hogan to I-40*
- **Dave Ward Drive Pedestrian Overpass** – *Stone Dam Creek Trail*
- **Pavement Marking** – *Ward 2*
- **Pedestrian Bridge Replacement** – *Gatlin Park @ Tucker Creek*
- **Markham Street Improvements** – *Van Ronkle to Mill*
- **Chestnut & Van Ronkle Improvements** – *Roundabout*
- **Tyler Street Sidewalk** – *Gatlin Park to Washington*
- **College & Country Club Improvements**– *Roundabout*
- **Kinley Trail Maintenance/Hydraulic Improvements** – *Hogan to Railroad*
- **Oak & E. German Modifications**– *Traffic Signal*
- **Augusta Avenue Improvements** – *Robinson to Louvenia*
- **Harkrider & Bruce Improvements** – *Traffic Signal*
- **Oak Street Adaptive Signal Control System** – *Harkrider to E. German*

STREET FUND

Street Fund

REVENUE

Below is a summary of revenue as of January 2, 2018. An accounting of actual street fund revenue will be completed in early 2019. For more information, please contact the Finance Department.

2018 REVENUE

SOURCE	BUDGETED	ACTUAL
Ad Valorem Tax	\$1,500,000.00	\$1,495,081.41
Sales Tax	\$270,000.00	\$277,730.55
<u>State Tax Turnback – Gasoline</u>	<u>\$2,683,474.00</u>	<u>\$2,417,053.23</u>
<u>State Tax Turnback – Sales</u>	<u>1,100,000.00</u>	<u>\$1,237,108.10</u>
Severance Tax	\$75,000.00	\$134,459.19
Payments in Lieu of Tax	\$8,000.00	\$0.00
Sign Permits	\$0.00	\$1,620.00
Engineering Fees	\$5,000.00	\$21,750.00
Interest Income	\$40,000.00	\$95,839.00
Insurance Proceeds	\$0.00	\$0.00
Fund Balance Appropriation	\$0.00	\$0.00
Miscellaneous Revenues	\$10,000.00	\$1,403.91
TOTAL	\$5,691,474.00	\$5,729,414.85

The underlined funding sources shown above indicate state funds. The percentage of the Street Fund that was comprised of state funds in 2018 was 67.79% of budgeted revenue and 66.13% of actual revenue.

EXPENSES

The summary below reflects all expenditures processed for the 2018 fiscal year as of January 2, 2018.

2018 EXPENDITURES

CATEGORY	BUDGETED	ACTUAL
Personnel	\$2,907,304.00	\$2,118,689.56
Professional Services	\$124,250.00	\$91,290.19

STREET FUND

Maintenance & Construction	\$2,416,144.12	\$1,953,455.95
Traffic Signal Maintenance	\$410,781.76	\$471,560.78
Alternative Transportation	\$296,932.38	\$251,699.73
Fuel & Supplies	\$237,500.00	\$165,858.94
Other Operating Expenses	\$165,500.00	\$67,756.58
Capital Improvement Projects	\$250,558.15	\$265,094.69
Capital Equipment	\$250,857.87	\$292,631.00
TOTAL	\$7,059,828.28	\$5,678,037.42

At the time of publication of this report the ratio of expenditures to revenues for the Street fund was approximately 99.1%. The summary below reflects all expenditures processed for the 2018 fiscal year as of January 2, 2019 in accordance with state required categories.

2018 EXPENDITURES (STATE CATEGORIES)

CATEGORY	BUDGETED	ACTUAL
Bicycle Paths	\$0.00	\$0.00
Bridges	\$0.00	\$0.00
Drainage Maintenance	\$0.00	\$0.00
Highways	\$0.00	\$0.00
Hot Mix, Asphalt, Gravel, Concrete, Paint, Steel	\$631,938.12	\$410,361.00
Intelligent Transp. Systems	\$0.00	\$0.00
Intermodal Facilities	\$0.00	\$0.00
Other Surface/Water Transp.	\$0.00	\$0.00
Parking Facilities	\$0.00	\$0.00
Pedestrian Ways	\$0.00	\$0.00
Port Authorities	\$0.00	\$0.00
Public Transit Systems	\$177,000.00	\$177,000.00
Railroads	\$0.00	\$0.00
Roads/Streets	\$5,792,058.02	\$4,706,672.12
Safety Improvements	\$12,500.00	\$15,598.00
Sidewalks	\$119,932.38	\$74,699.73
Lighting/Right of Way Maint.	\$20,000.00	\$26,843.37

STREET FUND

Toll Facilities	\$0.00	\$0.00
Traffic Mgmt. Systems	\$0.00	\$0.00
Traffic Signal Systems	\$306,399.76	\$266,863.20
Trails	\$0.00	\$0.00
Traveler Information Systems	\$0.00	\$0.00
Tunnels	\$0.00	\$0.00
TOTAL	\$7,059,828.28	\$5,678,037.42

MAJOR PROJECT FUNDING

Major Project Funding

PAY AS YOU GO SALES TAX

The summary below reflects all revenues and expenditures processed for the 2018 fiscal year as of January 2, 2019.

2018 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$3,724,306.96	\$5,384,559.79	\$1,165,123

For a detailed accounting of the Pay As You Go account, please contact the Finance Department.

IMPACT FEE

The summary below reflects all revenues and expenditures processed for the 2018 fiscal year as of January 2, 2019.

2018 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$348,560.03	\$196,433.76	\$1,165,123

The majority of the 2018 expenditures were used to fund the construction of the College & Country Club roundabout. The balance of the impact fee account, in addition to 2019 revenue should be sufficient to complete another roundabout project in 2019/2020. A traffic study will be completed in early 2019 to determine the most beneficial location. An accurate accounting of major project fund revenue will be completed in the first quarter of 2019. For more information, please contact the Finance Department.

STREET SALES TAX

The summary below reflects all revenues and expenditures processed for the 2018 fiscal year as of January 2, 2019.

2018 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$3,192,871.16	\$62,665.00	\$3,130,203

MAJOR PROJECT FUNDING

The Street Sales Tax began generating revenue in the summer of 2018. These funds will be used beginning in 2019 to fund the construction of Stanley Russ, Donaghey Avenue, Salem Road, and other large roadway projects.

STORMWATER FUND

The summary below reflects all revenues and expenditures processed for the 2018 fiscal year as of December 31, 2018.

2018 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$0.00	\$4,441.02	\$48,572.10

The Stormwater fund, also known as the in-lieu detention fund, does not generally generate enough revenue for large projects. It was last used in 2016 to hire a consultant to research and write the necessary language for a stormwater utility.

SIDEWALK FUND

The summary below reflects all revenues and expenditures processed for the 2018 fiscal year as of December 31, 2018.

2018 SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$37,980.00	\$321.90	\$114,033.04

The sidewalk fund will be used in 2019 to partially fund the Tyler Street sidewalk project.

CONSTRUCTION PROJECTS

Construction Projects

STREET CREW PROJECTS

- **Bean Street Improvements** – *S Center to S German* – Reconstruction of this roadway was completed and \$24,007.21 was spent in early 2018.
- **Bean Street Parking Lot** – *Conway Station Park* – Construction of this new parking lot was completed in early 2018. \$38,396.60 was spent in 2018.
- **Laurel Park Parking Lot** – *Robinson Ave* – *Expansion of this parking lot was completed in 2018.*
- **Zagster Bike Share Stations** – *UCA Student Center, Bear Village, Mashburn, Lewis, Thompson* – Street crews poured the concrete pads and prepped the installation of these five additional bike share stations which were added on UCA's campus in 2018.
- **Eve Lane Improvements** – *1 to 18* – The eastern side of this residential loop was improved and \$188,540.38 were spent in 2018.
- **College & Country Club** – *Mini Roundabout* – Conway's first mini roundabout was opened before the start of the 2018/2019 school session. \$215,806.63 was spent in 2018. Sidewalks will be added in 2019.
- **Tucker Creek Maintenance** – *Hogan to Railroad* – Undergrowth on both sides of Tucker Creek was mulched in 2018 to improve the hydraulics along the trail.
- **Railroad Creek Maintenance** – *Robins to Amtran* – Mulching of the undergrowth on both sides of Railroad Creek began in 2018 to improve downtown drainage. The project should be completed in early 2019.
- **Augusta Avenue Improvements** – *Robinson to Louvenia* – Improvement of this gravel road began in 2018 at a cost of \$30,086.33. Once completed in 2019, the road will be paved and will include sidewalks, curb & gutter.

PRIVATE CONTRACTOR PROJECTS

- **Bruce Street/6th Street Improvements** – *Harkrider to Interstate 40* – A&B Dirt movers completed the improvement of 6th Street in 2017. \$795,384.70 was spent in 2018. Bruce Street improvements are scheduled to be completed in early 2019.
- **6th Street Overpass** – *I-40* – This new overpass was opened to traffic in 2017 but there were still some final cleanup items that remained last year. \$289,504.15 was spent in 2018.
- **College & Salem** – *Roundabout* – JCI Construction completed this this project in 2018 thanks to funding by Faulkner County.
- **Zagster Bike Share** – *Kinley Trail @ Prince Street* – An underperforming Zagster station was at Conway Station Park was moved to a better potential location by their in-house mechanic.
- **Pavement Marking Program** – *Ward 2* – A major pavement marking effort, including one quarter of the city, was completed by Arkansas Fence & Guardrail in 2018 at a cost of \$126,046.78.

CONSTRUCTION PROJECTS

- **Dave Ward Drive Adaptive Signal Control System** – *Hogan to I-40* – The engineering plans for this Metroplan system optimization grant were completed in 2018. The bid was awarded to Desoto County Electric, and the construction should be completed in 2019. \$3,200.00 was spent in 2018.
- **Dave Ward Drive Pedestrian Overpass** – *Stone Dam Creek @ Dave Ward* – Manhattan Road and Bridge began construction on this project to connect Stone Dam Creek Trail across Dave Ward Drive in 2018. Construction will be completed in 2019. Funding for this project is provided by the Parks & Recreation Department.
- **Gatlin Park Pedestrian Bridge Replacement** – *Tucker Creek Trail @ North Parking Lot* – Graylee Construction ordered the replacement bridge in 2018. Construction will be completed in 2019.
- **Oak & East German** – *Traffic Signal* – Fureigh Electric was contracted in 2018 to replace the degrading wire in this aging signal. The project will be completed in early 2019.
- **Harkrider & Bruce** – *Traffic Signal* – All Service Electric began replacing the traffic signal at this location in 2018 to accommodate the improvements to Bruce Street. \$120,271.11 was spent in 2018. The improvements will be completed in early 2019.
- **Gold Creek Mulching** – *Oak to City Limit* – Derden Landscape was paid \$12,454.50 to mulch the undergrowth on both sides of Gold Creek in 2018 to improve local drainage.

MAINTENANCE ACTIVITIES

Maintenance Activities

STREET AND DRAINAGE MAINTENANCE

In an effort to complete all the improvement projects assigned to Street Department work crews by the City Council in 2018, very few personnel and equipment were available for routine street maintenance. Only asphalt patching, mowing of street right of way and sweeping activities were performed on a daily basis. All other equipment and personnel were engaged full time on the designated street reconstruction projects listed in the previous section of this report.

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

ASPHALT OVERLAYS

Asphalt overlay is an effective method of prolonging the life of a roadway. The preparation of streets for asphalt paving required milling of the existing pavement prior to the placement of new pavement. An annual asphalt milling and paving contract was secured with Rogers Group and Crow Paving, and the work was supervised by the Street Superintendent. A total of \$3,361,456.26 was spent on asphalt overlays in 2018. The following streets were milled and overlaid with asphalt:

- Favre Ln. – Salem to Donaghey
- N Donaghey Ave. – Washington to Tyler
- Cadron Gap Rd. – Friendship to Lakeview
- Lakeview Acres Rd. – Cadron to Wakefield
- Country Club Rd. – Prince to Dave Ward
- Stermer Rd. – Country Club to Salem
- Exchange Ave – Dave Ward to Bronnie
- Bruce & Farris – Roundabout
- Prince & Western – Roundabout
- S. Donaghey Ave. – Favre to Hilton
- Hilton Dr. – Donaghey to Pebble Beach
- Wasson Rd. – Stanley Russ to Mill Pond
- Lower Ridge Rd. – Azalea to city limit
- Siebenmorgan Rd. – ARDOT to E. German
- Museum Rd. – Siebenmorgan to Oak
- 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
- Chaucer Ln. – April to Prestonwood
- Galaria Cv. – Chaucer to end
- Prestonwood Rd. – Chaucer to Westin Park
- Westin Park Dr. – Prestonwood to Prince
- Santa Fe Trail – Raleigh to Denver
- Denver Dr. – Santa Fe to Rio Grande
- Rio Grande Rd. – Denver to Raleigh
- Chicot Dr. – Ashley to Cleburne
- Benton Cv. – Chicot to end
- Baxter Dr. – Cleburne to Royal
- Royal Dr. – Baxter to Ashley

MAINTENANCE ACTIVITIES

- **Dallas Lp.** – *Baxter to Columbia*
- **Columbia Dr.** – *Tyler to Dallas*
- **St. Charles Dr.** – *Tyler to Haley*
- **Haley Ln.** – *St. Charles to end*
- **Buddy Cir.** – *St. Charles to end*
- **Josephine Cir.** – *St. Charles to end*
- **John Ed Cir.** – *St. Charles to end*
- **Hippo Dr.** – *Haley to Salem*
- **Brewer Lake** – *North Parking Lot*
- **Brewer Lake** – *South Parking Lot*
- **Vineyard Dr.** – *Chablis to Dogwood*
- **Chablis Dr.** – *Vineyard to Marlsgate*
- **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*
- **TJ Dr.** – *Clarence to Grummer*
- **Grummer Ln.** – *TJ to Clarence*
- **Gertrude Dr.** – *TJ to end*
- **Josita Cir.** – *Grummer to end*
- **Andy Dr.** *Grummer to north end*
- **Doodle Cir.** – *end to end*
- **Tony Cir.** – *Grummer to north end*
- **Raymond Dr.** – *Marie to Grummer*
- **Spatz Cir.** – *end to end*
- **Norbert Cir.** – *Grummer to end*
- **Arrow Smith Ln.** – *Knights to Crosspoint*
- **Archer Ln.** – *Knights to Crosspoint*
- **Bowman Ln.** – *Knights to Crosspoint*
- **Knights Dr.** – *Longbow to Bowman*

ASPHALT REPAIR

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

GENERAL STREET RIGHT OF WAY MAINTENANCE

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

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

EMERGENCY RESPONSE

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

MAINTENANCE ACTIVITIES

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

TRAFFIC SIGNS AND PAVEMENT MARKINGS

The traffic division utilized sign making equipment to make and install street marker signs in new subdivisions and as well as replacement warning and regulatory signs as they are stolen, faded, or destroyed. A contract was secured by the street department with Arkansas Fence and Guardrail to refresh all pavement markings in ward 2. Pavement markings in other wards were placed or repainted as necessary by the traffic and pavement marking crew.

MOWING STREET RIGHT OF WAY

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

STREET SWEEPING

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

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

DRAINAGE MAINTENANCE

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

MAINTENANCE ACTIVITIES

easements are not a legitimate street fund expense according to state law. An alternate funding source, such as a drainage utility, is desperately needed to provide the necessary personnel and equipment necessary to adequately maintain the city's drainage easements.

Engineering Services

PROJECT DESIGN & CONSTRUCTION ENGINEERING

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

- **College & Salem – Roundabout** – Construction engineering was provided in 2018 for this partnering project with Faulkner County. Landscape Architecture services were provided by Crafton, Tull, & Associates.
- **Eve Lane Improvements – 1 to 18** – Engineering design, utility coordination, and construction engineering were provided for this project, which was designed and completed in 2018.
- **Chestnut & Van Ronkle Improvements – Oak to Markham** – Engineering design and multi-agency coordination were provided in 2018 for this roundabout and streetscape project set to begin in January 2019.
- **Augusta Avenue Improvements – Robinson to Louvenia** – Engineering design, utility coordination, and construction engineering all commenced for this project in 2018 which is set to be completed in early 2019.
- **College & Country Club Improvements – Mini Roundabout** – Engineering design, utility coordination, and construction engineering for Conway’s first mini roundabout commenced in 2018. The project was completed before the first day of the 2018/2019 school session.
- **Tyler Street Sidewalk Installation – Gatlin Park to Washington** – Engineering design for this project began in 2018 and is currently about 30% complete. The project should be let for construction in mid to late 2019.
- **Laurel Park Parking Lot – Robinson** – Engineering design and construction engineering were provided for this parking lot expansion in 2018.
- **5th Avenue Splash Pad Parking Lot – Central Landing Boulevard** – Engineering design and multi-agency coordination began on this project in 2018 which is set to be completed in 2019.
- **Pavement Marking – Ward 2** – Detailed plans were prepared for many of the pavement marking projects undertaken in 2018.
- **Stanley Russ Road Improvements – Donaghey to Bill Bell** – Engineering design of this project began in 2018 and is currently about 10% complete.

CONTRACT ADMINISTRATION & COORDINATION

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

- **Dave Ward Drive Pedestrian Bridge – I-40** – Contract administration and coordination was provided with Garver Engineers, Conway Corporation, and Metroplan for this project which broke ground in 2018.

ENGINEERING SERVICES

- **Markham Street Improvements** – *Spruce to Van Ronkle* – Contract administration and coordination was provided with Garver Engineers, Conway Corporation, and Metroplan for the design of this project. Construction is scheduled to begin in 2019
- **Stone Dam Creek Trail** – *I-40* – Contract administration and coordination was provided with Halff & Associates in preparation for a grant application to extend the trail to S. German Ln.
- **Gold Creek Mulching** – *Oak to city limit* – Contract administration was provided with Derden Landscape for this project in 2018.
- **Salem Road Bridge** – *Tucker Creek* – Contract administration and coordination was initiated in 2018 with Fisher Arnold for this potential grant project.
- **Sugar Creek Acquisition** – *S. Donaghey* – Contract administration and coordination was provided with FTN in 2018 for this on-going federal grant flood buyout project.
- **Donaghey Avenue Improvements** – *Prince to Dave Ward* – Contract administration and coordination began in 2018 with Garver Engineers and Conway Corporation which will break ground in 2019 and be completed by 2022.
- **Dave Ward Drive Adaptive Signal Control System** – *Hogan to I-40* – Contract administration and coordination was provided in 2018 with Metroplan, Temple, Desoto County Electric, Metroplan, ARDOT, Neel-Schaffer, and Gresham Smith on this unique and complicated project.
- **Oak Street Adaptive Signal Control System** – *Harkrider to E. German* – Contract administration and coordination began in 2018 with Halff & Associates on this exciting Metroplan System Optimization grant project.

DEVELOPMENT REVIEW SERVICES

Engineering services were provided to the planning department for the review of all preliminary plats, final plats, and development plans to ensure compliance with federal, state, and local requirements as well as sound engineering design. Design review was initiated for the following projects in 2018:

- **Freeman Medical Clinic**
- **Covington Properties Parking**
- **Tropical Smoothie**
- **Kroger Click List Parking**
- **Steak N Shake**
- **Integrity Insurance Office Building**
- **Lenderman Dental Clinic**
- **Haven House**
- **Hendrix Creative Quad**
- **Dave Ward Mini Storage**
- **Zion Temple Church**
- **Verizon Wireless**
- **Keller Johnson New Facility**
- **Discount Direct**
- **Sleep Number**
- **Adv. Interventional Pain Surgery Center**
- **Fontaine Bleau Phase 1**
- **12 Hundred Place**
- **Car Mart**
- **COHO Small Homes Community**
- **Summit Church Addition**
- **Denny's Restaurant**
- **Old Conway Village**
- **St. Joseph's Parking Lot**

ENGINEERING SERVICES

- **Sonshine Academy Expansion**
- **Baker Retail Center**
- **Discount Tires**
- **Carwash USA**
- **Fellowship Bible Church Expansion**
- **Holiday Plaza Retail Center**
- **O'Reilly Autoparts Store**
- **Entergy Service Center**
- **Weatherstone Subdivision Ph2**
- **South Sterling PUD**
- **Cherry Hill Subdivision**
- **Salem Woods Ph2**
- **Carmichael Place Subdivision**
- **Winterbrook Subdivision Ph3**
- **Siebenmorgen Subdivision**
- **Mathews Meadows**
- **Salem Oaks Subdivision**
- **Edgewood Park Ph2**
- **Willow Oak Manor Ph2**
- **Charleston Place Subdivision**
- **Conrad Court**
- **Robynmar Subdivision**
- **Freyaldenhoven Subdivision**
- **Tyler Manor Subdivision**

Upon completion, all improvements were or will be inspected by the engineering department to ensure compliance with the approved plans and specifications. A total of 48 private developments were inspected for compliance in 2018.

CONSTRUCTION INSPECTION

Construction management and quality control were provided by the Engineering Department for all street and drainage improvement projects constructed by the Street Department work crews in order to ensure compliance with plans and specifications. Services for onsite construction observation and inspection of all roadways constructed by private contractors were provided by a contract employee, Mike Jetton, P.E., to ensure that all required improvements were completed in accordance with plans and specifications as approved by the engineering department. This includes the inspection of all contracted projects listed in the "Construction Activities" section of this report as well as all roadway construction initiated by privately funded commercial and residential development. In addition, the engineering department computed project quantities and verified completion and accuracy of pay estimates for payments to contractors. Construction inspection was performed for the following projects in 2018:

- **Covington Commercial Phase I**
- **Covington Commercial Phase II**
- **Winterbrook Phase II**
- **Winterbrook Phase III**
- **Edgewood Phase II**
- **Salem Oaks**
- **Weatherstone Phase III**
- **Hank's Fine Furniture**
- **Charleston Place**
- **North View Estates**
- **Mathews Meadows**
- **Willow Oaks Manor**
- **Sterling PUD**
- **Cherry Hill**
- **Salem Woods Phase II**
- **Lollie Bottoms Bridge Replacement**
- **Campbell Cove**
- **College & Salem Roundabout**
- **Caney Creek Bridge**
- **Bruce/6th Street Improvements**
- **6th Street Overpass**
- **Lewis Ranch**

ENGINEERING SERVICES

STORM WATER POLLUTION PREVENTION

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

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

Storm Water Pollution Prevention Plans were developed and submitted to ADEQ for major construction projects within the City in compliance with this permit. In addition, and assistance was provided to the Code Enforcement Department regarding properties that were in violation of this permit.

FLOODPLAIN MANAGEMENT

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

TRAFFIC SERVICES

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

TRAFFIC CALMING

Upon receiving a completed resident application, traffic counting equipment was placed and reports were produced indicating traffic volume and speed at locations where traffic calming was being considered. At locations approved by the Traffic Engineer, contracts were secured for the installation of traffic calming structures, signage, or pavement marking. In 2018, the following traffic calming devices were installed:

- **Prince Street Crosswalk @ Tennis Complex** – *Rectangular Rapid Flash Beacons*
- **Siebenmorgen Crosswalk @ Simon Intermediate** – *Rectangular Rapid Flash Beacons*
- **E. German Crosswalk @ Simon Intermediate** – *Rectangular Rapid Flash Beacons*
- **E. German Crosswalk @ Florence Mattison Elementary** – *Rectangular Rapid Flash Beacons*

ENGINEERING SERVICES

- **Washington Crosswalk @ Hendrix College** – *Rectangular Rapid Flash Beacons*
- **Irby Drive @ Amelia** – *Radar Speed Sensing Sign*
- **Irby Drive @ Penny** – *Radar Speed Sensing Sign*
- **Country Club Dr @ Lexington** – *School Zone Warning Beacon*
- **Favre Ln @ Sagegrass** – *School Zone Warning Beacon*
- **Various Locations** – *Speed Humps*

AGENCY COORDINATION

Approximately 25 miles of state highways are located within Conway's city limits. As a result, coordination with the Arkansas Highway and Transportation Department are necessary regarding any updates to the state highway system. In addition, City Engineer represents the city on Metroplan's Technical Coordinating Committee. Coordination with Metroplan, Central Arkansas' metropolitan planning organization, is essential regarding any projects receiving federal funds. The following federally funded projects have required significant coordination with one or both of these agencies this year:

- **Dave Ward Drive Adaptive Signal Control System**
- **Oak Street Adaptive Signal Control System**
- **Dave Ward Drive Pedestrian Overpass**
- **Gatlin Park Pedestrian Bridge Replacement**
- **Oak & East German**
- **Harkrider & Bruce**
- **Highway 25 Accident Analysis**
- **Highway 64/65 Connector Study**
- **Highway 65B Traffic Study**
- **Markham Street Improvements**

ALTERNATIVE TRANSPORTATION

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

IMPROVEMENT PROGRAM UPDATE SUMMARY

Improvement Program Update Summary

STREET SALES TAX PROJECTS

- **Stanley Russ Road Improvements** – *Donaghey to Bill Bell* – Design began in 2018, construction to begin and be completed in 2019.
- **Donaghey Avenue Improvements** – *Prince to Dave Ward* – Design began in 2018, utility relocation to begin in 2019, roadway construction to begin in 2020.
- **Salem Road Improvements** – *College to Dave Ward* – Design to begin in 2019, phase one construction to begin in 2020.
- **Dave Ward Improvements** – *Harkrider to I-40* – ARDOT began a traffic Study in 2018. Pending ARDOT acceptance, design will hopefully begin in 2020 with construction to begin around 2022.
- **Harkrider Improvements** – *Oak to Bruce* – Pending ARDOT approval, design will hopefully begin in 2019 or 2020 with construction to begin in 2021 or 2022.

STREET FUND PROJECTS

- **Chustnut & Van Ronkle** – *Mini Roundabout* – Construction is set to begin on January 7, 2019 and should be completed in less than one year.
- **Tyler Street Asphalt Rehabilitation** – *Sena to Washington* – Construction should be completed during the summer of 2019.
- **Markham Street Improvements** – *Van Ronkle to Mill* – Construction is scheduled to begin in early 2019 and should be completed in 2020.

IMPACT FEE PROJECTS

- **Dave Ward Drive Adaptive Signal Control System** – *Hogan to I-40* – Construction began in 2018 and should be completed in 2019.
- **Oak Street Adaptive Signal Control System** – *Harkrider to E. German* – System Engineering should begin in early 2019.
- **Intersection Improvements** – *Location TBD* – Traffic studies began in late 2018 and will continue in 2019 to determine which intersections in Conway are in most need of improvement. Impact fee funds should allow for the construction of one roundabout in 2019/2020 and another in 2021/2022.

Intersections being considered include:

- **College & Farris**
- **Tyler & Salem**
- **Salem & Irby**
- **Prince & Country Club**
- **College & Prince**
- **Prince & Hogan**

IMPROVEMENT PROGRAM UPDATE SUMMARY

PAY AS YOU GO PROJECTS

- **Tyler Street Sidewalks** – *Library to Washington* – Design began in late 2018. Construction should begin in late 2019.
- **Bruce Street Improvements** – *Harkrider to 6th* – Construction should be completed in early 2019.
- **Bruce & Harkrider Traffic Signal** – *Intersection* – Construction should be completed in early 2019.
- **Morningside Drive Maintenance** – *Tucker Creek to Timberlane* – Concrete street preservation activities will begin in 2019; construction should be complete by early 2020.
- **Tucker Creek Road Maintenance** – *Salem to Tyler* – Concrete street preservation activities will begin in 2019; construction should be complete by early 2020.
- **Davis Street** – *Robins to Dave Ward* – Concrete street preservation activities will begin in 2019; construction should be complete by early 2020.
- **Old Conway Sidewalk Repair** – *Locations Specified in Section 5.3 of the City of Conway Pedestrian Master Plan* – Design is scheduled to begin in early 2019. Construction will hopefully begin by the end of 2019, with portions of the list being completed early the following year.
- **State Aid Overlay Project** – *Various Locations* – State Aid grant funding is anticipated to provide for the following asphalt overlays in either 2019 or 2020:
 - **Davis St** – *Hairston to Robins*
 - **College Avenue** – *Salem to Donaghey*
 - **6th Street** – *Harkrider to 1st*
- **Sugar Creek Acquisition** – *Donaghey* – Acquisition is set to begin in late 2019.
- **Old Scrapyard Detention/Park** – *Markham Street* – Grants were successfully secured in 2018. Design is set to begin in early 2019. Construction is expected to take place in 2020.
- **Oak Street** – *Railroad to Locust* – Design began in 2018 and will continue in 2019. Construction is expected of 2020/2021.
- **Parkway Street** – *Oak to Main* – Design began in 2018 and will continue in 2019. Construction is expected of 2020/2021.
- **Locust Street** – *Caldwell to College* – Design should begin in 2019. Construction funding should become available by 2021.
- **Nutters Chapel** – *Mattison to Pebble Beach* – Design should begin in 2020. Construction funding should become available in 2022.
- **Nutters Chapel** – *Mattison to Salem* – Design should begin in 2021. Construction is not fiscally constrained at this time.
- **Meadowlake** – *Donaghey to Washington* – Design should begin in 2020. Right of way acquisition should begin in 2021. Construction is not fiscally constrained at this time.

CONTACT INFORMATION

Contact Information

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