



City of Conway, Arkansas
CITY COUNCIL
Agenda • April 25, 2023

www.conwayarkansas.gov

Elected Officials

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

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

5:30pm:	City Attorney's Office/ Information Technology
6:00pm:	City Council Meeting • City Council Chambers • 1111 Main Street
<u>Call to Order:</u>	Bart Castleberry, Mayor
<u>Roll Call:</u>	Michael O. Garrett, Clerk/Treasurer
<u>Minutes Approval:</u>	April 11, 2023
<u>Monthly Financials:</u>	Month Ending March 31, 2023

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

1. Ordinance allowing Conway Corporation to accept wastewater and set rates from the Preston area outside of the City.

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

1. Consideration to approve nominations for the Advertising & Promotion Commission.
2. Consideration to approve a warranty deed transfer for Oak Grove Cemetery for +/- 1.95 acres located at the former Conway Airport.
3. Consideration to approve a conditional use permit to allow two duplexes in the C-2 zoning for property located at 1715 Bowie St.
4. Ordinance to rezone Bell Valley Ph. 5 located on the east side of S German Lane south of the intersection of Favre Lane and South German Lane from R-1 to PUD.

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

1. Resolution to approve the agreement for downtown maintenance services for Public Works.
2. Consideration to dispose of inventory (vehicles & equipment) for the Sanitation Department.
3. Resolution to approve C&C Manufacturing for purchasing a Landfill Compactor for the Department of Sanitation.

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

1. Resolution to approve asset removal (vehicles) for the Conway Police Department.
2. Ordinance appropriating reimbursement funds for the Conway Police Department.

3. Consideration to dispose of inventory (equipment) for the Information Technology Department.
4. Resolution to approve asset removal (vehicles) for the Information Technology Department.
5. Ordinance approving an amendment to the employee handbook for the Conway IT Department.

E. Finance

1. Consideration to approve salary changes within the Department of Sanitation and the Conway Transportation Department.

Adjournment



City of Conway, Arkansas
Monthly Financial Reports
March 31, 2023

City of Conway
 Monthly Financial Report - General Fund
 For the month ended March 31, 2023



Revenues	Budget	Month	Year to Date	Encumbered	(Over)/Under	%
		Activity			Budget	Expend/Collect
Ad Valorem Tax	4,200,000	110,680	365,637		3,834,363	9%
Payments in Lieu of Tax	20,000	-	36,225		(16,225)	181%
State Tax Turnback	950,000	61,814	249,397		700,603	26%
Insurance Tax Turnback - LOPFI	1,300,000	-	-		1,300,000	0%
Sales Tax	28,200,000	2,218,183	7,220,105		20,979,895	26%
Beverage Tax	600,000	-	-		600,000	0%
Franchise Fees	3,829,200	938,958	1,380,349		2,448,851	36%
Office Space Leases	67,400	-	5,617		61,783	8%
Permits	560,500	44,838	116,737		443,763	21%
Public Safety	2,166,332	68,873	314,810		1,851,521	15%
Parks	630,000	59,771	220,991		409,009	35%
Insurance Proceeds	258,041	208,086	264,653		(6,612)	103%
Federal Grant Revenues	221,900	90,768	90,768		131,132	41%
State Grant Revenues	100,000	-	100,000		-	100%
Interest Income	123,000	948	187,909		(64,909)	153%
Proceeds from Sale of Assets	-	163	200		(200)	-
Donations	-	500	500		(500)	-
Miscellaneous Revenues	120,750	18,350	58,589		62,161	49%
Transfers from Other Funds	820,000	-	-		820,000	0%
Total Revenues	44,167,123	3,821,931	10,612,486		33,554,637	24%
Expenditures						
Admin (Mayor, HR)	1,106,641	108,486	218,887	25,685	862,069	20%
Finance	509,830	36,739	75,918	68	433,844	15%
City Clerk/Treasurer	170,444	18,104	37,673	-	132,771	22%
City Council	99,297	6,866	12,979	-	86,318	13%
Planning	712,567	73,005	125,115	6,024	581,428	18%
Physical Plant	936,928	84,497	178,851	5,240	752,837	19%
Information Technology	1,836,982	91,962	362,177	2,007	1,472,798	20%
Permits and Inspections	574,676	49,597	104,320	1,215	469,140	18%
Nondepartmental	1,786,992	27,504	421,494	4,774	1,360,724	24%
Police	16,413,307	1,668,138	3,570,385	158,592	12,684,330	22%
CEOC	1,721,095	168,771	310,759	4,292	1,406,044	18%
Animal Welfare	651,043	50,056	106,548	77,891	466,604	16%
Municipal District Court	1,021,716	103,798	258,226	1,399	762,091	25%
City Attorney	650,696	61,586	127,760	1,022	521,914	20%
Fire	15,740,987	1,276,164	2,761,312	389,957	12,589,718	18%
Parks	3,791,949	380,369	811,056	45,070	2,935,823	21%
Total Expenditures	47,725,149	4,205,643	9,483,461	723,237	37,518,452	20%
Net Revenue/(Expense)	(3,558,026)		1,129,026			

*All figures are unaudited

Notes:

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

City of Conway
General Fund
2023



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-23-16	2/14/23	Contribution to Non-uniform pension plan	570,000

City of Conway
 Balance Sheet - General Fund
 As of March 31, 2023



Cash - Operating	17,656,367
Cash - Reserve	1,775,615
Petty Cash	715
Taxes Receivable	5,001,922
Accounts Receivable	4,355,715
Due from Other Funds	7,622
Due from Street	116,460
Due from Component Unit	252,255
Fuel Inventory	(16,486)
General Inventory	585
<i>Assets</i>	<u>29,150,770</u>
Accounts Payable	(51,154)
Insurance and Benefits Payable	216,270
Event Deposits	4,750
Held for Others - Crimestopper Reward	5,000
Held for Others - Performance Bonds	5,195
Due to Other Funds	73,843
Deferred Revenue	4,388,445
Unearned Revenue - City Hall Lease	960,000
<i>Liabilities</i>	<u>5,602,349</u>
<i>Fund Balance</i>	<u>23,548,421</u>
<i>Total Liabilities & Fund Balance</i>	<u>29,150,770</u>

*All figures are unaudited

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City of Conway
 Monthly Financial Report - Street Fund
 For the month ended March 31, 2023



	<u>Budget</u>	<u>Month Activity</u>	<u>Year to Date</u>	<u>Encumbered</u>	<u>(Over)/Under Budget</u>	<u>% Expend/Collect</u>
Revenues						
Ad Valorem Tax	1,500,000	40,822	134,268		1,365,732	9%
Payments in Lieu of Tax	6,000	-	-		6,000	0%
State Tax Turnback	3,000,000	176,959	663,433		2,336,567	22%
State Tax Turnback - Other	1,800,000	148,708	480,960		1,319,040	27%
Severance Tax	279,000	29,888	83,732		195,268	30%
State Tax Turnback - Wholesale	400,000	28,604	96,116		303,884	24%
Sales Tax	400,000	31,081	101,167		298,833	25%
Sign Permits	-	-	480		(480)	-
Engineering Fees	15,000	1,000	2,825		12,175	19%
Interest Income	100,000	-	35,058		64,942	35%
Proceeds from Sale of Assets	-	-	24,600		(24,600)	-
Miscellaneous Revenues	-	20	323		(323)	-
Total Revenues	7,500,000	457,083	1,622,961	-	5,877,039	22%
Expenditures						
Personnel Costs	3,358,630	292,490	615,093	-	2,743,537	18%
Other Operating Costs	4,240,370	142,701	440,252	28,732	3,771,387	10%
Total Operating Costs	7,599,000	435,190	1,055,345	28,732	6,514,924	14%
Capital Outlay	902,022	139,320	150,751	281,369	469,902	17%
Total Expenditures	8,501,022	574,511	1,206,096	310,101	6,984,825	14%
Net Revenue/(Expense)	(1,001,022)		416,866			

*All figures are unaudited

Notes:

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

City of Conway
Street Fund
2023



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-23-16	2/14/23	Contribution to Non-uniform pension plan	110,000

City of Conway
Balance Sheet - Street Fund
As of March 31, 2023



Cash - Operating	4,063,056
Taxes Receivable	70,086
Accounts Receivable	1,614,737
Due from Other Funds	9,647
<i>Assets</i>	<u>5,757,526</u>
Accounts Payable	(876)
Insurance and Benefits Payable	(74)
Due to General	116,460
Deferred Revenue	1,614,736
<i>Liabilities</i>	<u>1,730,246</u>
<i>Fund Balance</i>	4,027,278
<i>Total Liabilities & Fund Balance</i>	<u>5,757,526</u>

*All figures are unaudited

City of Conway
 Monthly Financial Report - Sanitation
 For the month ended March 31, 2023



Revenues	<u>Budget</u>	<u>Month</u>	<u>Year to</u>	<u>Encumbered</u>	<u>(Over)/Under</u>	<u>%</u>
		<u>Activity</u>	<u>Date</u>		<u>Budget</u>	<u>Expend/Collect</u>
Sanitation Fee Rev-Residential	9,800,000	902,818	1,767,910		8,032,090	18%
Proceeds - Recycled Materials	350,000	26,585	82,980		267,020	24%
Landfill Fees - General	250,000	25,260	61,429		188,571	25%
Insurance Proceeds	-	166,042	166,042		(166,042)	-
Interest Income	200,000	-	172,334		27,666	86%
Proceeds from Sale of Assets	-	122	2,347		(2,347)	-
Total Revenues	10,600,000	1,120,826	2,253,042	-	8,346,958	21%
Expenditures						
Personnel Costs	5,898,153	632,941	1,327,964	870	4,569,319	23%
Other Operating Costs	3,703,439	173,342	353,363	303,178	3,046,898	10%
Total Operating Costs	9,601,592	806,283	1,681,327	304,048	7,616,217	18%
Capital Outlay	2,765,316	-	432,285	1,074,469	1,258,563	16%
Total Expenditures	12,366,908	806,283	2,113,611	1,378,516	8,874,780	17%
Net Revenue/(Expense)	(1,766,908)		139,430			

*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.
- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway
Sanitation Fund
2023



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-23-16	2/14/23	Contribution to Non-uniform pension plan	310,000

City of Conway
 Balance Sheet - Sanitation
 As of March 31, 2023



Cash - Operating	14,818,329
Petty Cash	200
Post Closure Cash Account	6,345,331
Accounts Receivable	14,011
Due from Component Unit	938,781
General Inventory	2,122
Land & Buildings	2,406,050
Infrastructure	780,803
Machinery, Equipment & Vehicles	3,857,908
Deferred Outflows of Resources	1,333,878
Deferred Outflows of Resources-OPEB	263,454
<i>Assets</i>	<u>30,760,867</u>
Accounts Payable	5,101
Insurance and Benefits Payable	(301)
Compensated Absences	229,958
Net Pension Obligation	12,456,380
Deferred Inflows of Resources	1,982,402
Deferred Inflows of Resources-OPEB	114,568
Net OPEB Liability	1,069,934
Due to Other Funds	4,104
Landfill Close/Post Close	8,362,165
<i>Liabilities</i>	<u>24,224,310</u>
<i>Net Position</i>	<u>6,536,557</u>
<i>Total Liabilities and Net Position</i>	<u>30,760,867</u>

*All figures are unaudited

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

City of Conway
 Monthly Financial Report - Airport
 For the month ended March 31, 2023



	<u>Budget</u>	<u>Month</u> <u>Activity</u>	<u>Year to</u> <u>Date</u>	<u>Encumbered</u>	<u>(Over)/Under</u> <u>Budget</u>	<u>%</u> <u>Expend/Collect</u>
Revenues						
Sales Tax	25,000	3,445	9,545		15,455	38%
Airport Fuel Sales	1,638,224	187,367	486,004		1,152,220	30%
T-Hangar Rent	183,780	10,795	115,406		68,374	63%
Community Hangar Rent	48,000	4,000	11,000		37,000	23%
Ground Leases	20,257	-	-		20,257	0%
Misc Revenue - Non air	9,700	1,918	11,418		(1,718)	118%
Miscellaneous Revenues	20,090	1,388	4,297		15,793	21%
Total Revenues	1,945,051	208,913	637,671	-	1,307,380	33%
Expenditures						
Personnel Costs	408,999	37,267	75,558	-	333,441	18%
Fuel for Resale	1,100,000	135,665	372,467	-	727,533	34%
Other Operating Costs	191,300	9,476	31,786	6,805	152,709	17%
Total Operating Costs	1,700,299	182,408	479,811	6,805	1,213,683	28%
Capital Outlay	110,400	-	24,918	23,761	61,721	23%
Total Expenditures	1,810,699	182,408	504,729	30,566	1,275,404	28%
Net Revenue/(Expense)	134,352		132,942			

*All figures are unaudited

Notes:

- 1) Budget column is current budget which includes all year-to-date adjustments, if any.
- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway

Airport Fund

2023

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-23-16	2/14/23	Contribution to Non-uniform pension plan	10,000

City of Conway
 Balance Sheet - Airport
 As of March 31, 2023



Cash - Operating	310,225
Taxes Receivable	6,101
Accounts Receivable - Fuel Vendor	56,229
Fuel Inventory	105,834
Land	1,254,473
Buildings	3,430,723
Machinery & Equipment	234,086
Infrastructure	22,959,891
Deferred Outflows of Resources-OPEB	10,784
<i>Assets</i>	<u>28,368,345</u>
Compensated Absences	17,855
Net OPEB Liability	43,795
Deferred Inflows of Resources-OPEB	4,690
Due to General	1,429
Note Payable	600,000
<i>Liabilities</i>	<u>667,769</u>
<i>Net Position</i>	<u>27,700,576</u>
<i>Total Liabilities & Net Position</i>	<u>28,368,345</u>

*All figures are unaudited

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

City of Conway
Monthly Financial Report - Major Project Funds
As of March 31, 2023



Parks and Rec A&P Tax

Balance, 2/28/23	4,133,719
Receipts	381,719
Payments	(403,515)
Balance, 3/31/23	\$ 4,111,923

Pay as you go Sales Tax

Balance, 2/28/23	9,998,261
Receipts	502,701
Payments	(87,323)
Balance, 3/31/23	\$ 10,413,639

Street Impact Fees

Balance, 2/28/23	2,296,167
Receipts	88,702
Payments	-
Balance, 3/31/23	\$ 2,384,869

Parks Impact Fees

Balance, 2/28/23	549,833
Receipts	40,428
Payments	-
Balance, 3/31/23	\$ 590,261

Street Sales Tax

Balance, 2/28/23	20,933,502
Receipts	706,702
Payments	(78,250)
Balance, 3/31/23	\$ 21,561,954



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

AN ORDINANCE ALLOWING CONWAY CORPORATION TO ACCEPT WASTEWATER FROM THE PRESTON AREA OUTSIDE THE CITY; SETTING RATES; AND FOR OTHER PURPOSES

Whereas, the City of Conway, Arkansas (the “City”) owns a sewer system (the “System”), which System is operated by Conway Corporation, an Arkansas nonprofit corporation (the “Corporation”), pursuant to an exclusive franchise granted by the City; and

Whereas, the City and the Corporation have determined that it is necessary to preserve the ecology of Lake Conway by regionally treating wastewater and diverting it from Lake Conway; and

Whereas, the City has previously adopted Ordinance 0-19-55 which allows Conway Corporation to serve wastewater outside the city, with the approval of the Mayor and the City Council; and

Whereas, the Preston Area received American Rescue Plan Act funding from the Arkansas Natural Resources Department and from the Faulkner County Quorum Court to pay for the necessary improvements;

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

Section 1. Conway Corporation is authorized to treat wastewater from the Preston Area of Faulkner County.

Section 2. OM&R charge. For the purpose of providing for the operation, maintenance and replacement of the System (OM&R) for sewer service billed after the beginning of this Project, all residential or commercial users shall be charged monthly: \$18.79.

Section 3. VOLUMETRIC charge. The volumetric monthly charge for all use shall be \$8.08 per thousand gallons or part thereof and a minimum volumetric charge for 1,000 shall be used to calculate the minimum monthly invoice.

Section 4. The monthly minimum shall be the OM&R charge plus a monthly minimum of 1,000 gallons. The minimum charge shall be \$18.79 plus \$8.08 for a total minimum of \$26.87.

Section 5. The provisions of this Ordinance are separable and if a section, phrase or provision hereof shall be declared invalid, such declaration shall not affect the validity of the remainder of this Ordinance.

Section 6. All ordinances and resolutions and parts thereof in conflict herewith, are hereby repealed to the extent of such conflict.

Section 7. Rates shall be effective January 1, 2025 or upon thirty days' notice when the System improvements are complete.

Section 8. This Ordinance is necessary for the protection of the peace, health and safety of the citizens of Conway and it is in the best interests of the City and citizens due to the rate covenants which require the City to maintain a minimum debt coverage for its wastewater revenue bonds.

Therefore, an emergency is declared and this Ordinance shall be in full force and effect on and after _____, 2023.

PASSED this 25th day of April, 2023.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

City of Conway, Arkansas
Office of the Mayor
Mayor Bart Castleberry
1111 Main Street
Conway, AR 72032
www.conwayarkansas.gov

MEMO

To: Mayor Castleberry
CC: City Council Members

From: Felicia Rogers
Date: April 25, 2023
Re: Advertising and Promotion Commission

The Advertising and Promotion Commission forward the following nominations for consideration:

- Melissa Britton
- Dustin Botsford
- Jose A. Castro

The terms vary for these nominees, and they will be decided at the Advertising and Promotion Commission's next board meeting by a draw.

Please advise if you have any questions.

WARRANTY DEED

KNOW ALL MEN BY THESE PRESENTS:

That the City of Conway hereinafter called GRANTOR, for an in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration in hand paid by Oak Grove Cemetery Association, LLC (hereinafter "Oak Grove Cemetery"), the receipt of which is hereby acknowledged, do hereby grant, bargain, sell and convey unto Oak Grove Cemetery, hereinafter called GRANTEE, and unto its successors and assigns forever, the following lands lying in Faulkner County, Arkansas to wit:

BOUNDARY LEGAL DESCRIPTION

800' x 100' Strip from City of Conway
To Oak Grove Cemetery

A tract of land situated in the NE ¼, SW ¼ and the NW ¼, SE ¼ of Section 7 Township 5 North, Range 13 West, City of Conway, Faulkner County, Arkansas more particularly described as follows:

Commencing at the Southeast Corner said SE ¼ Section 7 thence along the South Line of said SE ¼ Section 7 N88°46'39"W, 1390.96 feet; to a point on the South Line of Said Section 7; thence continuing along said South Line N88°31'06"W, 511.45 feet; thence N03°00'44"E, 585.41 feet; thence N41°19'49"W, 708.48 feet to a point on the eastern boundary of Oak Grove Cemetery; thence along said east boundary N01°20'02"E, 113.12 feet; thence N57°27'51"W, 184.26 feet; thence N01°07'25"E, 60.00 feet to a point on the North Right of Way of Bruce Street (60' ROW) and the POINT OF BEGINNING; thence N01°08'39"E, 100.00 feet; thence N88°51'21"W, 800.00 feet; thence S01°08'39"W, 100.00 feet to a Point on the North Right of Way of Bruce Street (60' ROW); thence S88°51'21"E, 800.00 feet along said North Right of Way line to the POINT OF BEGINNING and containing 1.84 acres more or less.

Subject to easements, rights of way, and protective covenants of record, if any.
Subject to all prior mineral reservations and oil and gas leases.

TO HAVE AND TO HOLD the same unto the said Grantee, and unto its successors and assigns forever, with all appurtenances thereunto belonging.

This transfer or deed is made with the full understanding that should the property fail to be used as a cemetery, it is to be null and void and property to revert to GRANTOR.

And we hereby covenant with said Grantee that we will forever warrant and defend the title to the said lands against all claims whatsoever.

WITNESS our hands and seals on this ____ day of _____, 2020.

I certify under penalty of false swearing that documentary

Stamps or a document symbol in the legally correct
Amount has been placed on this instrument.

GRANTEE OR AGENT: _____
GRANTEE'S ADDRESS: _____ GRANTOR _____

ACKNOWLEDGMENT

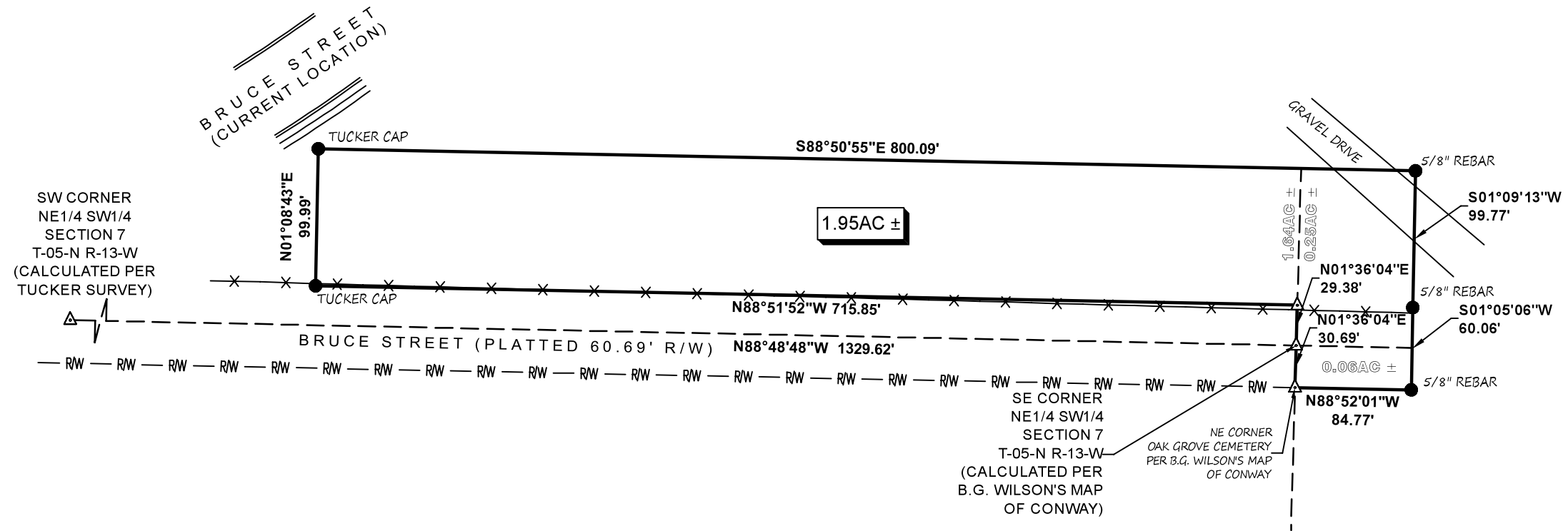
State of Arkansas]
]ss.
County of Faulkner]

On this day, before the undersigned, a Notary Public, duly commissioned, qualified and acting, within and for the said County and State, appeared in person the within named _____, known to me (or satisfactorily proven) to be the person whose names are subscribed to the foregoing instrument and acknowledged that they had executed the same for the consideration, uses and purposes therein set forth.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this ____ day of _____, 2023.

My commission expires:

Notary Public



LEGAL DESCRIPTION:

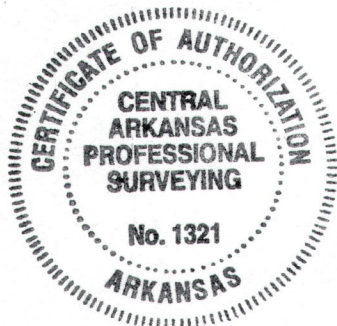
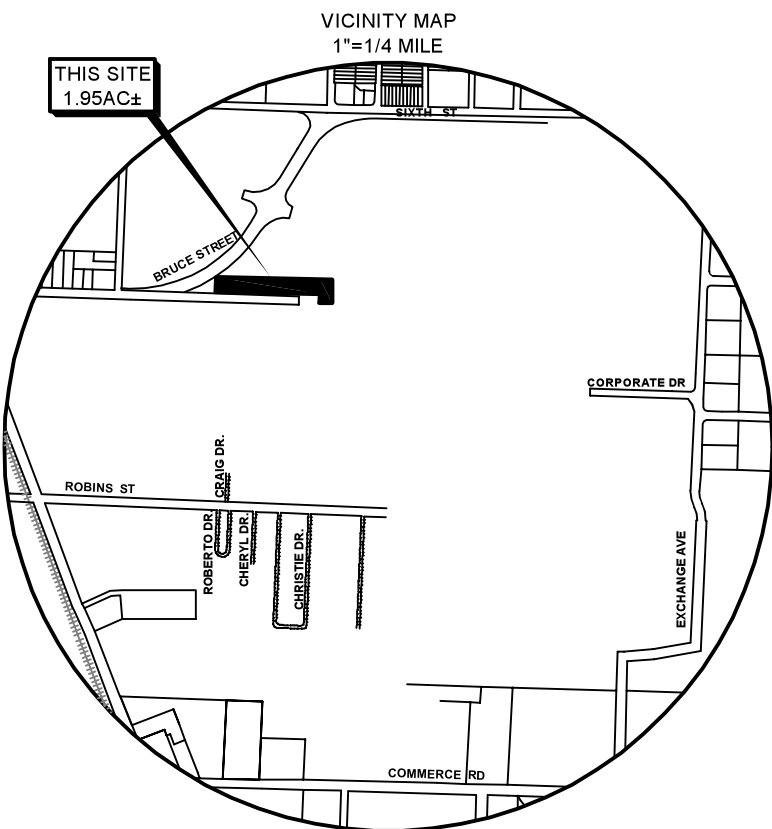
A PART OF THE NE1/4 SW1/4 AND A PART OF THE W1/2 SE1/4, ALL IN SECTION 07, T-05-N, R-13-W, FAULKNER COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF SAID NE1/4 SW1/4; THENCE ALONG THE EAST LINE OF SAID NE1/4 SW1/4 N01°36'04\"/>

SURVEYOR'S NOTES:

SAID TRACT IS SUBJECT TO ALL RIGHTS OF WAY, COVENANTS, EASEMENTS, AND RESTRICTIONS ON RECORD OR PHYSICALLY IN PLACE.

REFERENCE SURVEY BY NICHOLAS TUCKER, P.L.S. 1755, DATED 10/02/2019.



LEGEND

- FOUND MONUMENT (AS NOTED)
- SET 1/2" REBAR W/CAP (1363)
- △ CALCULATED POINT
- — — BOUNDARY
- - - SECTIONS
- * * * FENCE
- RW - RW - RW - RIGHT OF WAY

0 100 200

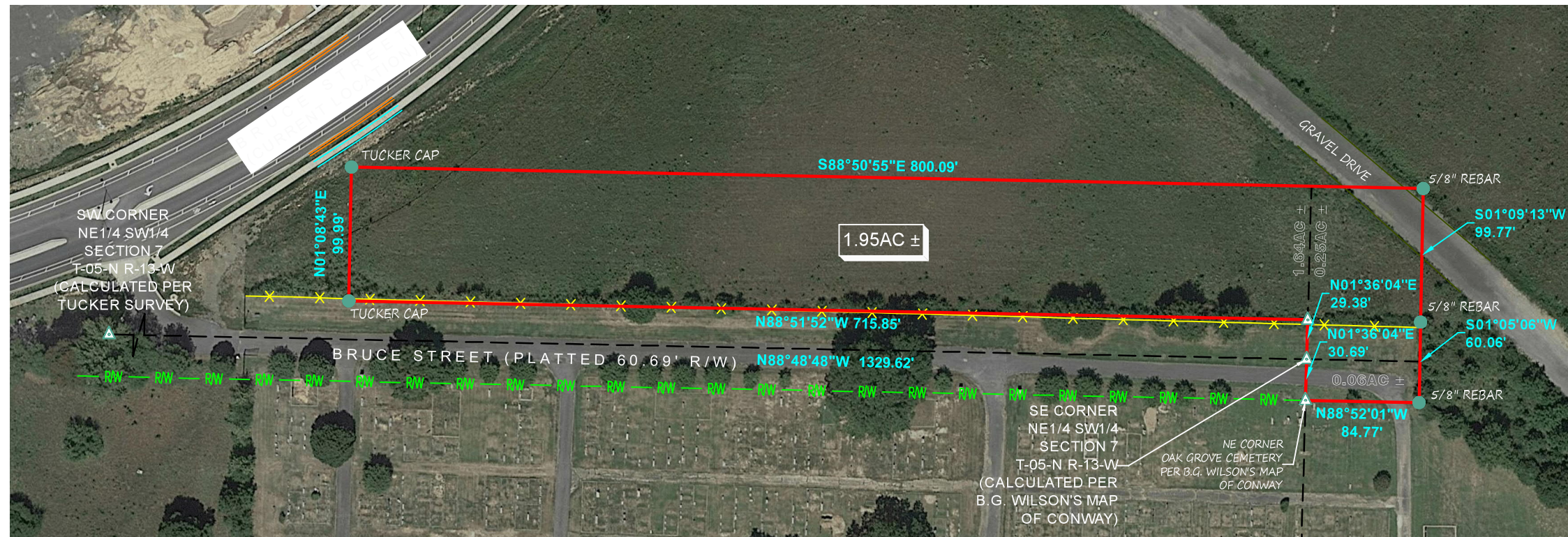


P:\T5NR13W\SEC7\AIRPORT SWAP.dwg



BEARINGS ESTABLISHED BY STATE PLANE COORDINATES HARN 97(NAD 83) ARKANSAS NORTH ZONE

CENTRAL ARKANSAS PROFESSIONAL SURVEYING OFFICE (501) 513-4800 MOBILE (501) 472-2862 FAX (501) 513-0900 P.O. BOX 298 ROBERT D. FRENCH CONWAY, AR 72033 P.L.S. 1363	SURVEY FOR: CITY OF CONWAY
	FIELD: BW OFFICE: JF
	DATE: 02/06/2023
STATE CODE: 500-05N-13W-0-07-123-23-1363	SCALE: 1"=100'



LEGAL DESCRIPTION:

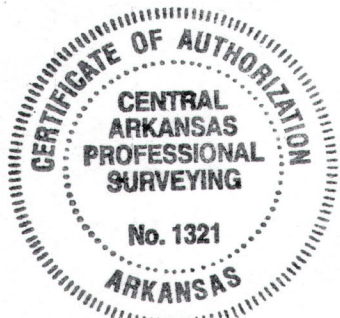
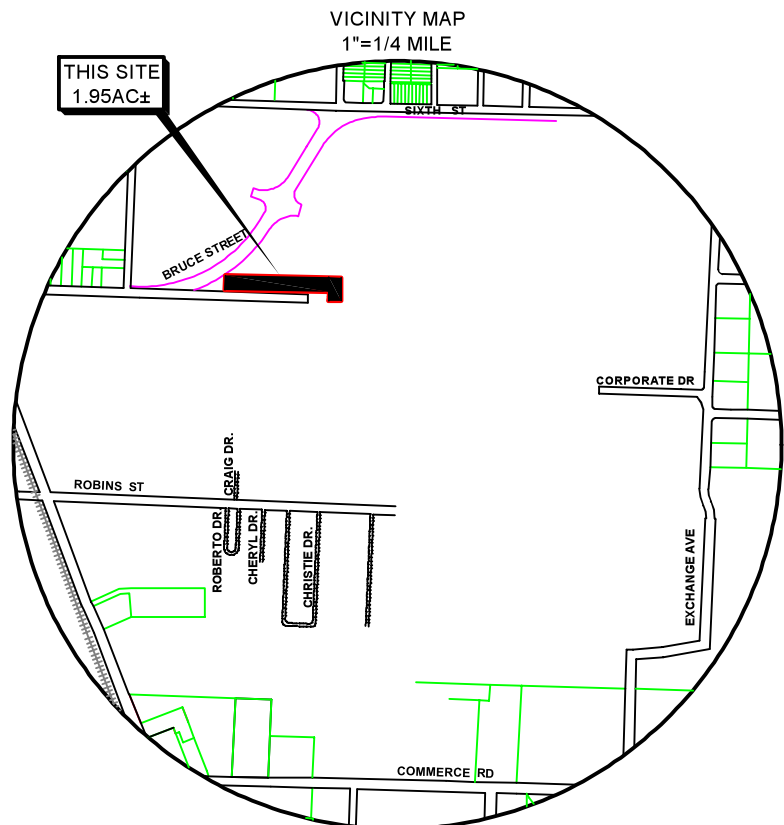
A PART OF THE NE1/4 SW1/4 AND A PART OF THE W1/2 SE1/4, ALL IN SECTION 07, T-05-N, R-13-W, FAULKNER COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SE CORNER OF SAID NE1/4 SW1/4; THENCE ALONG THE EAST LINE OF SAID NE1/4 SW1/4 N01°36'04"E A DISTANCE OF 29.38' TO THE NORTH RIGHT OF WAY OF BRUCE STREET AS SHOWN B.G. WILSON'S MAP OF CONWAY RECORDED IN PLAT BOOK A, PAGE 46 RECORDS OF FAULKNER COUNTY, ARKANSAS; THENCE LEAVING SAID EAST LINE AND ALONG SAID RIGHT OF WAY N88°51'52"W A DISTANCE OF 715.85' TO A FOUND TUCKER CAP; THENCE LEAVING SAID RIGHT OF WAY N01°08'43"E A DISTANCE OF 99.99' TO A FOUND TUCKER CAP; THENCE S88°50'55"E A DISTANCE OF 800.09' TO A FOUND 5/8" REBAR; THENCE S01°09'13"W A DISTANCE OF 99.77' TO A FOUND 5/8" REBAR; THENCE S01°05'06"W A DISTANCE OF 60.06' TO A FOUND 5/8" REBAR; THENCE N88°52'01"W A DISTANCE OF 84.77' TO THE NE CORNER OF OAK GROVE CEMETERY AS SHOWN ON SAID B.G. WILSON'S MAP, SAID POINT BEING ON THE WEST LINE OF SAID W1/2 SE1/4; THENCE ALONG SAID WEST LINE N01°36'04"E A DISTANCE OF 30.69' TO THE POINT OF BEGINNING, CONTAINING 1.95 ACRES MORE OR LESS.

SURVEYOR'S NOTES:

SAID TRACT IS SUBJECT TO ALL RIGHTS OF WAY, COVENANTS, EASEMENTS, AND RESTRICTIONS ON RECORD OR PHYSICALLY IN PLACE.

REFERENCE SURVEY BY NICHOLAS TUCKER, P.L.S. 1755, DATED 10/02/2019.



LEGEND

- FOUND MONUMENT (AS NOTED)
- SET 1/2" REBAR W/CAP (1363)
- △ CALCULATED POINT
- — — BOUNDARY
- - - SECTIONS
- * * * FENCE
- RW - RW - RW - RIGHT OF WAY



BEARINGS ESTABLISHED BY STATE PLANE COORDINATES HARN 97(NAD 83) ARKANSAS NORTH ZONE

CENTRAL ARKANSAS PROFESSIONAL SURVEYING OFFICE (501) 513-4800 MOBILE (501) 472-2862 FAX (501) 513-0900 P.O. BOX 298 ROBERT D. FRENCH CONWAY, AR 72033 P.L.S. 1363	SURVEY FOR: CITY OF CONWAY
	FIELD: BW OFFICE: JF
	DATE: 02/06/2023
STATE CODE: 500-05N-13W-0-07-123-23-1363	SCALE: 1"=100'



1111 MAIN STREET
 CONWAY, AR 72032
 (501) 450-6105

planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
 cc: City Council Members
 Re: CUP-0323-0046

From: Kris Paxton, Director of Planning & Development
 Date: April 19, 2023

Re: Request for a Conditional Use Permit (CUP) to allow Duplex in C-2 Zoning District.

Jason Jones, LLC, has requested a CUP located at for Property Located at 1715 Bowie St, with the legal description:

Lot 17 & 18 BLK 4 Hutto Addition

The applicant desires to construct two duplexes in the C-2 zoning district. These types of structures are not permitted by right in the current zoning district but are allowed with a conditional use permit. This development is projected to yield approximately 38 vehicle trips per typical weekday on Bowie St. As such, development at the site would likely have a minimal impact on traffic. The proposed use of duplexes is less intense than a potential commercial use at this site. There are several existing duplexes adjacent to the west and northwest of the proposed site. As conditioned, this use would not likely negatively impact adjacent property.

Staff recommendation: Staff recommends **APPROVAL** of the conditional use permit with the following conditions:

1. Permitted uses are limited to two family residential and a maximum of 2 attached dwelling units per lot.
2. All standards and uses other than those defined in these conditions shall be governed by restrictions of the R-2 zoning district.
3. Parking area and driveway must be paved with a sealed surface pavement or concrete and shall be maintained so as to prevent dust resulting from continued use.
4. The planting of at least one (1) tree with a minimum 1.5" diameter at breast height shall be required for all new construction of single-family and two-family/duplex dwellings where no tree(s) exist on the parcel or lot. It is strongly encouraged to retain existing trees to meet this requirement.
5. Any expansions or additions to the structure as well as any changes to the use shall require an amended or new conditional use permit.
6. No variance of any kind may be subsequently requested.
7. The conditional use shall automatically expire if the approved use is not commenced within 18 months from the date of approval and/or if the uses ceases for a consecutive period of greater than 18 months.

The Planning Commission reviewed the request at its regular meeting on April 17, 2023 and voted 9-0 that the request be forwarded to the City Council with a recommendation for approval as presented.

Please advise if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read "Kris Paxton". The signature is fluid and cursive, with the first name "Kris" and last name "Paxton" clearly distinguishable.

Kris Paxton, MGIS, CARPO, CFM
Director of Planning & Development
City of Conway, Arkansas

Zoning Map:
CUP-0323-0046

C-2

C-3

Bowie St

Stout St

Washington Ave

C-2

R-2

R-2

C-2

Zoning

 City Limits

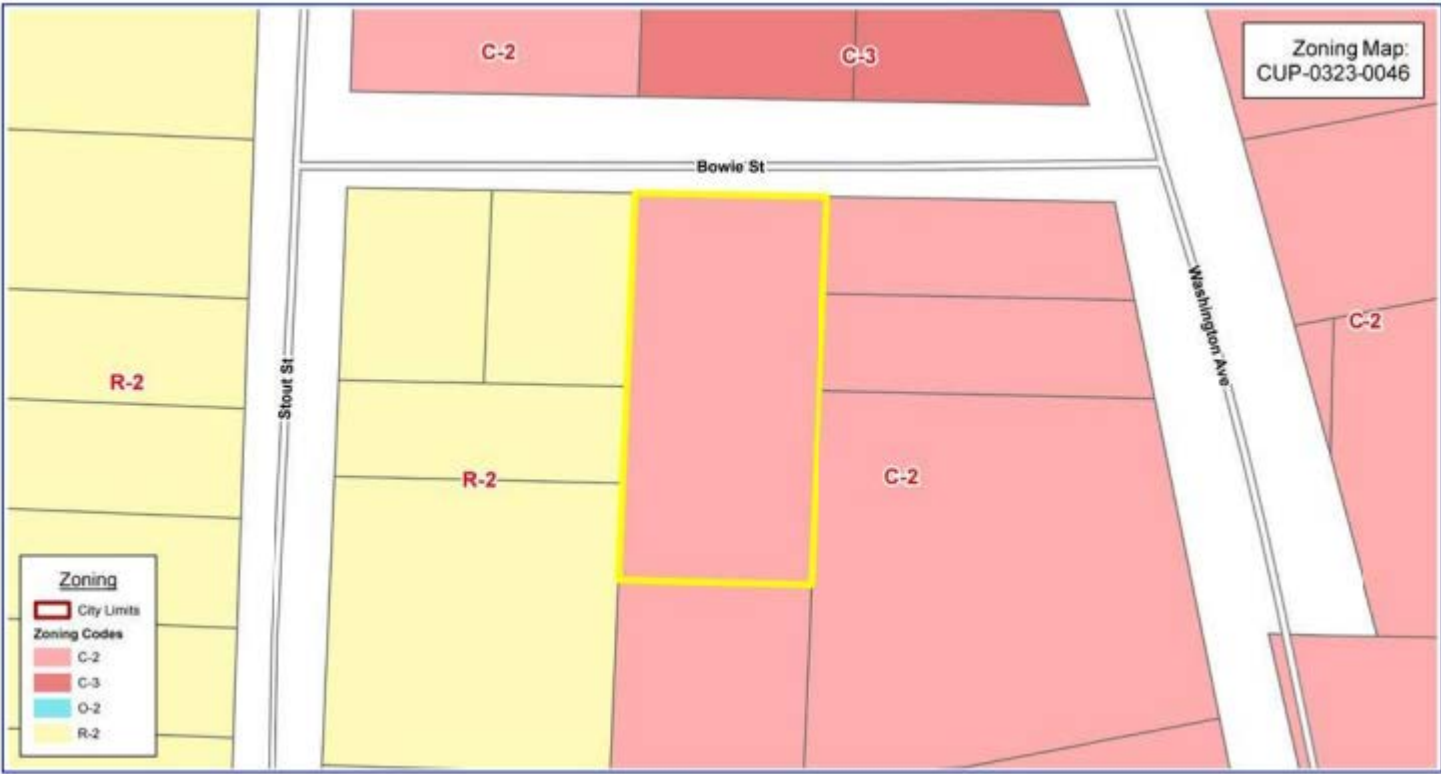
Zoning Codes

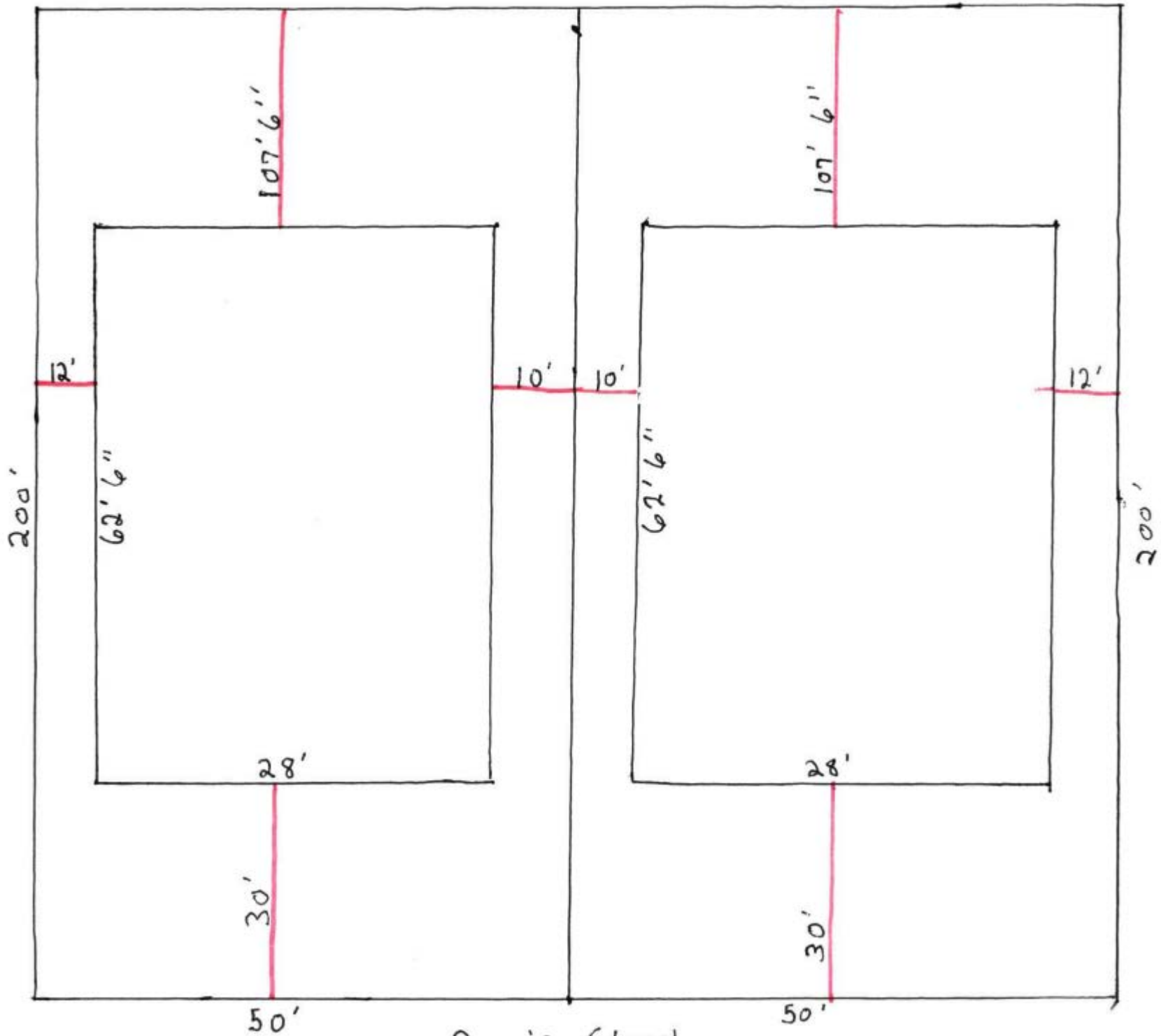
 C-2

 C-3

 O-2

 R-2





Bowie Street



City of Conway, Arkansas
Ordinance No. O-23- _____

AN ORDINANCE AMENDING THE CONWAY ZONING DISTRICT BOUNDARY MAP REFERENCED IN SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE PROPERTY LOCATED SOUTH OF THE INTERSECTION OF FAVRE LANE AND S GERMAN LANE, EAST OF S GERMAN LANE, FROM R-1 TO PUD:

Whereas, in accordance Arkansas Code Annotated § 14-56-416 has adopted a Zoning Code and Arkansas Code Annotated § 14-56-423 provides for the amendment of such regulations; and

Whereas, Proper public notice was given, and the Conway Planning Commission held a duly authorized public hearing on **April 17, 2023**, and adopted the amendments.

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

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

Being a part of the NE ¼ SE ¼ of Section 24, T-5-N, R-14-W, Faulkner County, Arkansas, more particularly described as: Commencing at the NE corner of said NE ¼ SE ¼, at a found 2" pipe, for the Point of Beginning; thence along the East line of said NE ¼ SE ¼ S01°48'29"W 555.09 feet; thence leaving said East line N88°11'31"W 110.00 feet; thence N01°48'29"E 15.00 feet; thence N88°14'08"W 1109.05 feet to the East right of way of South German Lane; thence along said right of way, along a curve to the right with an arc length of 196.80 feet, a radius of 560.00 feet, a chord bearing of N09°14'40"W, and a chord length of 195.79 feet; thence N00°49'23"E 97.83 feet; thence leaving said right of way S88°14'08"E 225.90 feet; thence N01°54'12"E 250.00 feet to the North line of said NE ¼ SE ¼; thence along said North line S88°14'08"E 1031.95 feet to the Point of Beginning, containing 14.27 acres, more or less.

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

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

PASSED this 25th day April, 2023.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



1111 MAIN STREET
CONWAY, AR 72032
(501) 450-6105

planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry
cc: City Council Members
Re: PUD-0223-0031

From: Kris Paxton, Director of Planning & Development
Date: April 19, 2023

Re: Request to rezone Bell Valley Ph. 5 being ±14.27 acres of property from R-1 to PUD

Frank Shaw, has requested to rezone ± 14.27 acres located on the east side of S German Lane ±250' feet south of the intersection of Favre Ln and S German Ln, with the legal description:

Part of the NE ¼ SE ¼ of Section 24, T-5-N, R-14-W, Faulkner County, Arkansas, more particularly described as: Commencing at the NE corner of said NE ¼ SE ¼, at a found 2" pipe, for the Point of Beginning; thence along the East line of said NE ¼ SE ¼ S01°48'29"W 555.09 feet; thence leaving said East line N88°11'31"W 110.00 feet; thence N01°48'29"E 15.00 feet; thence N88°14'08"W 1109.05 feet to the East right of way of South German Lane; thence along said right of way, along a curve to the right with an arc length of 196.80 feet, a radius of 560.00 feet, a chord bearing of N09°14'40"W, and a chord length of 195.79 feet; thence N00°49'23"E 97.83 feet; thence leaving said right of way S88°14'08"E 225.90 feet; thence N01°54'12"E 250.00 feet to the North line of said NE ¼ SE ¼; thence along said North line S88°14'08"E 1031.95 feet to the Point of Beginning, containing 14.27 acres, more or less.

The applicant is proposing a rezoning from R-1 to PUD to achieve a slightly higher density than allowed by R-1 zoning standards. This acreage represents the fifth and final phase of the Bell Valley Subdivision development. The Planning Commission reviewed this phase and granted preliminary plat approval at the October 17, 2022, meeting; if this request is approved, new preliminary plat approval will be required. The proposed, now 82-lot, development represents a 22% increase in density from the original proposed 67-lot single-family development; projected traffic impact is comparable at an estimated 22% increase. Though the proposed development is slightly more dense than typical single-family, the allowed uses would still be limited to single-family residential; duplexes are not proposed. A public information meeting was held on March 30th, 2023; no members of the public attended and no public comment was received.

Staff recommendation: Staff recommended the Planning Commission to **CONSIDER** this request. If approved the following PUD Development Plan conditions were recommended:

Recommended PUD Development Plan conditions:

1. The development shall be constructed in a manner consistent with the proposed preliminary plat with regard to the general location and configuration of lots and streets. [An exhibit was provided]

2. Approved uses are limited to single-family residential with a maximum of 82 detached dwelling units.
3. All development shall be governed by the standards of the R-1 zoning district unless specified otherwise in this PUD Development Plan.
4. All signage shall be governed by the standards of the R-1 zoning district and shall comply with §1205.1 of the Zoning Code which governs signage in residential zones; no signage is proposed as part of this request.
5. Minimum lot width* shall be at least 50';
 - *Lots fronting on curving street frontages shall have at least 35' of street frontage with the 2 side lot lines intersecting the street diverging until they are separated by at least 50' at the building line;
 - *Corner lots shall have at least 75' of street frontage.
6. Except as noted, setbacks for principal structure shall be 25' front, exterior side, and rear; 5' interior side. Exterior side setback for Lots 55, 68, 69, 82, and 21 shall be 15'.
7. No lots shall take access from S German Ln.
8. The use of vinyl siding is limited to the sides and rear of structures; façades visible from the public realm, including exterior sides on corner lots, shall be fully masonry comprised of brick, stone, or cement fiber siding or a combination thereof. If cement fiber siding is to be used as a masonry material it may comprise no more than 50% of any façade visible from the public realm.
9. Developer shall install sidewalks along S German Ln frontage of Lots 54 and 155 and along all frontage of all lots indicated as unbuildable or to be permanently vacant.
10. PUD Development Plan to be signed by the Developer and Builder at the time of preliminary plat approval and issuance of authorization to proceed

The Planning Commission reviewed the request at its regular meeting on April 17, 2023 and voted 9-0 that the request be forwarded to the City Council with a recommendation for approval as presented.

Please advise if you have any questions.

Thank you,



Kris Paxton, MGIS, CARPO, CFM
Director of Planning & Development
City of Conway, Arkansas



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

April 18, 2023

**BELL VALLEY PHASE 5 PLANNED UNIT DEVELOPMENT - FINAL DEVELOPMENT PLAN
14.27 ACRES ± EAST OF S GERMAN LN, OPPOSITE FAWN TRAIL
CONWAY, AR 72034**

Applicant:

Frank Shaw
1315 Main Street
Conway, AR 72034

Legal Description:

Being a part of the NE ¼ SE ¼ of Section 24, T-5-N, R-14-W, Faulkner County, Arkansas, more particularly described as: Commencing at the NE corner of said NE ¼ SE ¼, at a found 2" pipe, for the Point of Beginning; thence along the East line of said NE ¼ SE ¼ S01°48'29"W 555.09 feet; thence leaving said East line N88°11'31"W 110.00 feet; thence N01°48'29"E 15.00 feet; thence N88°14'08"W 1109.05 feet to the East right of way of South German Lane; thence along said right of way, along a curve to the right with an arc length of 196.80 feet, a radius of 560.00 feet, a chord bearing of N09°14'40"W, and a chord length of 195.79 feet; thence N00°49'23"E 97.83 feet; thence leaving said right of way S88°14'08"E 225.90 feet; thence N01°54'12"E 250.00 feet to the North line of said NE ¼ SE ¼; thence along said North line S88°14'08"E 1031.95 feet to the Point of Beginning, containing 14.27 acres, more or less.

Bell Valley Phase 5 PUD Final Development Plan Conditions:

1. The development shall be constructed in a manner consistent with the proposed preliminary plat [Exhibit A] with regard to the general location and configuration of lots and streets.
2. Approved uses are limited to single-family residential with a maximum of 82 detached dwelling units.
3. All development shall be governed by the standards of the R-1 zoning district unless specified otherwise in this PUD Development Plan.
4. All signage shall be governed by the standards of the R-1 zoning district and shall comply with §1205.1 of the Zoning Code which governs signage in residential zones; no signage is proposed as part of this request.
5. Minimum lot width* shall be at least 50';
 - *Lots fronting on curving street frontages shall have at least 35' of street frontage with the 2 side lot lines intersecting the street diverging until they are separated by at least 50' at the building line;
 - *Corner lots shall have at least 75' of street frontage.
6. Except as noted, setbacks for principal structure shall be 25' front, exterior side**, and rear; 5' interior side. **Exterior side setback for Lots 55, 68, 69, 82, and 21 shall be 15'.
7. No lots shall take access from S German Ln.
8. The use of vinyl siding is limited to the sides and rear of structures; façades visible from the public realm, including exterior sides on corner lots, shall be fully masonry comprised of brick, stone, or cement fiber siding or a combination

thereof. If cement fiber siding is to be used as a masonry material it may comprise no more than 50% of any façade visible from the public realm.

- 9. Developer shall install sidewalks along S German Ln frontage of Lots 54 and 155 and along all frontage of all lots indicated as unbuildable or to be permanently vacant.
- 10. PUD Development Plan to be signed by the Developer and Builder at the time of preliminary plat approval and issuance of authorization to proceed.

Applicant/Owner _____ Date _____



Kris Paxton, MGIS, CARPO, CFM
Director of Planning & Development

DRAFT

EXHIBIT A





Zoning

- City Limits
- Zoning Codes
 - A-1
 - PUD
 - R-1

R-1

A-1

R-1

R-1

A-1

PUD

R-1



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

AN ORDINANCE AUTHORIZING THE MAYOR TO ENTER INTO AN INDEPENDENT CONTRACTOR AGREEMENT & APPROPRIATE FUNDS FOR DOWNTOWN LANDSCAPE AND MAINTENANCE FOR THE WATERING OF THE HANGING FLOWERS OWNED BY THE CONWAY DEVELOPMENT CORPORATION LOCATED THROUGHOUT DOWNTOWN CONWAY AND FOR OTHER PURPOSES

Whereas, the Conway Development Corporation owns the hanging flowers that are located throughout downtown Conway. The City of Conway, specifically the Physical Plant, maintains these hanging flowers and waters them five (5) days a week; and

Whereas, the City of Conway desires to enter into an Independent Contractor Agreement with funding budget for such purposes, with William Canady, a retired City of Conway Physical Plant employee, to water the hanging flowers; and

Whereas, the City of Conway desires to maintain the landscaping throughout Downtown Conway.

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

Section 1. The Mayor is hereby authorized to enter into an Independent Contractor Agreement with William Canady to maintain and water the hanging flowers that the Conway Development Corporation owns. Funding is included in the FY2023 Public Works budget.

Section 2: The City of Conway shall appropriate funding not to exceed \$30,000 from the General Fund Balance Appropriation Account to 001.101.5799 for the maintenance of downtown landscape and equipment throughout Downtown Conway.

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

PASSED this 25th day of April 2023.

Approved:

Mayor Bart Castleberry

Attest:

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



To: Bart Castleberry, Mayor
 From: Joseph Hopper, Director
 Date: April 18, 2023
 Re: Request to Remove and Dispose of Assets from Inventory

The Department of Sanitation has the following vehicles and equipment that are no longer being used or are ready to be cycled out of the fleet:

Asset #	Year	Make	Model	Description	VIN/Serial Number
0132	2008	Ford	F150	Pickup	1FTRF14W88KD59901
0131	2008	Ford	F150	Pickup	1FTRF12W78KD02894
2530	2009	Chevrolet	2500	Pickup	1GCHK49KX9E148228
105	2011	International	7500	Roll-Off Truck	1HTWPAZR9CJ662934
2416	2011	Bomag	772	Landfill Compactor	101570581156
262	2012	Mack	LEU613	Sideload Garbage Truck	1M2AU02C0DM007458
261	2013	Mack	MRU613	Frontload Garbage Truck	1M2AV04C1DM009780
	2020	Freightliner	M2-106	Rearload Garbage Truck	1FVACWD2XLHLZ1033

We formally request the removal of these items from the Department's fixed asset inventory for disposal. If approved, these items will be auctioned via an online auction, such as GovDeals.com or PublicSurplus.com, and/or sold as scrap.

Please let me know if you have any questions or concerns regarding this request.



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

A RESOLUTION TO APPROVE THE PURCHASE OF A LANDFILL COMPACTOR FOR THE CITY OF CONWAY DEPARTMENT OF SANITATION; AND FOR OTHER PURPOSES

Whereas, the Conway Department of Sanitation has a need to purchase a landfill compactor to replace a 2011 Bomag 772 (asset #2416) with over 14,000 hours for use at the city’s landfill; and

Whereas, the total purchase amount of the replacement compactor is \$800,852.87 and the 2023 Conway Department of Sanitation Budget includes funds to purchase the compactor; and

Whereas, the Conway Department of Sanitation has obtained three quotes and C&C Manufacturing, LLC provided the lowest quote through the North Carolina Sheriff Association (NCSA) Cooperative Purchasing Program. The quotes received are as follows:

- Al-jon ADV-500 (C&C Manufacturing, LLC) - \$800,852.87
- Bomag BC-873 (G.W. Van Keppel Company) - \$910,366.00
- Volvo LC-450H (Scott Equipment Company) - \$924,882.00

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

Section 1. The City of Conway approves the NCSA cooperative purchase from C&C Manufacturing, LLC in the amount of \$800,852.87.

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

PASSED this 25th day of April, 2023.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer

MEMORANDUM

TO: City Council Members/Mayor Bart Castleberry
FROM: Chief William Tapley
DATE: April 25, 2023
SUBJECT: Request for disposal of assets

The Police Department has the following vehicles that are not being used:

- 2011 Chevrolet Tahoe VIN 1GNLC2E01BR240236
- 2011 Chevrolet Tahoe VIN 1GNLC2E02BR241654
- 2012 Chevrolet Tahoe VIN 1GNLC2E09CR307747
- 2017 Ford Explorer VIN 1FM5K8AR4HGD26101

I would like to request approval to remove these items from our inventory listing and to dispose of them. These vehicles will be sold through auction, “as is”, on www.publicsurplus.com.

Thank you for your consideration.



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

AN ORDINANCE APPROPRIATING REIMBURSEMENTS FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

Whereas the City of Conway has received reimbursements funds from the following entities:

Various Companies	\$41,049.47	Extra Duty Services
DEA/Marshals	\$1,346.43	Taskforce Funds
Municipal Vehicle Program	\$729.23	Insurance Proceeds
Conway Corp	\$500.00	Donations

Whereas, the Conway Police Department needs these funds to replenish their expenditure accounts;

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

Section 1. The City of Conway shall appropriate funds from various companies in the amount of \$41,049.47 from 001.121.4185 to the CPD overtime expense account, 001.121.5114.

Section 2. The City of Conway shall appropriate funds from various companies in the amount of \$1,346.43 from 001.121.4186 to CPD overtime account 001.121.5114.

Section 3. The City of Conway shall appropriate funds from Municipal Vehicle Program in the amount of \$729.23 from 001.119.4360 to the CPD vehicle maintenance expense account 001.121.5450.

Section 4. The City of Conway shall appropriate funds from various companies in the amount of \$500.00 from 001.121.4705 to the CPD grant and donation expense account 001.121.5760.

Section 5. All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 25th day of April, 2023.

Approved:

Mayor Bart Castleberry

Attest:

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



MEMORANDUM

TO: Mayor Bart Castleberry
FROM: Aaron Knight *AK*
DATE: April 18, 2023
SUBJECT: Disposal of Assets

Please find attached a list of items the Department of Information Technology wishes to dispose of, either through auction or as e-waste. If you have any questions, please do not hesitate to reach out to me.

City of Conway Information Technology

CLASS	MAKE	MODEL	SERIAL NUMBER	IT Tag
12 Microphones	Motorola	PMMN4051A	None	None
AIO	Dell	Optiplex 7450	5JRNHH2	4232
Appliance	Acano	BLDRA	ACA000505	None
Batteries	Misc	Miscellaneous Wires and Parts	N/A	
Battery Charger	?	1 Port	None	None
Battery Charger	?	1 Port	None	None
Battery Charger	?	1 Port	None	None
Battery Charger	?	4 Port	None	None
Battery Charger	?	6 Port	None	None
Battery Charger	?	6 Port	None	None
Battery Charger	Motorola	RPX4747A	AAHTN9001B	None
Battery Charger	Motorola	WPLN4114AR	None	None
Battery Charger	Motorola	WPLN4114AR	None	None
Battery Charger	Motorola	WPLN4114AR	None	None
Battery Charger	Motorola	WPLN4114AR	None	None
Battery Charger	Motorola	WPLN4121BR	0952 377673 9272MKE03	None
Conference Phone	Polycom	2201-01900-001G	3204450118FB	1342
Control Unit	Motorola	XTL5000	500CEG0469	628
Microphone	Polycom	2201-02138-001E	None	
Microphone	Polycom	2201-02138-001E	None	
Misc	Misc	Miscellaneous Wires and Parts	N/A	
Monitor	Dell	P2419H	7CXCPM2	5381
Monitor	Dell	P2419H	2SRPBR2	5286
Monitor	Dell	P2419H	GM9Z1Q2	5269
Monitor	Dell	P2419H	GN9Z1Q2	5015
Monitor	Dell	P2419H	7BVDPM2	5380
Monitor	Dell	P2419H	HBTBPM2	5368
Monitor	Dell	P2419H	7BBHPM2	5367
Monitor	Dell	P2419H	2S9Z1Q2	5279
Monitor	Dell	P2419H	7CX9PM2	5370
Monitor	Dell	P2419H	2N9Z1Q2	5247
On Hold Music	On Hold	X778	1308-801-000115	
On Hold Music	On Hold	X778	1505-801-001917	
Phone	Sangoma	S505	005058532682	
Phone	NEC	DTL-24D-1	2B2165B4601589	New in Box
Phone	NEC	DTL-24D-1	2B2165B4601583	New in Box
Phone	NEC	DTL-24D-1	2B2165B4601581	New in Box
Phone	NEC	DTL-24D-1	2B2165B4601522	New in Box
Phone	NEC	DTZ-24D-3	A13807B5Z00957	
Phone	NEC	DTZ-24D-3	A13807B5607080	
Phone	NEC	DTZ-24D-3	A13807B5Z00851	
Phone	NEC	DTZ-24D-3	A13807B5701913	
Phone	NEC	DTZ-24D-3	A13807B5Z00923	
Phone	NEC	DTZ-24D-3	A13807B5Z00922	
Phone	NEC	DTZ-24D-3	A13807B5Z00894	
Phone	NEC	DTZ-24D-3	A13807B5Z00865	
Phone	NEC	DTZ-24D-3	A13807B5Z00954	
Phone	NEC	DTZ-24D-3	A13807B5Z00844	
Phone	NEC	DTZ-24D-3	A13807B5Z00870	
Phone	NEC	DTZ-24D-3	A13807B5Z00955	
Phone	NEC	DTZ-24D-3	A13807B5607065	
Phone	NEC	DTZ-24D-3	A13807B5701912	
Phone	NEC	DTZ-24D-3	A13807B5Z00845	
Phone	NEC	DTZ-24D-3	A13807B5Z00924	
Phone	NEC	DTZ-24D-3	A13807B5Z00868	
Phone	NEC	DTZ-24D-3	A13807B5Z00926	

Phone	NEC	DTZ-24D-3	A13807B5701917	
Phone	NEC	DTZ-24D-3	A13807B5607092	New in Box
Phone	NEC	DTZ-24D-3	A13807B8501748	New in Box
Phone	NEC	DTZ-24D-3	A13807B7Y01942	New in Box
Phone	NEC	IP3NA-24TXH	2B3145BJX00044	New in Box
Phone	NEC	ITX-7PUC	A3FL181000613	
Phone	NEC	ITX-7PUC	A3FL121000722	
Phone	NEC	ITX-7PUC	A3FL181000614	
Phone	NEC	ITZ-24D-3	A13797B6800596	
Phone	NEC	ITZ-24D-3	A13797B6800595	
Phone System	NEC	SV-9100	000000B5604972	
Phone System	NEC	SV-9100	000000B5X01643	
Printer	Dell	5210N	7XMG4B1	2442
Printer	Brother	L2370DW	U64965G0N721840	
Printer	HP	LaserJet 1018	CNB1025852	
Printer	HP	DeskJet F4180	CN7B15F26304TJ	
Radio	Dataradio	Gemini	ABGNA	
Radio	Motorola	H18UCF9PW6AN	721CEG3770	713
Radio	Motorola	H18UCF9PW6AN	721CEG4090	None
Radio	Motorola	H18UCF9PW6AN	721CEG3341	699
Radio	Motorola	H18UCF9PW6AN	721CEG4062	None
Radio	Motorola	H18UCF9PW6AN	721CEG4088	803
Radio	Motorola	H18UCF9PW6AN	721CEG4054	769
Radio	Motorola	H18UCF9PW6AN	721CEG3772	715
Radio	Motorola	H18UCF9PW6AN	721CEG3938	754
Radio	Motorola	H18UCF9PW6AN	721CEG3771	714
Radio	Motorola	H18UCF9PW6AN	721CEG4063	778
Radio	Motorola	H18UCF9PW6AN	721CEG3939	755
Radio	Motorola	H18UCF9PW6AN	721CEG3763	706
Radio	Motorola	H18UCF9PW6AN	721CEG3936	None
Radio	Motorola	H18UCF9PW6AN	721CEG3776	719
Radio	Motorola	H18UCF9PW6AN	721CFM0296	None
Radio	Motorola	H18UCF9PW6AN	721CEG3799	2815
Radio	Motorola	H18UCF9PW6AN	721CEG3789	None
Radio	Motorola	H18UCF9PW6AN	721CEG3779	2919
Radio	Motorola	H46UCF9PW6BN	205CKR0001	None
Radio	Motorola	MaxTrac 300	428FPN2787	115-944
Remote Control	Polycom	BW7530	None	None
Remote Control	Polycom	BW7530	None	None
Remote Control	Polycom	BW7530	None	None
Scanner	Cannon	DR-160	FW306892	3295
Scanner	Cannon	DR-160	FW306857	3294
Scanner	Cannon	DR-160	FW306862	3293
Scanner	Cannon	DR-M160 II	0114T27901	4090
Scanner	Cannon	DR-M160 II	0114T279	4031
Scanner	Cannon	DR-M160 II	None	None
Scanner	Cannon	DR-M160 II	None	None
Scanner	Cannon	DR-M160 II	GX324412	4177
Scanner	Cannon	DR-M160 II	GX324419	4175
Scanner	Cannon	DR-M160 II	None	None
Scanner	Cannon	DR-M160 II	GX324417	4174
Scanner	Cannon	DR-M160 II	GX324424	4173
Scanner	Cannon	DR-M160 II	GX324415	4172
Scanner	Cannon	DR-M160 II	GX32493	4171
Scanner	Cannon	DR-M160 II	GX324411	4176
Server	Polycom	2201-70220-000	98YVT52	None
Server	Polycom	2201-70220-000	98YWT52	None
Shredder	Swingline	DX20-19	Z105550H	
Siren	American Signal	T120	None	None
Siren	American Signal	T120	None	None
Siren	American Signal	T120	None	None

UPS	APC	BE750G	5B1023T11207	
UPS	APC	BE750G	5B1023T11186	
UPS	APC	BE650G1	5B2126T69459	
UPS	APC	BN700MC	4B1524P03121	
UPS	Triplite	Smart1000RM2U	2329CY0SM826700144	
Video Camera	Polycom	EPTZ-2	None	None
Video Camera	Polycom	EPTZ-2	None	None
Video Camera	Polycom	EPTZ-2	None	None
Video Conf Equip	Polycom	Group 310 Type P001	821549451ED1DP	None
Video Conf Equip	Polycom	Group 310 Type P001	82154344D32DP	None



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

A RESOLUTION TO REMOVE ASSETS FROM INVENTORY FOR THE DEPARTMENT OF INFORMATION TECHNOLOGY; AND FOR OTHER PURPOSES:

Whereas, the City of Conway Department of Information Technology has several assets that are no longer in service and request permission to remove from inventory and dispose of or sell these assets; and

Whereas, the Department of Information Technology request Council's approval to remove the following assets from inventory:

Year	Make	Model	VIN
2008	Ford	Escape Hybrid	1FMCU59H68KA60528
2009	Ford	Escape Hybrid	1FMCU49369KB39293

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

Section 1. The City of Conway shall remove the above listed assets from inventory. The Department of Information Technology is authorized to sell or dispose of the listed assets.

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

Passed this 25th day of April, 2023.

Approved:

Mayor Bart Castleberry

Attest:

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



City of Conway, Arkansas
Ordinance No. O-23-_____

**AN ORDINANCE AMENDING THE EMPLOYEE HANDBOOK AND PERSONNEL POLICY FOR THE CITY OF CONWAY;
DECLARING AN EMERGENCY AND FOR OTHER PURPOSES:**

Whereas, the City Council has adopted, pursuant to Ordinance No. 0-21-131, an updated handbook to be used for personnel matters for the City; and

Whereas, portions of the handbook policies regarding Computer and Other Technological Resources, Internet and E-mail Policy, and Cellular Telephone Policy are out-of-date and require updating; and

Whereas, the 94th General Assembly adopted Act 504 requiring political subdivisions of the State to create a policy for the use of technology resources.

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

Section 1. Sections titled “Computer and Other Technological Resources,” “Internet and E-mail Policy,” and “Cellular Telephone Policy” shall be stricken from the current employee handbook.

Section 2. The “Use of Technology Resources” shall be adopted and added to the employee handbook.

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

Section 4. This ordinance is necessary for the protection of the public peace, health and safety; an emergency is hereby declared to exist, and this ordinance shall be in full force and effect from and after its passage and approval.

PASSED this 25th day of April, 2023.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



Information Technology Use of Technology Resources

Purpose

The Use of Technology Resources Policy outlines the appropriate use of technology resources within the city of Conway. This policy is in place to safeguard the security and integrity of our technology resources, prevent unauthorized access or misuse, and ensure compliance with all relevant laws and regulations.

Scope

This policy applies to all employees, contractors, and other authorized individuals who use the city of Conway's technology resources. The City's technology resources include, but are not limited to all equipment, software, and infrastructure used, owned, or controlled by the City, as well as any data stored or processed by these resources. This includes, but is not limited to, computers, websites, databases, mobile devices, and communication systems. The policy applies to the use of these resources both on and off the City's premises.

Privacy

Users have no expectation to privacy for what they create, store, send or receive on the City's computer or telecommunications systems. The City can inspect this information anytime and it may be subject to the provisions of the Freedom of Information Act, unless protected by law.

To protect privacy, employees are advised to use City-owned equipment and software when communicating for work, instead of personal devices which can expose personal information to public disclosure.

Acceptable Use

All uses of technology resources must comply with all City policies, standards, procedures, and guidelines, as well as any applicable license agreements and laws including federal, state, local, and intellectual property laws.

The acceptable use of technology resources involves a comprehensive understanding of the baseline information security controls necessary to maintain the confidentiality, integrity, and availability of information. This includes protecting organizational information and resources from unauthorized use or disclosure, and safeguarding personal, private, sensitive, or confidential information from unauthorized access. Additionally, users must observe authorized levels of access and use only approved technology resources. In the event of suspected information security incidents or weaknesses, users must immediately report the issue to the appropriate manager and the Information Security Officer (ISO) or designated security representative.

Prohibited Use

The following list is not exhaustive, but aims to provide a framework for activities that constitute unacceptable use of City technology resources. Users may be exempt from these restrictions during their authorized job responsibilities, with approval from City management and in consultation with City IT staff (e.g., storage of objectionable material for disciplinary purposes). Any unacceptable use of technology resources may be subject to disciplinary action, up to and including termination of employment or contract termination.

Unacceptable use of City technology resources includes, but is not limited to:

- Unauthorized use or disclosure of personal, private, sensitive, and/or confidential information;
- Unauthorized use or disclosure of City information and resources;
- Distributing, transmitting, posting, or storing any electronic communications, material, or correspondence that is threatening, obscene, harassing, pornographic, offensive, defamatory, discriminatory, inflammatory, illegal, or intentionally false or inaccurate;
- Attempting to represent the City in matters unrelated to official authorized job duties or responsibilities;
- Connecting unapproved devices to the City's network or any technology resource;
- Connecting City technology resources to unauthorized networks;
- Installing, downloading, or running software that has not been approved following appropriate security, legal, and/or IT review in accordance with City policies;
- Using City technology resources to circulate unauthorized solicitations or advertisements for non-City purposes, including religious, political, or not-for-profit entities;
- Providing unauthorized third parties, including family and friends, access to City technology information, resources, or facilities;
- Using City technology information or resources for commercial or personal purposes, in support of "for-profit" activities or in support of other outside employment or business activity (e.g., consulting for pay, business transactions);
- Propagating chain letters, fraudulent mass mailings, spam, or other types of undesirable and unwanted email content using City technology resources; and
- Tampering, disengaging, or otherwise circumventing City or third-party IT security controls.

Occasional and Incidental Personal Use

Occasional, incidental, and necessary personal use of City technology resources is permitted, provided it meets the following conditions: it aligns with this policy; it's limited in amount and duration; and does not negatively impact the ability of the individual or other users to fulfill their responsibilities and duties. Good judgment must be exercised regarding personal use. City management reserves the right to revoke or limit this privilege at any time.

Off-Site Transmission and Storage of Information

Users must not transmit restricted City, non-public, personal, private, sensitive, or confidential information through personal email accounts or use personal email accounts to conduct City business unless explicitly authorized by City management. They must also not store restricted City, non-public, personal, private, sensitive, or confidential information on a non-City issued device or with a third-party file storage service that has not been approved for such storage by the City.

User Responsibility for Technology Resources

Users are routinely assigned or given access to technology resources in connection with their official duties. The equipment belongs to the City and must be returned promptly upon request or upon separation from the City. Users may be held financially responsible for equipment assigned to them if it is not returned. In case of loss, theft, or damage of equipment, users must provide a written report and may face disciplinary action, including repayment of replacement value. The City reserves the right to withhold issuance or re-issuance of technology equipment to users who repeatedly lose or damage such equipment.

Security

City users and contractors must follow security policies and procedures, which include guidelines for protecting confidential information, secure password management, and data encryption. They must keep login credentials confidential and follow the Password Management Policy. Confidential data must be protected using encryption or appropriate measures. Any suspected security breaches must be reported immediately. Compliance with data privacy and intellectual property laws is also required. Personal devices accessing company data must follow the approved mobile device management solution and be configured according to security policies. Only secure software and applications may be installed on company devices, and employees and contractors must be cautious when using public Wi-Fi networks to protect City technology resources.

Incident Reporting

Users and contractors must report any suspected or actual security incidents or policy violations to the appropriate manager and the Information Security Officer or designated security representative. This includes unauthorized access, loss/theft, data breaches, policy violations, or any other incidents that pose a threat to the security or integrity of the City's technology resources. Failure to report incidents may result in disciplinary action. Confidentiality will be maintained during investigations, and employees and contractors are encouraged to report incidents in good faith, even if uncertain.

Mobile Device Management

All access to the City's technology resources from a mobile device must be through the approved Mobile Device Management (MDM) solution. Devices must be enrolled in the MDM and configured per the City's security policies, including setting password protection, enabling remote wipe, and installing necessary security updates and patches.

Users and contractors must ensure their personal devices are in compliance with this policy. Failure to do so may result in restricted access to City technology resources, including revocation of access privileges.

Use of Social Media

Users should exercise caution when posting on social media sites, as their actions reflect not only on themselves but also on their professional lives. Once information is shared on social media, it may be captured and used in ways not intended, as it can persist in copies, archives, backups, and cache. Users must respect the privacy of their colleagues and not post identifying information about them without permission (including but not limited to names, addresses, photos, videos, email addresses, and phone numbers). Users may be held accountable for comments posted on social media sites. If a personal email, post, or electronic message could be perceived as official communication, it is strongly recommended to

include a disclaimer such as, "The views and opinions expressed are those of the author and do not necessarily reflect those of the city." Using personal social media accounts for official city business is not allowed, unless explicitly authorized. To prevent unauthorized access to city resources, using the same passwords for personal and city devices and technology resources is strictly prohibited.

Training

All City users are required to complete annual training on information security and any additional relevant topics as directed by City management. This training ensures that all employees are up-to-date on the latest security practices and are able to effectively implement them in their daily work. Completing this training is a critical component of maintaining the City's secure technology environment and safeguarding confidential information. Failure to complete required training may result in restrictions on access to City technology resources.

Consequences of Non-Compliance

Violations of this Use of Technology Resources Policy may result in disciplinary action, up to and including termination of employment or contract termination. Legal action may also be taken if the violation constitutes a criminal offense. Additionally, the City reserves the right to revoke or limit use of or access to City technology resources at any time.

2023 Sanitation

SANITATION											
	Current	Current	#	Raise	NEW	New	Increase	Annual	Annual		
Position	Pay	Hourly	Emps	Amount	PAY	Hourly	Hourly	Old	New		% Incr
								Total	Total		
Collector I 918	32,760	15.75	21	520	33,280	16.00	0.25	687,960	698,880	3 open positions	1.6%
Collector II 919	34,289	16.49	4	1,071	35,360	17.00	0.51	137,156	141,440		3.1%
Collector III 920	35,729	17.18	2	3,791	39,520	19.00	1.82	71,458	79,040		10.6%
Collector IV (New Position)	35,729	17.18	0	5,871	41,600	20.00	2.82	-	-		16.4%
Collector V (New Position)	35,729	17.18	0	7,951	43,680	21.00	3.82	-	-		22.3%
			27					896,574	919,360		22,786
								Increase >	22,786		2.5%
San Equip Operator I /Comm Driver I 928	38,233	18.38	19	3,367	41,600	20.00	1.62	726,427	790,400		8.8%
San Equip Operator II/Comm Driver II 929	41,213	19.81	4	2,467	43,680	21.00	1.19	164,852	174,720		6.0%
San Equip Operator III/Comm Driver III 930	44,484	21.39	4	1,276	45,760	22.00	0.61	177,936	183,040		2.9%
San Equip Operator IV (New Position)	44,484	21.39	0	3,356	47,840	23.00	1.61	-	-		7.5%
San Equip Operator V (New Position)	44,484	21.39	0	5,436	49,920	24.00	2.61	-	-		12.2%
			27					1,069,215	1,148,160		78,945
								Increase >	78,945		7.4%
SANITATION FUND			54					1,965,789	2,067,520		101,731
								Increase >	101,731		5.2%

2023 Transportation

TRANSPORTATION										
	Current	Current	#	Raise	NEW	New	Increase	Annual	Annual	
Position	Pay	Hourly	Emps	Amount	PAY	Hourly	Hourly	Old	New	% Incr
								Total	Total	
Constr. Specialist I Gen 897 (CDL Preferred)	38,807	18.66	2	2,793	41,600	20.00	1.34	77,614	83,200	both employees have CDL 7.2%
Constr. Specialist II Inter 898 (CDL Required)	41,832	20.11	4	1,848	43,680	21.00	0.89	167,328	174,720	all employees have CDL 4.4%
Constr. Specialist III Adv 899 (CDL Required)	45,151	21.71	3	609	45,760	22.00	0.29	135,453	137,280	3 open positions 1.3%
Constr. Specialist IV (New Position)	45,151	21.71	0	2,689	47,840	23.00	1.29	-	-	6.0%
Constr. Specialist V (New Position)	45,151	21.71	0	4,769	49,920	24.00	2.29	-	-	10.6%
			9					380,395	395,200	14,805
								Increase >	14,805	3.9%
Equip. Operator I Gen 894	36,249	17.43	0	5,351	41,600	20.00	2.57	-	-	14.8%
Equip. Operator II Int 895	39,269	18.88	0	4,411	43,680	21.00	2.12	-	-	11.2%
Equip. Operator III ADV 896 (CDL Preferred)	42,124	20.25	2	3,636	45,760	22.00	1.75	84,248	91,520	employees do not have CDL 8.6%
Equip. Operator IV (New Position)	42,124	20.25	0	5,716	47,840	23.00	2.75	-	-	13.6%
Equip. Operator V (New Position)	42,124	20.25	0	7,796	49,920	24.00	3.75	-	-	18.5%
			2					84,248	91,520	7,272
								Increase >	7,272	8.6%
Concrete Crew Leader 33 (CDL not required)	52,146	25.07	2	4,014	56,160	27.00	1.93	104,292	112,320	both employees have CDL 7.7%
Crew Leader 832 (CDL Perferred)	47,710	22.94	3	4,290	52,000	25.00	2.06	143,130	156,000	2 employees have CDL 9.0%
Crew Leader w/ Class A CDL	47,710	22.94	0	8,450	56,160	27.00	4.06	-	-	17.7%
			5					247,422	268,320	20,898
								Increase >	20,898	8.4%
TRANSPORTATION FUND			16					712,065	755,040	42,975
								Increase >	42,975	6.0%