

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



City Council Members

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

Tuesday, February 23rd, 2021 City Council Agenda

Conway Municipal Building - City Council Chambers - 1111 Main Street, Conway, AR 72032

**Due to restrictions imposed because of the COVID-19 pandemic, the City Council meeting will broadcast on Conway Corporation Channel 5, the City of Conway Facebook page & YouTube Channel. If you would like to ask a question/comment regarding the committee meeting topic or any listed agenda item, please use the following link: <https://conwayarkansas.gov/council/comments/> to submit the request prior to 5pm the day of the Council meeting.*

| | |
|--|---|
| <u>5:30pm Committee:</u> | Discussion of Build Grant & Aquatic Center |
| <u>6:30pm:</u> | City Council Meeting |
| <u>Call to Order:</u> | Bart Castleberry, Mayor |
| <u>Roll Call:</u> | Michael O. Garrett, Clerk/Treasurer |
| <u>Minutes Approval:</u> | February 9th, 2021 |
| <u>Monthly Financial Report Approval:</u> | Month ending January 31 st , 2021 |

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

1. Resolution to approve the consultant for the Community Development Block Grant Program to prepare the 5-year consolidated plan.
2. Consideration to approve a conditional use permit to allow a childcare facility in O-2 for property located at 930 Wingate Drive, Building E.
3. Ordinance requesting to rezone +/- 5.11 acres located north of Gentry Lane, northwest of Lake Front Drive and West End Street from R-1 to PUD.
4. Ordinance requesting to rezone +/- 6.52 acres located at 1150 Museum Rod; 1 and 3 Oak Grove Drive from R-1 to PUD.

B. Personnel

1. Resolution authorizing the transaction of business for the City's Employee's defined benefit Pension Plan.
2. Ordinance amending the Inclement Weather Policy in the Employee Handbook for the City of Conway.

Adjournment



City of Conway, Arkansas
Monthly Financial Reports
January 31, 2021

City of Conway
 Monthly Financial Report - General Fund
 For the month ended January 31, 2021



| Revenues | Budget | Month Activity | Year to Date | Encumbered | (Over)/Under Budget | % Expend/Collect |
|--------------------------------|--------------------|---------------------------|-------------------------|-------------------|--------------------------------|-----------------------------|
| Ad Valorem Tax | 4,000,000 | 196,677 | 196,677 | | 3,803,323 | 5% |
| Payments in Lieu of Tax | 15,000 | - | - | | 15,000 | 0% |
| State Tax Turnback | 930,000 | 114,908 | 114,908 | | 815,092 | 12% |
| Insurance Tax Turnback - LOPFI | 1,300,000 | - | - | | 1,300,000 | 0% |
| Sales Tax | 20,500,000 | 1,791,975 | 1,791,975 | | 18,708,025 | 9% |
| Beverage Tax | 325,000 | - | - | | 325,000 | 0% |
| Franchise Fees | 3,427,200 | 86,513 | 86,513 | | 3,340,687 | 3% |
| Office Space Leases | 59,400 | 5,617 | 5,617 | | 53,783 | 9% |
| Permits | 453,500 | 30,545 | 30,545 | | 422,955 | 7% |
| Public Safety | 2,178,000 | 183,687 | 183,687 | | 1,994,313 | 8% |
| Parks | 633,250 | 26,537 | 26,537 | | 606,713 | 4% |
| Insurance Proceeds | - | 68,049 | 68,049 | | (68,049) | - |
| Interest Income | 123,000 | 188 | 188 | | 122,812 | 0% |
| Proceeds from Sale of Assets | - | 1,759 | 1,759 | | (1,759) | - |
| Miscellaneous Revenues | 101,000 | 17,962 | 17,962 | | 83,038 | 18% |
| Transfers from Other Funds | 770,000 | - | - | | 770,000 | 0% |
| Total Revenues | 34,815,350 | 2,524,416 | 2,524,416 | - | 32,290,934 | 7% |
| Expenditures | | | | | | |
| Admin (Mayor, HR) | 992,739 | 50,061 | 50,061 | 471 | 942,207 | 5% |
| Finance | 447,241 | 21,692 | 21,692 | 136 | 425,413 | 5% |
| City Clerk/Treasurer | 149,813 | 9,553 | 9,553 | - | 140,260 | 6% |
| City Council | 82,148 | 910 | 910 | - | 81,238 | 1% |
| Planning | 1,079,025 | 75,529 | 75,529 | 3,265 | 1,000,230 | 7% |
| Physical Plant | 742,050 | 37,512 | 37,512 | 1,424 | 703,114 | 5% |
| Information Technology | 1,250,954 | 53,526 | 53,526 | 5,408 | 1,192,020 | 4% |
| Nondepartmental | 1,179,013 | 309,851 | 309,851 | 14,622 | 854,540 | 26% |
| Police | 12,812,242 | 817,528 | 817,528 | 38,752 | 11,955,962 | 6% |
| CEOC | 1,299,261 | 68,338 | 68,338 | 6,086 | 1,224,837 | 5% |
| Animal Welfare | 489,698 | 26,492 | 26,492 | 1,333 | 461,873 | 5% |
| Municipal District Court | 913,803 | 91,158 | 91,158 | 208 | 822,436 | 10% |
| City Attorney | 508,915 | 29,301 | 29,301 | 38 | 479,576 | 6% |
| Fire | 10,983,084 | 690,974 | 690,974 | 124,282 | 10,167,828 | 6% |
| Parks | 2,927,997 | 131,968 | 131,968 | 18,429 | 2,777,600 | 5% |
| Total Expenditures | 35,857,982 | 2,414,393 | 2,414,393 | 214,454 | 33,229,136 | 7% |
| Net Revenue/(Expense) | (1,042,632) | | 110,024 | | | |

*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
2021



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--|-------------------|
| O-21-12 | 1/12/21 | Purchase property adjacent to Fire Station 7 | 150,000 |
| O-21-13 | 1/21/21 | Employee bonuses | 583,000 |
| | | | <u>\$ 733,000</u> |

City of Conway
Sanitation Fund
2021



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--------------------|---------------|
| O-21-13 | 1/21/21 | Employee bonuses | 104,000 |

City of Conway
 Balance Sheet - General Fund
 As of January 31, 2021



| | |
|--|--------------------------|
| Cash - Operating | 8,181,876 |
| Cash - Reserve | 1,416,045 |
| Petty Cash | 715 |
| Taxes Receivable | 3,838,290 |
| Accounts Receivable | 4,521,990 |
| Due from Other Funds | 63,048 |
| Due from Street | 27,275 |
| Due from Component Unit | 203,667 |
| Due from Municipal Court | 81,294 |
| Fuel Inventory | 41,200 |
| General Inventory | 585 |
| <i>Assets</i> | <u>18,375,986</u> |
| Accounts Payable | 373,871 |
| Salaries Payable | 4,323 |
| Insurance and Benefits Payable | (2,561) |
| Event Deposits | 2,150 |
| Held for Others - Crimestopper Reward | 5,000 |
| Held for Others - Performance Bonds | 5,195 |
| Due to Other Funds | 63,014 |
| Deferred Revenue | 4,360,809 |
| Unearned Revenue - City Hall Lease | 1,020,000 |
| <i>Liabilities</i> | <u>5,831,801</u> |
| <i>Fund Balance</i> | <u>12,544,184</u> |
| <i>Total Liabilities & Fund Balance</i> | <u>18,375,986</u> |

*All figures are unaudited

City of Conway
 Monthly Financial Report - Street Fund
 For the month ended January 31, 2021



| | <u>Budget</u> | <u>Month</u> <u>Activity</u> | <u>Year to</u> <u>Date</u> | <u>Encumbered</u> | <u>(Over)/Under</u> <u>Budget</u> | <u>%</u> <u>Expend/Collect</u> |
|----------------------------------|------------------|---------------------------------|-------------------------------|-------------------|--------------------------------------|-----------------------------------|
| Revenues | | | | | | |
| Ad Valorem Tax | 1,400,000 | 72,419 | 72,419 | | 1,327,581 | 5% |
| Payments in Lieu of Tax | 6,000 | - | - | | 6,000 | 0% |
| State Tax Turnback | 2,700,000 | 237,792 | 237,792 | | 2,462,208 | 9% |
| AHTD 1/2 Cent Sales Tax Turnback | 1,440,000 | 123,787 | 123,787 | | 1,316,213 | 9% |
| Severance Tax | - | 4,194 | 4,194 | | (4,194) | - |
| State Tax Turnback - Wholesale | 360,000 | 31,820 | 31,820 | | 328,180 | 9% |
| Sales Tax | 280,000 | 25,109 | 25,109 | | 254,891 | 9% |
| Engineering Fees | 15,000 | 1,225 | 1,225 | | 13,775 | 8% |
| Interest Income | 72,000 | - | - | | 72,000 | 0% |
| Total Revenues | 6,273,000 | 496,346 | 496,346 | - | 5,776,654 | 8% |
| Expenditures | | | | | | |
| Personnel Costs | 3,161,073 | 174,282 | 174,282 | - | 2,986,792 | 6% |
| Other Operating Costs | 3,044,370 | 1,922 | 1,922 | 271,934 | 2,770,514 | 0% |
| Total Operating Costs | 6,205,443 | 176,204 | 176,204 | 271,934 | 5,757,305 | 3% |
| Capital Outlay | 118,500 | - | - | 76,500 | 42,000 | 0% |
| Total Expenditures | 6,323,943 | 176,204 | 176,204 | 348,434 | 5,799,305 | 3% |
| Net Revenue/(Expense) | (50,943) | | 320,142 | | | |

*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
2021



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--------------------|---------------|
| O-21-13 | 1/21/21 | Employee bonuses | 51,000 |

City of Conway
Balance Sheet - Street Fund
As of January 31, 2021



| | |
|--|-------------------------|
| Cash - Operating | 6,005,811 |
| Taxes Receivable | 53,782 |
| Accounts Receivable | 1,570,158 |
| Due from Other Funds | (9,153) |
| <i>Assets</i> | <u>7,620,598</u> |
| | |
| Accounts Payable | 37,179 |
| Salaries Payable | 9,348 |
| Insurance and Benefits Payable | (5,963) |
| Due to Other Funds | 2,189 |
| Due to General | 26,774 |
| Deferred Revenue | 1,474,929 |
| <i>Liabilities</i> | <u>1,544,455</u> |
| | |
| <i>Fund Balance</i> | <u>6,076,143</u> |
| | |
| <i>Total Liabilities & Fund Balance</i> | <u>7,620,598</u> |

*All figures are unaudited

City of Conway
 Monthly Financial Report - Sanitation
 For the month ended January 31, 2021



| | <u>Budget</u> | <u>Month Activity</u> | <u>Year to Date</u> | <u>Encumbered</u> | <u>(Over)/Under Budget</u> | <u>% Expend/Collect</u> |
|-------------------------------|------------------|---------------------------|-------------------------|-------------------|--------------------------------|-----------------------------|
| Revenues | | | | | | |
| Sanitation Fees | 9,000,000 | - | - | | 9,000,000 | 0% |
| Proceeds - Recycled Materials | 350,000 | 41,994 | 41,994 | | 308,006 | 12% |
| Landfill Fees - General | 200,000 | 26,431 | 26,431 | | 173,569 | 13% |
| Interest Income | 200,000 | - | - | | 200,000 | 0% |
| Proceeds from Sale of Assets | 33,858 | 42,258 | 42,258 | | (8,400) | 125% |
| Miscellaneous Revenues | - | 218 | 218 | | (218) | - |
| Total Revenues | 9,783,858 | 110,900 | 110,900 | - | 9,672,957 | 1% |
| Expenditures | | | | | | |
| Personnel Costs | 5,487,301 | 358,333 | 358,333 | 710 | 5,128,258 | 7% |
| Other Operating Costs | 3,161,800 | 10,327 | 10,327 | 28,844 | 3,122,629 | 0% |
| Total Operating Costs | 8,649,101 | 368,660 | 368,660 | 29,554 | 8,250,887 | 4% |
| Capital Outlay | 1,213,004 | - | - | - | 1,213,004 | 0% |
| Total Expenditures | 9,862,105 | 368,660 | 368,660 | 29,554 | 9,463,891 | 4% |
| Net Revenue/(Expense) | (78,248) | | (257,760) | | | |

*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
 Balance Sheet - Sanitation
 As of January 31, 2021



| | |
|--|--------------------------|
| Cash - Operating | 10,557,405 |
| Petty Cash | 200 |
| Post Closure Cash Account | 6,049,269 |
| Accounts Receivable | 14,474 |
| Due from Other Funds | 54,107 |
| Due from Component Unit | 931,603 |
| General Inventory | 2,122 |
| Land & Buildings | 2,261,966 |
| Infrastructure | 878,524 |
| Machinery and Equipment | 4,095,518 |
| Vehicles | (146,213) |
| Deferred Outflows of Resources | 1,903,527 |
| Deferred Outflows of Resources-OPEB | 18,248 |
| <i>Assets</i> | <u>26,620,749</u> |
| Accounts Payable | 103,821 |
| Salaries Payable | 17,501 |
| Insurance and Benefits Payable | (79,150) |
| Compensated Absences | 189,878 |
| Net Pension Obligation | 12,544,384 |
| Deferred Inflows of Resources | 1,612,058 |
| Deferred Inflows of Resources-OPEB | 126,149 |
| Net OPEB Liability | 606,008 |
| Due to Other Funds | 64,312 |
| Landfill Close/Post Close | 8,819,006 |
| <i>Liabilities</i> | <u>24,003,969</u> |
| <i>Net Position</i> | <u>2,616,780</u> |
| <i>Total Liabilities and Net Position</i> | <u>26,620,749</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 January 31, 2021



| | <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 | 15,000 | 1,199 | 1,199 | | 13,801 | 8% |
| Airport Fuel Sales | 700,000 | 37,023 | 37,023 | | 662,977 | 5% |
| T-Hangar Rent | 162,000 | 42,602 | 42,602 | | 119,398 | 26% |
| Community Hangar Rent | 33,600 | 2,800 | 2,800 | | 30,800 | 8% |
| Ground Leases | 125,000 | 8,712 | 8,712 | | 116,288 | 7% |
| Misc Revenue - Non air | 3,700 | - | - | | 3,700 | 0% |
| Miscellaneous Revenues | 15,000 | 803 | 803 | | 14,198 | 5% |
| Total Revenues | 1,054,300 | 93,139 | 93,139 | - | 961,161 | 9% |
| Expenditures | | | | | | |
| Personnel Costs | 318,656 | 21,329 | 21,329 | - | 297,327 | 7% |
| Fuel for Resale | 600,000 | 16,384 | 16,384 | - | 583,616 | 3% |
| Other Operating Costs | 141,900 | 805 | 805 | 756 | 140,339 | 1% |
| Total Operating Costs | 1,060,556 | 38,518 | 38,518 | 756 | 1,021,282 | 4% |
| Capital Outlay | - | - | - | - | - | 0% |
| Total Expenditures | 1,060,556 | 38,518 | 38,518 | 756 | 1,021,282 | 4% |
| Net Revenue/(Expense) | (6,256) | | 54,621 | | | |

*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
2021



Fund Balance Appropriations

| <u>Ordinance</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------|--------------------|---------------|
| O-21-13 | 1/21/21 | Employee bonuses | 7,000 |

City of Conway
 Balance Sheet - Airport
 As of January 31, 2021



| | |
|---|--------------------------|
| Cash - Operating | 508,806 |
| Taxes Receivable | 3,638 |
| Accounts Receivable - Fuel Vendor | (65,059) |
| Land | 1,254,473 |
| Buildings | 3,946,264 |
| Machinery & Equipment | 560,613 |
| Vehicles | 5,484 |
| Infrastructure | 23,059,528 |
| Deferred Outflows of Resources-OPEB | 1,029 |
| Assets | <u>29,274,775</u> |
| Accounts Payable | 10,780 |
| Salaries Payable | - |
| Insurance and Benefits Payable | (57) |
| Compensated Absences | 5,127 |
| Deferred Inflows of Resources | 34,168 |
| Deferred Inflows of Resources-OPEB | 7,112 |
| Due to General | 9,574 |
| Liabilities | <u>66,704</u> |
| Net Position | 29,208,071 |
| Total Liabilities & Net Position | <u>29,274,775</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 January 31, 2021



Parks and Rec A&P Tax

| | |
|-------------------|--------------|
| Balance, 12/31/20 | 2,210,720 |
| Receipts | 239,589 |
| Payments | - |
| Balance, 1/31/21 | \$ 2,450,309 |

Pay as you go Sales Tax

| | |
|-------------------|--------------|
| Balance, 12/31/20 | 3,922,102 |
| Receipts | 276,590 |
| Payments | (215,530) |
| Balance, 1/31/21 | \$ 3,983,162 |

Street Impact Fees

| | |
|-------------------|--------------|
| Balance, 12/31/20 | 1,274,039 |
| Receipts | 40,579 |
| Payments | (154,817) |
| Balance, 1/31/21 | \$ 1,159,801 |

Parks Impact Fees

| | |
|-------------------|------------|
| Balance, 12/31/20 | 767,617 |
| Receipts | 24,533 |
| Payments | (755) |
| Balance, 1/31/21 | \$ 791,395 |

Street Sales Tax

| | |
|-------------------|--------------|
| Balance, 12/31/20 | 9,215,569 |
| Receipts | 9,698 |
| Payments | (380,095) |
| Balance, 1/31/21 | \$ 8,845,171 |



**City of Conway, Arkansas
Resolution No. R-21- _____**

A RESOLUTION APPROVING PROFESSIONAL CONSULTING SERVICES FOR THE DEVELOPMENT OF A CONSOLIDATED PLAN AS IT RELATES TO THE COMMUNITY DEVELOPMENT BLOCK PROGRAM; AND FOR OTHER PURPOSES

Whereas, the City of Conway solicited request for proposals seeking a firm with expertise and understanding of the U.S. Department of Housing and Urban Development (HUD) for the development of a Consolidated Plan (Con Plan); and

Whereas, the City received submittals from five firms; Chrysalis Research and Consulting, J-Quad, Crescendo Consulting Group LLC, Western Economic Services, LLC, and BluLynx Solutions; and

Whereas, the committee considered proposed plan, qualifications and experience and staff, minority/women owned status and cost; and

Whereas, funds for this agreement are included in the CDBG budget and the committee would like to recommend Chrysalis Research and Consulting with a total proposed project fee of \$26,250.

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

Section 1. The City of Conway shall accept the proposal from Chrysalis Research Consulting and enter into an agreement for the amount of \$26,250 for the 5 year Consolidated Plan.

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

PASSED this 23rd day of February 2021.

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

From: Brandon Ruhl, 2021 Planning Commission Chairman
 Date: February 23, 2021

Re: Request for conditional use permit to allow childcare facility in O-2 zone at 930 Wingate Drive, Building E, Suite 1

Brandy Hansberry, has requested a conditional use permit to allow childcare facility in O-2 zone at 930 Wingate Drive, Building E, Suite 1, with the legal description:

Lot PT 2 Pennington's Addition S 121'

The applicant is requesting a conditional use permit to open a childcare center. The childcare center will occupy approximately half of Building E and has access to the covered parking and entrance area. The childcare center is planned to be 2 classrooms which will serve fewer than 30 children. The applicant plans to add an outdoor play area to the south of the building and is proposing new and replacement fencing.

The Planning Commission reviewed the request at its regular meeting on February 16, 2021 and voted 7-0-1 that the request be forwarded to the City Council with a recommendation for approval with the following 7 conditions:

CONDITIONS ATTACHED TO THE PERMIT:

1. Operating hours are limited to Monday – Friday, 7:00am – 6:00pm.
2. No drive-thru drop-off or pick-up is allowed. Patrons must park and walk in to drop-off and pick-up children.
3. No equipment taller than 18" shall be allowed in the outdoor play area.
4. Use of the outdoor play area is limited to 2 hours per day.
5. Any new fencing shall comply with Article 1101, Development Review Standards, of the Zoning Code. Fencing type and placement shall be approved by Planning Staff prior to installation.
6. Any new lighting shall be inward, downcast, and shrouded to prevent light trespass onto adjacent property and shall comply with Article 1101, Development Review Standards, of the Zoning Code.
7. Any expansions or additions to the structure or outdoor play area as well as any changes to the use shall require an amended or new conditional use permit.

Please advise if you have any questions.

CARSON CV

WINGATE DR

MF-2

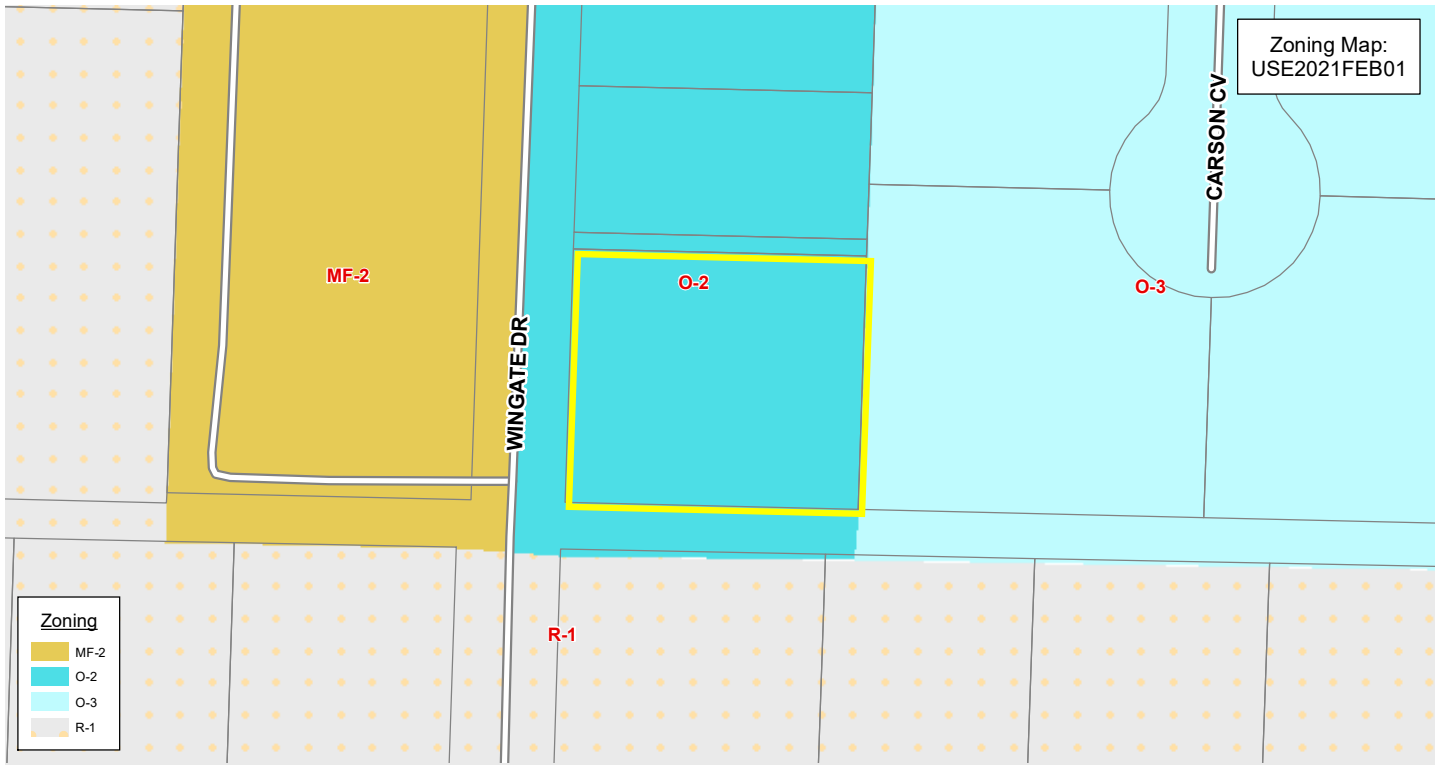
O-2

O-3

R-1

Zoning

- MF-2
- O-2
- O-3
- R-1





City of Conway, Arkansas
Ordinance No. O-21- _____

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE PROPERTY LOCATED NORTH OF GENTRY LAKE, NORTHWEST OF LAKEFRONT DRIVE AND WEST END STREET FROM R-1 TO PUD:

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:

A PART OF THE SW¼ NW¼ OF SECTION 31, T-6-N, R-13-W, IN THE CITY OF CONWAY, IN FAULKNER COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NW CORNER OF SAID SW¼ NW¼, THENCE ALONG THE WEST LINE THEREOF S 01°34'05" W 314.83 FEET TO A FOUND IRON PIN, THENCE S 87°58'26" E 315.20 FEET TO A FOUND IRON PIN FOR THE TRUE POINT OF BEGINNING, THENCE S 02°02'49" W 73.29 FEET TO A POINT, THENCE S 81°00'37" E 156.04 FEET TO A POINT, THENCE S 69°37'37" E 161.79 FEET TO A POINT, THENCE S 53°20'48" E 46.25 FEET TO A POINT, THENCE N 52°55'36" E 87.02 FEET TO A POINT, THENCE S 87°31'52" E 103.34 FEET TO A POINT, THENCE N 02°28'08" E 85.47 FEET TO A FOUND IRON PIN, THENCE S 87°22'27" E 2.67 FEET TO A FOUND IRON PIN ON THE WEST LINE OF THE ROBBINSWOOD SUBDIVISION THENCE N 02°04'40" E 344.99 FEET TO A FOUND CHAIR LEG FOR THE NW CORNER OF SAID ROBBINSWOOD SUBDIVISION, THENCE N 88°02'19" W 523.51 FEET TO A FOUND IRON PIN, THENCE S 01°34'02" W 314.51 FEET TO THE POINT OF BEGINNING, CONTAINING 5.11 ACRES MORE OR LESS, SUBJECT TO ANY EASEMENTS OR RIGHTS OF WAY OF RECORD.

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 23rd day February, 2021.

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

From: Brandon Ruhl, 2021 Planning Commission Chairman
Date: February 23, 2021

Re: Request to rezone from R-1 to PUD ± 5.11 acres located north of Gentry Lake, northwest of Lake Front Drive and West End Street

David Watkins, has requested to rezone from R-1 to PUD ± 5.11 acres located north of Gentry Lake, northwest of Lake Front Drive and West End Street, with the legal description:

A PART OF THE SW¼ NW¼ OF SECTION 31, T-6-N, R-13-W, IN THE CITY OF CONWAY, IN FAULKNER COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NW CORNER OF SAID SW¼ NW¼, THENCE ALONG THE WEST LINE THEREOF S 01°34'05" W 314.83 FEET TO A FOUND IRON PIN, THENCE S 87°58'26" E 315.20 FEET TO A FOUND IRON PIN FOR THE TRUE POINT OF BEGINNING, THENCE S 02°02'49" W 73.29 FEET TO A POINT, THENCE S 81°00'37" E 156.04 FEET TO A POINT, THENCE S 69°37'37" E 161.79 FEET TO A POINT, THENCE S 53°20'48" E 46.25 FEET TO A POINT, THENCE N 52°55'36" E 87.02 FEET TO A POINT, THENCE S 87°31'52" E 103.34 FEET TO A POINT, THENCE N 02°28'08" E 85.47 FEET TO A FOUND IRON PIN, THENCE S 87°22'27" E 2.67 FEET TO A FOUND IRON PIN ON THE WEST LINE OF THE ROBBINSWOOD SUBDIVISION THENCE N 02°04'40" E 344.99 FEET TO A FOUND CHAIR LEG FOR THE NW CORNER OF SAID ROBBINSWOOD SUBDIVISION, THENCE N 88°02'19" W 523.51 FEET TO A FOUND IRON PIN, THENCE S 01°34'02" W 314.51 FEET TO THE POINT OF BEGINNING, CONTAINING 5.11 ACRES MORE OR LESS, SUBJECT TO ANY EASEMENTS OR RIGHTS OF WAY OF RECORD.

The applicant is seeking to rezone the property from R-1 to PUD for the purpose of developing a gated, large-lot single family subdivision. The development would have 4 lots and gain access through a new private drive, Lake Crest Drive. The surrounding area is predominantly residential. The rezoning would not likely negatively impact the adjacent property.

The Planning Commission reviewed the request at its regular meeting on February 16, 2021 and voted 8-0 that the request be forwarded to the City Council with a recommendation for approval along with the following 11 conditions:

1. Permitted uses are limited to single-family residential with a maximum of 4 dwelling units.
2. All standards and uses other than those defined shall be governed by restrictions of the R-1 zoning district.
3. Maximum height of primary residence shall not exceed 45 feet.
4. Building setbacks shall be: Front, Exterior, and Rear – 25 feet; Interior – 6 feet.
5. One accessory structure, per primary residence, is allowed on the north side of the access easement with a maximum area no greater than 50% of the heated and cooled square footage of the primary residence.

6. Trees 12" and greater in diameter shall remain unless they directly impede home construction, pose a safety hazard, or are a noxious species.
7. Applicant shall plat the property in accordance with the Subdivision Regulations.
8. Applicant shall return a signed copy of the final development plan agreement prior to the issuance of building permits.
9. All roadway improvements shall be privately maintained.
10. A Property Owners' Association shall be required to be formed and operate in perpetuity to maintain all common areas and improvements such as streets, entry gate, and lighting.
11. PUD shall be generally developed according to the proposed plan and the PUD proposal (Exhibit A). Minor variations from the approved plan may be allowed by approval from the Planning Director.

Please advise if you have any questions.



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

February 23, 2021

**LAKE CREST PLANNED UNIT DEVELOPMENT - FINAL DEVELOPMENT PLAN
PROPERTY NORTH OF GENTRY LAKE; NORTHWEST OF WEST END STREET AND LAKE FRONT DRIVE**

Applicant:

Charles 'Skip' Colvin
Mac Development, LLC

Legal Description:

DESCRIPTION: A PART OF THE SW $\frac{1}{4}$ NW $\frac{1}{4}$ OF SECTION 31, T-6-N, R-13-W, IN THE CITY OF CONWAY, IN FAULKNER COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE NW CORNER OF SAID SW $\frac{1}{4}$ NW $\frac{1}{4}$, THENCE ALONG THE WEST LINE THEREOF S 01°34'05" W 314.83 FEET TO A FOUND IRON PIN, THENCE S 87°58'26" E 315.20 FEET TO A FOUND IRON PIN FOR THE TRUE POINT OF BEGINNING, THENCE S 02°02'49" W 73.29 FEET TO A POINT, THENCE S 81°00'37" E 156.04 FEET TO A POINT, THENCE S 69°37'37" E 161.79 FEET TO A POINT, THENCE S 53°20'48" E 46.25 FEET TO A POINT, THENCE N 52°55'36" E 87.02 FEET TO A POINT, THENCE S 87°31'52" E 103.34 FEET TO A POINT, THENCE N 02°28'08" E 85.47 FEET TO A FOUND IRON PIN, THENCE S 87°22'27" E 2.67 FEET TO A FOUND IRON PIN ON THE WEST LINE OF THE ROBBINSWOOD SUBDIVISION THENCE N 02°04'40" E 344.99 FEET TO A FOUND CHAIR LEG FOR THE NW CORNER OF SAID ROBBINSWOOD SUBDIVISION, THENCE N 88°02'19" W 523.51 FEET TO A FOUND IRON PIN, THENCE S 01°34'02" W 314.51 FEET TO THE POINT OF BEGINNING, CONTAINING 5.11 ACRES MORE OR LESS, SUBJECT TO ANY EASEMENTS OR RIGHTS OF WAY OF RECORD.

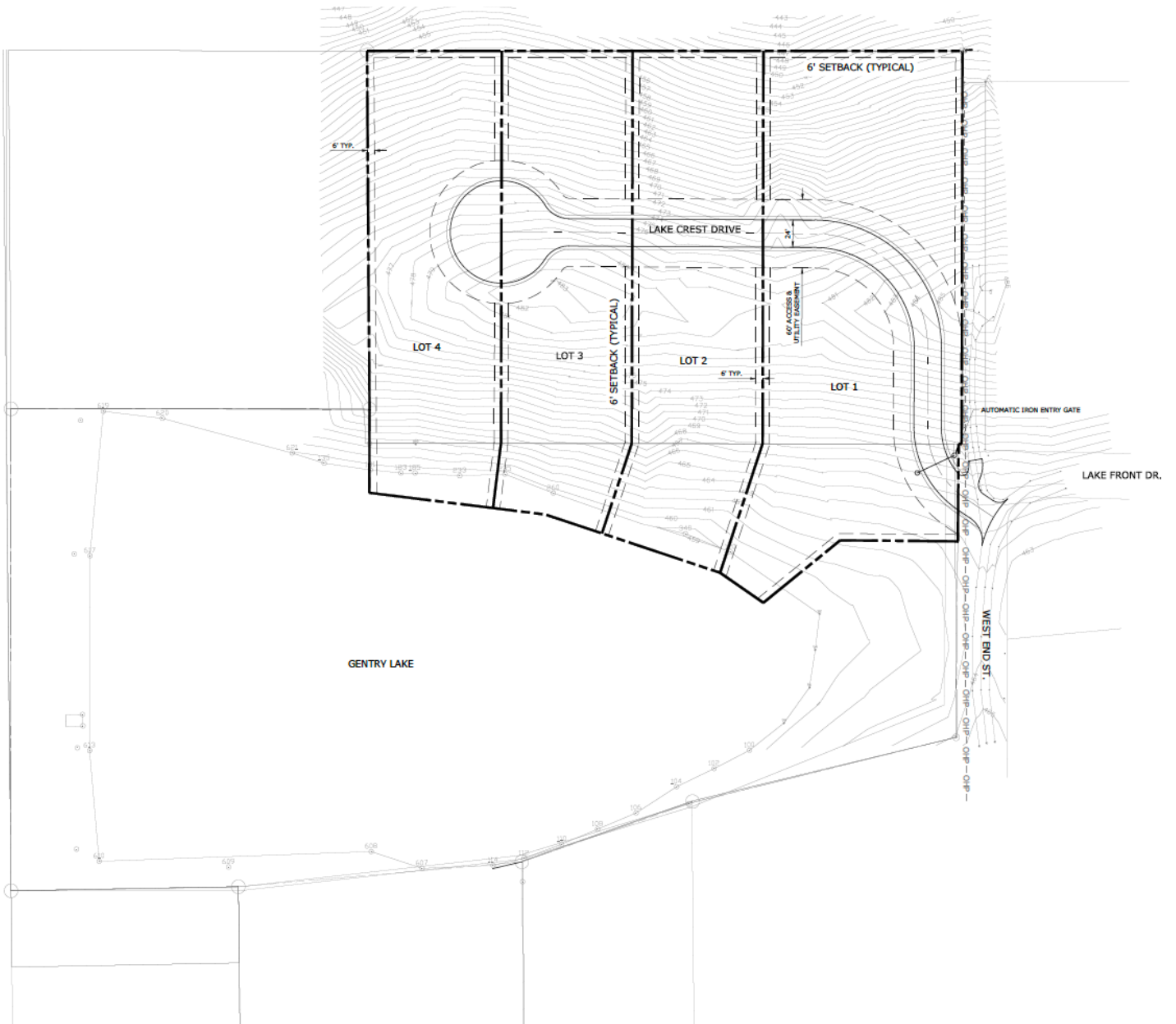
Lake Crest PUD Final Development Plan Conditions:

1. Permitted uses are limited to single-family residential with a maximum of 4 dwelling units.
2. All standards and uses other than those defined shall be governed by restrictions of the R-1 zoning district.
3. Maximum height of primary residence shall not exceed 45 feet.
4. Building setbacks shall be: Front, Exterior, and Rear – 25 feet; Interior – 6 feet.
5. One accessory structure, per primary residence, is allowed on the north side of the access easement with a maximum area no greater than 50% of the heated and cooled square footage of the primary residence.
6. Trees 12" and greater in diameter shall remain unless they directly impede home construction, pose a safety hazard, or are a noxious species.
7. Applicant shall plat the property in accordance with the Subdivision Regulations.
8. Applicant shall return a signed copy of the final development plan agreement prior to the issuance of building permits.
9. All roadway improvements shall be privately maintained.
10. A Property Owners' Association shall be required to be formed and operate in perpetuity to maintain all common areas and improvements such as streets, entry gate, and lighting.

11. PUD shall be generally developed according to the proposed plan and PUD proposal, included as Exhibit A. Minor variations from the approved plan may be allowed by approval from the Planning Director.

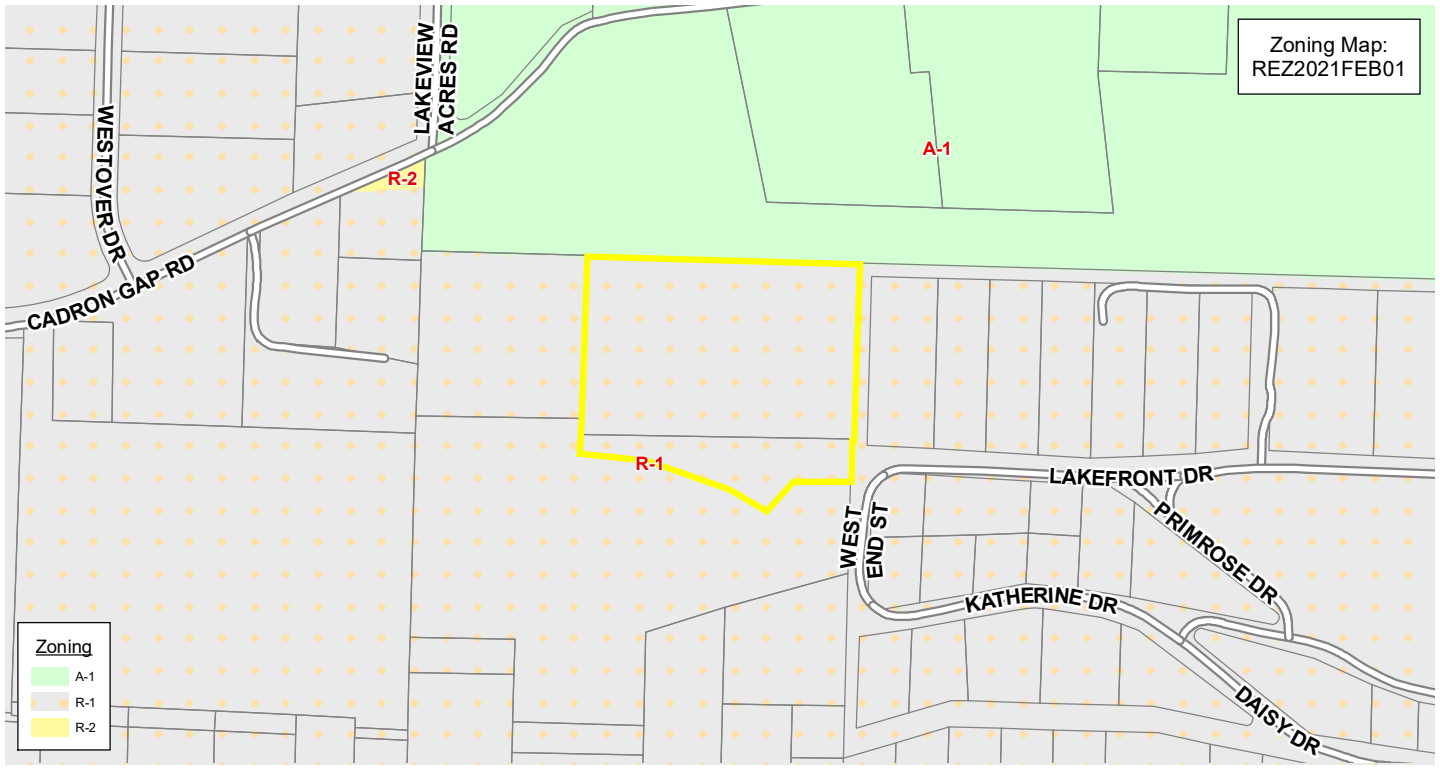
Applicant/Owner

Date






Refer to conditions for deviations from above proposed plan, including setbacks.

James Walden, AICP
 Director of Planning & Development



Zoning

| | |
|---|-----|
|  | A-1 |
|  | R-1 |
|  | R-2 |



City of Conway, Arkansas
Ordinance No. O-21- _____

AN ORDINANCE AMENDING SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE PROPERTY LOCATED AT 1150 MUSEUM ROAD; 1 AND 3 OAK GROVE DRIVE FROM C-3 & R-1 TO PUD:

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 **C-3 and R-1** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

A PART OF LOT 1 ROS ADDITION REPLAT OF LOTS 1 & 2 AS SHOWN IN PLAT BOOK I, PAGE 110, RECORDS OF FAULKNER COUNTY ARKANSAS AND PART OF THE W1/2 SW1/4 SW1/4, SECTION 5, T-5-N, R-13-W, FAULKNER COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND RDF CAP FOR THE NE CORNER OF SAID W1/2 SW1/4 SW1/4, SAID POINT BEING THE NW CORNER OF LONGVIEW SUBDIVISION AS SHOWN IN PLAT BOOK C, PAGE 14, RECORDS OF FAULKNER COUNTY, ARKANSAS; THENCE ALONG THE EAST LINE OF SAID W1/2 SW1/4 SW1/4 AND THE WEST LINE OF SAID LONGVIEW SUBDIVISION S01°49'32"W A DISTANCE OF 925.01' TO A FOUND 5/8" REBAR FOR THE SW CORNER OF SAID LONGVIEW SUBDIVISION; THENCE CONTINUE ALONG SAID EAST LINE S01°18'44"W A DISTANCE OF 26.90' TO A FOUND RDF CAP; THENCE LEAVING SAID EAST LINE N88°30'40"W A DISTANCE OF 154.67' TO A FOUND RDF CAP; THENCE N01°44'36"E A DISTANCE OF 380.05' TO A FOUND RDF CAP; THENCE N89°11'46"W A DISTANCE OF 10.00' TO A FOUND PK NAIL; THENCE N01°49'32"E A DISTANCE OF 21.95' TO A FOUND PK NAIL; THENCE N89°11'46"W A DISTANCE OF 165.73' TO A FOUND RDF CAP BEING ON THE EAST LINE OF SAID ROS ADDITION REPLAT; THENCE ALONG SAID EAST LINE N01°29'40"E A DISTANCE OF 408.00' TO A FOUND RDF CAP; THENCE LEAVING SAID EAST LINE N89°11'47"W A DISTANCE OF 303.34' TO A FOUND RDF CAP BEING ON WEST LINE OF SAID ROS ADDITION REPLAT; THENCE ALONG SAID WEST LINE N01°28'34"E A DISTANCE OF 110.00' TO A FOUND RDF CAP; THENCE LAVING SAID WEST LINE N83°01'27"E A DISTANCE OF 221.61' TO A FOUND RDF CAP BEING ON THE NORTH LINE OF SAID ROS ADDITION REPLAT AND THE NORTH LINE OF SAID W1/2 SW1/4 SW1/4; THENCE ALONG SAID NORTH LINE S89°11'46"E A DISTANCE OF 418.06' TO THE POINT OF BEGINNING, CONTAINING 6.52 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 23rd day February, 2021.

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

From: Brandon Ruhl, 2021 Planning Commission Chairman
Date: February 23, 2021

Re: Request to rezone from C-3 & R-1 to PUD ± 6.52 acres located at 1150 Museum Road; 1 and 3 Oak Grove Drive

Chris Martin, has requested to rezone from C-3 & R-1 to PUD ± 6.52 acres located at 1150 Museum Road; 1 and 3 Oak Grove Drive, with the legal description:

A PART OF LOT 1 ROS ADDITION REPLAT OF LOTS 1 & 2 AS SHOWN IN PLAT BOOK I, PAGE 110, RECORDS OF FAULKNER COUNTY ARKANSAS AND PART OF THE W1/2 SW1/4 SW1/4, SECTION 5, T-5-N, R-13-W, FAULKNER COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND RDF CAP FOR THE NE CORNER OF SAID W1/2 SW1/4 SW1/4, SAID POINT BEING THE NW CORNER OF LONGVIEW SUBDIVISION AS SHOWN IN PLAT BOOK C, PAGE 14, RECORDS OF FAULKNER COUNTY, ARKANSAS; THENCE ALONG THE EAST LINE OF SAID W1/2 SW1/4 SW1/4 AND THE WEST LINE OF SAID LONGVIEW SUBDIVISION S01°49'32"W A DISTANCE OF 925.01' TO A FOUND 5/8" REBAR FOR THE SW CORNER OF SAID LONGVIEW SUBDIVISION; THENCE CONTINUE ALONG SAID EAST LINE S01°18'44"W A DISTANCE OF 26.90' TO A FOUND RDF CAP; THENCE LEAVING SAID EAST LINE N88°30'40"W A DISTANCE OF 154.67' TO A FOUND RDF CAP; THENCE N01°44'36"E A DISTANCE OF 380.05' TO A FOUND RDF CAP; THENCE N89°11'46"W A DISTANCE OF 10.00' TO A FOUND PK NAIL; THENCE N01°49'32"E A DISTANCE OF 21.95' TO A FOUND PK NAIL; THENCE N89°11'46"W A DISTANCE OF 165.73' TO A FOUND RDF CAP BEING ON THE EAST LINE OF SAID ROS ADDITION REPLAT; THENCE ALONG SAID EAST LINE N01°29'40"E A DISTANCE OF 408.00' TO A FOUND RDF CAP; THENCE LEAVING SAID EAST LINE N89°11'47"W A DISTANCE OF 303.34' TO A FOUND RDF CAP BEING ON WEST LINE OF SAID ROS ADDITION REPLAT; THENCE ALONG SAID WEST LINE N01°28'34"E A DISTANCE OF 110.00' TO A FOUND RDF CAP; THENCE LAVING SAID WEST LINE N83°01'27"E A DISTANCE OF 221.61' TO A FOUND RDF CAP BEING ON THE NORTH LINE OF SAID ROS ADDITION REPLAT AND THE NORTH LINE OF SAID W1/2 SW1/4 SW1/4; THENCE ALONG SAID NORTH LINE S89°11'46"E A DISTANCE OF 418.06' TO THE POINT OF BEGINNING, CONTAINING 6.52 ACRES, MORE OR LESS.

The applicant is seeking to rezone the property from R-1 & C-3 to PUD for the purpose of developing a mixture of single-family and two-family residential units with a maximum of 32 dwelling units. Individual lots will range from 8,700 square feet to 23,500 square feet. Oak Grove Drive will be developed and platted as a private drive with gates on both ends.

The Planning Commission reviewed the request at its regular meeting on February 16, 2021 and voted 6-0-2 that the request be forwarded to the City Council with a recommendation for approval along with the following 11 conditions:

1. Permitted uses are limited to one-family and two-family residential uses as indicated on the approved plan with a maximum of 32 dwelling units.
2. All standards and uses other than those defined shall be governed by restrictions of the R-1 zoning district.
3. Driveways shall be a minimum of 20 feet in length for new development.
4. New buildings shall be of the following materials: - Brick/stone - Cement fiber board (Hardie Board) - Wood - Other materials as approved by the Planning Director
5. Vinyl Siding shall be prohibited.
6. Any proposed fencing shall be approved by the Planning Director prior to installation.
7. No accessory structures shall be permitted.
8. Applicant shall plat the property in accordance with the Subdivision Regulations, at which time setbacks will be finalized.
9. Applicant shall return a signed copy of the final development plan agreement prior to the issuance of building permits.
10. All roadway improvements shall be privately maintained.
11. A Property Owners' Association shall be required to be formed and operate in perpetuity to maintain all common areas and improvements such as streets, sidewalks, and drainage.

Please advise if you have any questions.



CITY OF CONWAY
Planning and Development

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February 23, 2021

**OAK GROVE PLANNED UNIT DEVELOPMENT - FINAL DEVELOPMENT PLAN
1150 MUSEUM ROAD; 1 AND 3 OAK GROVE DRIVE**

Applicant:

Chris Martin
Proper Homes, LLC

Legal Description:

A PART OF LOT 1 ROS ADDITION REPLAT OF LOTS 1 & 2 AS SHOWN IN PLAT BOOK I, PAGE 110, RECORDS OF FAULKNER COUNTY ARKANSAS AND PART OF THE W1/2 SW1/4 SW1/4, SECTION 5, T-5-N, R-13-W, FAULKNER COUNTY, ARKANSAS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A FOUND RDF CAP FOR THE NE CORNER OF SAID W1/2 SW1/4 SW1/4, SAID POINT BEING THE NW CORNER OF LONGVIEW SUBDIVISION AS SHOWN IN PLAT BOOK C, PAGE 14, RECORDS OF FAULKNER COUNTY, ARKANSAS; THENCE ALONG THE EAST LINE OF SAID W1/2 SW1/4 SW1/4 AND THE WEST LINE OF SAID LONGVIEW SUBDIVISION S01°49'32"W A DISTANCE OF 925.01' TO A FOUND 5/8" REBAR FOR THE SW CORNER OF SAID LONGVIEW SUBDIVISION; THENCE CONTINUE ALONG SAID EAST LINE S01°18'44"W A DISTANCE OF 26.90' TO A FOUND RDF CAP; THENCE LEAVING SAID EAST LINE N88°30'40"W A DISTANCE OF 154.67' TO A FOUND RDF CAP; THENCE N01°44'36"E A DISTANCE OF 380.05' TO A FOUND RDF CAP; THENCE N89°11'46"W A DISTANCE OF 10.00' TO A FOUND PK NAIL; THENCE N01°49'32"E A DISTANCE OF 21.95' TO A FOUND PK NAIL; THENCE N89°11'46"W A DISTANCE OF 165.73' TO A FOUND RDF CAP BEING ON THE EAST LINE OF SAID ROS ADDITION REPLAT; THENCE ALONG SAID EAST LINE N01°29'40"E A DISTANCE OF 408.00' TO A FOUND RDF CAP; THENCE LEAVING SAID EAST LINE N89°11'47"W A DISTANCE OF 303.34' TO A FOUND RDF CAP BEING ON WEST LINE OF SAID ROS ADDITION REPLAT; THENCE ALONG SAID WEST LINE N01°28'34"E A DISTANCE OF 110.00' TO A FOUND RDF CAP; THENCE LAVING SAID WEST LINE N83°01'27"E A DISTANCE OF 221.61' TO A FOUND RDF CAP BEING ON THE NORTH LINE OF SAID ROS ADDITION REPLAT AND THE NORTH LINE OF SAID W1/2 SW1/4 SW1/4; THENCE ALONG SAID NORTH LINE S89°11'46"E A DISTANCE OF 418.06' TO THE POINT OF BEGINNING, CONTAINING 6.52 ACRES, MORE OR LESS.

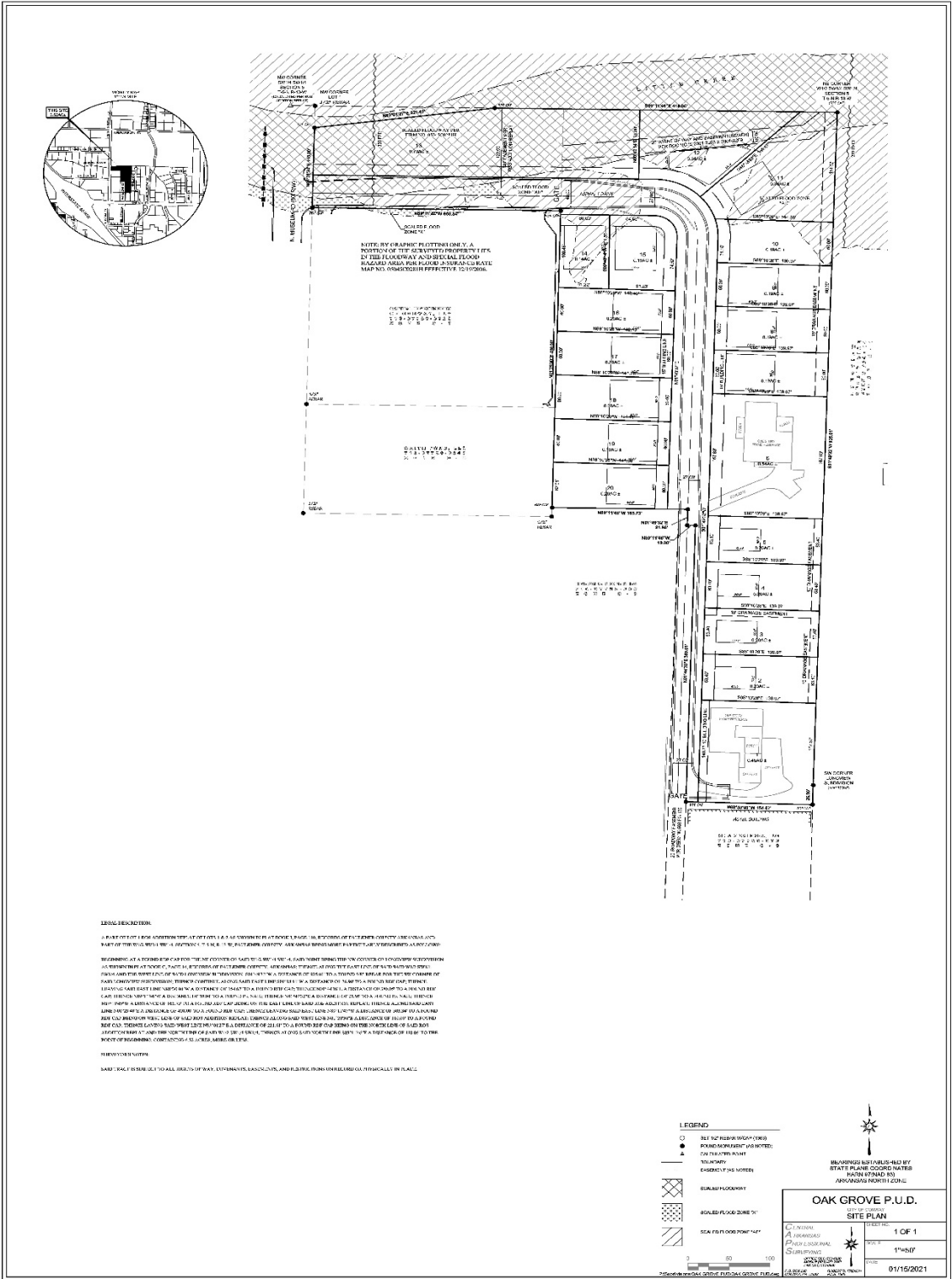
Oak Grove PUD Final Development Plan Conditions:

1. Permitted uses are limited to one-family and two-family residential uses as indicated on the approved plan with a maximum of 32 dwelling units.
2. All standards and uses other than those defined shall be governed by restrictions of the R-1 zoning district.
3. Driveways shall be a minimum of 20 feet in length for new development.
4. New buildings shall be of the following materials: - Brick/stone - Cement fiber board (Hardie Board) - Wood - Other materials as approved by the Planning Director
5. Vinyl Siding shall be prohibited.
6. Any proposed fencing shall be approved by the Planning Director prior to installation.
7. No accessory structures shall be permitted.

- 8. Applicant shall plat the property in accordance with the Subdivision Regulations, at which time setbacks will be finalized.
- 9. Applicant shall return a signed copy of the final development plan agreement prior to the issuance of building permits.
- 10. All roadway improvements shall be privately maintained.
- 11. A Property Owners' Association shall be required to be formed and operate in perpetuity to maintain all common areas and improvements such as streets, sidewalks, and drainage.

Applicant/Owner











Date

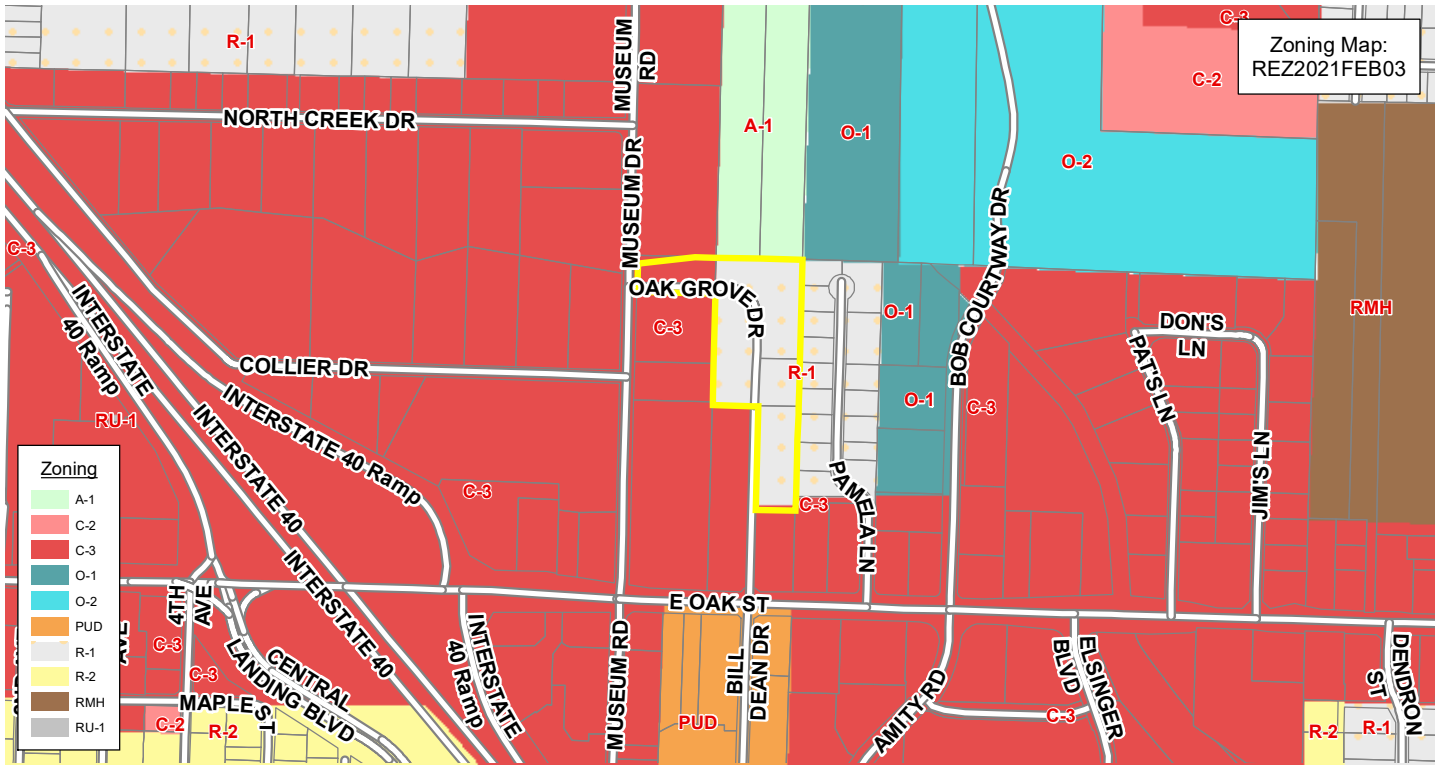


James Walden, AICP
 Director of Planning & Development

Oak Grove Planned Unit Development Final Development Plan

Zoning Map:
REZ2021FEB03

| Zoning | |
|---|------|
|  | A-1 |
|  | C-2 |
|  | C-3 |
|  | O-1 |
|  | O-2 |
|  | PUD |
|  | R-1 |
|  | R-2 |
|  | RMH |
|  | RU-1 |





**City of Conway, Arkansas
Resolution No. R-21-___**

A RESOLUTION AUTHORIZING THE MAYOR AND OTHER INDIVIDUALS TO ACT ON BEHALF OF AND TRANSACT BUSINESS FOR THE CITY OF CONWAY, ARKANSAS EMPLOYEES’ DEFINED BENEFIT PENSION PLAN.

WHEREAS: The assets of the City of Conway, Arkansas Employees’ Defined Benefit Pension Plan (hereinafter the “Plan”) are held in custody at Meridian Investments;

WHEREAS: It is necessary that certain Plan trustees and city officers be authorized and designated to transact business on behalf of the Plan, including but not limited to maintenance, check writing, and wiring of Plan funds of the brokerage account with Meridian Investments (“custodian”);

WHEREAS, the list of persons authorized to transact business on behalf of the Plan must be updated to reflect current officers and trustees;

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

Section 1: The following trustees and city officers are authorized to transact business on behalf of the Plan, including but not limited to the maintenance, check writing, and wiring of funds of the brokerage account with said custodian:

- Bart Castleberry**, Mayor, City of Conway, Arkansas
- Michael Garrett**, City Clerk/Treasurer, City of Conway, Arkansas
- Tyler Winningham**, Chief Financial Officer, City of Conway, Arkansas, and Trustee
- Lisa Mabry-Williams**, Director of Human Resources of Conway, Arkansas, and Trustee

Section 2: That this Resolution shall be in full force and effect from and after its passage and approval.

PASSED this 23rd day of February, 2021.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer



**City of Conway, Arkansas
Ordinance No. O-21-___**

AN ORDINANCE AMENDING ORDINANCE NO. 0-07-23, WHICH ADOPTED A REVISION OF SECTION IV, STANDARDS OF CONDUCT, INCLEMENT WEATHER POLICY IN 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. 0-18-88, an amended handbook to be used for personnel matters for the City; and

WHEREAS, a revision of Section IV, Standards of Conduct, Inclement Weather Policy, is needed for the fair and impartial implementation of personnel policies.

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

SECTION 1. Section IV, Standards of Conduct, Inclement Weather Policy, shall be amended as follows:

INCLEMENT WEATHER

Essential employees are required to report for duty. These employees include fire fighters, police officers and CEOC employees. Other employees in safety sensitive positions or otherwise deemed essential may be designated as essential personnel by their department head and/or the Mayor, depending on the specific situation and needs of the City. Essential employees are **NEVER** included in closings of city departments, buildings or services.

In instances of weather causing hazardous conditions, non-essential employees are required to contact their supervisor for instructions regarding job assignments for that particular workday. The Mayor or his designee shall make the decision if city offices are to close due to inclement weather. If an employee's department is open for business, the employee is expected to report for work. However, if in the employee's opinion, the conditions are too hazardous to get to work safely, the employee will be required to use vacation or comp time or take time off without pay. Regardless of the situation, employees are required to provide their supervisor with proper notification if they are unable to report to work.

If the Mayor or his designee announces certain non-essential city departments are closed due to inclement weather, those employees in those departments that were scheduled to work will be paid. This will affect full time employees working Monday through Friday only.

Essential employees that are scheduled to work and physically work on a day that the Mayor declares non-essential city departments are closed, will receive 8.0 hours of comp time in addition to their regular rate of pay for that day.

The Mayor or his designee may announce that the start time for city offices will be delayed. Employees that report to work at the delayed start time will be paid for 8.0 hours. This will affect full time employees working the 8:00 a.m. to 4:30 p.m. shift on Monday through Friday only.

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

SECTION 3. 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 23rd day of February, 2021.

Approved:

Mayor Bart Castleberry

Attest:

Michael O. Garrett
City Clerk/Treasurer