

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



**City Council Members**

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

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**Tuesday, May 26<sup>th</sup>, 2020 City Council Agenda**

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

*\*Due to restrictions imposed because of the COVID-19 pandemic, the City Council meeting will be held via Facebook Live on the City of Conway, Arkansas Facebook page & broadcast on the City of Conway's YouTube Channel & Conway Corporation Channel 5 and YouTube Channel.*

*To submit a comment or question regarding agenda items or for additional information regarding meeting, please email [felicia.rogers@conwayarkansas.gov](mailto:felicia.rogers@conwayarkansas.gov)*

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<b><u>5:30pm Committee:</u></b>	<b>No Committee Meeting</b>
<b><u>6:30pm:</u></b>	City Council Meeting
<b><u>Call to Order:</u></b>	Bart Castleberry, Mayor
<b><u>Roll Call:</u></b>	Michael O. Garrett, Clerk/Treasurer
<b><u>Minutes Approval:</u></b>	<b>May 12<sup>th</sup>, 2020</b>
<b><u>Monthly Financial Report</u></b>	<b>April 30<sup>th</sup>, 2020</b>

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

1. Resolution to approve aviation fuel and services for the Conway Airport.
2. Resolution to approve amending the Community Development Block Grant Program policies and procedures.
3. Resolution to amend the 2019 Action Plan for the Community Development Block Grant program.
4. Resolution to approve the action plan and budget for the FY2020 Community Development Block Grant program.
5. Resolution to enter into an agreement for Historic Preservation Consulting services for the Planning & Development Department.
6. Ordinance accepting the annexation of certain lands comprised of +/- 7.5 acres located west of Mill Pond Road.
7. Consideration to approve a conditional use permit to allow a church in R-1 zone for property located at 1301 Sunset Drive.
8. Resolution to enter into an agreement to acquire property located at 1714 Tyler Street for the Tyler Street Sidewalk Improvement Project.

**B. New Business**

1. Discussion/Consideration regarding the Office of the City Attorney.

**Adjournment**



City of Conway, Arkansas  
Monthly Financial Reports  
April 30, 2020

City of Conway  
 Monthly Financial Report - General Fund  
 For the month ended April 30, 2020



<b>Revenues</b>	<b>Budget</b>	<b>Month Activity</b>	<b>Year to Date</b>	<b>Encumbered</b>	<b>(Over)/Under Budget</b>	<b>% Expend/Collect</b>
Ad Valorem Tax	4,000,000	106,193	575,537		3,424,463	14%
Payments in Lieu of Tax	15,000	-	-		15,000	0%
State Tax Turnback	930,000	54,509	182,591		747,409	20%
Insurance Tax Turnback - LOPFI	1,300,000	-	-		1,300,000	0%
Sales Tax	20,500,000	1,618,274	7,053,433		13,446,567	34%
Beverage Tax	480,000	-	44,084		435,916	9%
Franchise Fees	3,540,000	305,949	1,233,243		2,306,757	35%
Office Space Leases	59,400	-	9,900		49,500	17%
Permits	506,000	19,372	123,313		382,687	24%
Public Safety	1,756,050	117,516	569,516		1,186,534	32%
Parks	689,500	(81,459)	114,783		574,717	17%
Interest Income	185,000	290	38,958		146,042	21%
Proceeds from Sale of Assets	-	-	3,178		(3,178)	-
Insurance Proceeds	4,934	8,007	11,185		(6,252)	227%
Donations	6,820	2,000	4,449		2,371	65%
Miscellaneous Revenues	113,000	14,069	44,687		68,313	40%
Transfers from Other Funds	723,000	-	70,500		652,500	10%
<b>Total Revenues</b>	<b>34,808,703</b>	<b>2,164,721</b>	<b>10,079,356</b>	<b>-</b>	<b>24,729,347</b>	<b>29%</b>
<b>Expenditures</b>						
Admin (Mayor, HR)	1,986,631	145,503	966,460	228,219	791,951	49%
Finance	450,441	25,743	102,841	-	347,600	23%
City Clerk/Treasurer	146,257	11,156	43,741	-	102,516	30%
City Council	103,031	5,617	23,220	-	79,811	23%
Planning	678,477	32,189	170,754	1,101	506,622	25%
Physical Plant	546,176	50,664	156,861	4,298	385,017	29%
Information Technology	1,088,577	56,780	302,825	36,785	748,967	28%
Permits and Inspections	633,713	45,374	158,283	-	475,430	25%
Nondepartmental	1,004,841	17,443	452,170	1,533	551,137	45%
Police	12,428,068	837,350	3,440,677	101,368	8,886,023	28%
CEOC	1,392,364	81,628	299,714	2,027	1,090,624	22%
Animal Welfare	496,164	36,995	136,110	5,200	354,855	27%
Municipal District Court	901,512	81,005	279,673	998	620,840	31%
City Attorney	490,688	35,076	132,121	-	358,567	27%
Fire	10,446,842	833,380	3,009,672	67,394	7,369,776	29%
Parks	3,218,524	207,124	827,578	3,954	2,386,991	26%
<b>Total Expenditures</b>	<b>36,012,304</b>	<b>2,503,027</b>	<b>10,502,701</b>	<b>452,878</b>	<b>25,056,725</b>	<b>29%</b>
<b>Net Revenue/(Expense)</b>	<b>(1,203,601)</b>		<b>(423,345)</b>			

\*All figures are unaudited

Notes:

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

City of Conway  
General Fund  
2020



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-20-07	1/28/20	Software purchase for Planning and Permitting depts	146,863
O-20-09	1/28/20	Replace battery backup system at Emergency Operations Center	115,597
			<u>\$ 262,460</u>

City of Conway  
 Balance Sheet - General Fund  
 As of April 30, 2020



Cash - Operating	5,012,846
Cash - Reserve	1,098,810
Petty Cash	715
Taxes Receivable	3,838,290
Accounts Receivable	4,408,288
Due from Other Funds	60,851
Due from Street	31,503
Due from Component Unit	203,667
Due from Municipal Court	81,294
Fuel Inventory	6,324
General Inventory	585
<b><i>Assets</i></b>	<b><u>14,743,173</u></b>
Accounts Payable	606,695
Salaries Payable	88,020
Insurance and Benefits Payable	(166,068)
Event Deposits	2,150
Held for Others - Crimestopper Reward	5,000
Held for Others - Performance Bonds	5,195
Due to Other Funds	14,252
Deferred Revenue	4,128,527
Unearned Revenue - City Hall Lease	1,020,000
<b><i>Liabilities</i></b>	<b><u>5,703,772</u></b>
<b><i>Fund Balance</i></b>	<b><u>9,039,401</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>14,743,173</u></b>

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Street Fund  
 For the month ended April 30, 2020



	<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>
<b>Revenues</b>						
Ad Valorem Tax	1,400,000	39,877	204,134		1,195,866	15%
Payments in Lieu of Tax	6,000	-	-		6,000	0%
State Tax Turnback	2,700,000	217,492	645,462		2,054,538	24%
AHTD 1/2 Cent Sales Tax Turnback	1,400,000	117,251	351,199		1,048,801	25%
Severance Tax	140,000	3,758	16,665		123,335	12%
State Tax Turnback - Wholesale	-	29,060	90,672		(90,672)	-
Sales Tax	280,000	22,675	98,831		181,169	35%
Engineering Fees	17,000	2,825	4,525		12,475	27%
Interest Income	120,000	-	23,525		96,475	20%
Miscellaneous Revenues	-	-	250		(250)	-
<b>Total Revenues</b>	<b>6,063,000</b>	<b>432,939</b>	<b>1,435,262</b>	<b>-</b>	<b>4,627,738</b>	<b>24%</b>
<b>Expenditures</b>						
Personnel Costs	2,975,692	178,079	718,040	-	2,257,652	24%
Other Operating Costs	3,235,513	103,004	544,709	45,737	2,645,067	17%
Total Operating Costs	6,211,205	281,084	1,262,749	45,737	4,902,719	20%
Capital Outlay	759,635	304,595	305,155	45,472	409,008	40%
<b>Total Expenditures</b>	<b>6,970,840</b>	<b>585,679</b>	<b>1,567,903</b>	<b>91,209</b>	<b>5,311,727</b>	<b>22%</b>
<b>Net Revenue/(Expense)</b>	<b>(907,840)</b>		<b>(132,641)</b>			

\*All figures are unaudited

Notes:

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

City of Conway  
Street Fund  
2020

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
			\$ -

City of Conway  
Balance Sheet - Street Fund  
As of April 30, 2020



Cash - Operating	5,028,360
Taxes Receivable	53,782
Accounts Receivable	1,553,537
Due from Other Funds	(9,153)
<b><i>Assets</i></b>	<b><u>6,626,526</u></b>
Accounts Payable	34,037
Salaries Payable	9,348
Insurance and Benefits Payable	(8,516)
Due to Other Funds	2,189
Due to General	31,002
Deferred Revenue	1,458,308
<b><i>Liabilities</i></b>	<b><u>1,526,367</u></b>
<b><i>Fund Balance</i></b>	<b><u>5,100,159</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>6,626,526</u></b>

\*All figures are unaudited



City of Conway  
 Monthly Financial Report - Sanitation  
 For the month ended April 30, 2020



	<u>Budget</u>	<u>Month Activity</u>	<u>Year to Date</u>	<u>Encumbered</u>	<u>(Over)/Under Budget</u>	<u>% Expend/Collect</u>
<b>Revenues</b>						
Sanitation Fees	9,150,000	855,491	3,302,694		5,847,306	36%
Proceeds - Recycled Materials	375,000	1,590	16,991		358,009	5%
Landfill Fees - General	200,000	11,606	58,885		141,115	29%
Interest Income	200,000	-	66,776		133,224	33%
Miscellaneous Revenues	-	150	46,726		(46,726)	-
<b>Total Revenues</b>	<b>9,925,000</b>	<b>868,837</b>	<b>3,492,072</b>	<b>-</b>	<b>6,432,928</b>	<b>35%</b>
<b>Expenditures</b>						
Personnel Costs	4,722,995	350,025	1,413,355	1,380	3,308,260	30%
Other Operating Costs	<u>2,974,653</u>	<u>183,795</u>	<u>509,479</u>	<u>178,914</u>	<u>2,286,260</u>	<u>17%</u>
Total Operating Costs	7,697,648	533,820	1,922,834	180,294	5,594,519	25%
Capital Outlay	<u>2,580,413</u>	<u>319,898</u>	<u>842,515</u>	<u>241,239</u>	<u>1,496,659</u>	<u>33%</u>
<b>Total Expenditures</b>	<b>10,278,061</b>	<b>853,718</b>	<b>2,765,349</b>	<b>421,533</b>	<b>7,091,178</b>	<b>27%</b>
<b>Net Revenue/(Expense)</b>	<b>(353,061)</b>		<b><u>726,723</u></b>			

\*All figures are unaudited

Notes:

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

City of Conway  
Sanitation Fund  
2020

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
			\$ -

City of Conway  
 Balance Sheet - Sanitation  
 As of April 30, 2020



Cash - Operating	9,353,291
Petty Cash	200
Post Closure Cash Account	5,992,096
Accounts Receivable	14,474
Due from Other Funds	5,345
Due from Component Unit	931,603
General Inventory	2,122
Land & Buildings	2,160,794
Infrastructure	904,043
Machinery and Equipment	3,687,981
Vehicles	281,826
Deferred Outflows of Resources	1,801,284
<b><i>Assets</i></b>	<b><u>25,135,060</u></b>
Accounts Payable	66,970
Salaries Payable	19,420
Insurance and Benefits Payable	(44,405)
Compensated Absences	168,607
Net Pension Obligation	10,743,741
Deferred Inflows of Resources	2,128,495
Deferred Inflows of Resources OPEB	136,661
Net OPEB Liability	574,953
Due to Other Funds	62,565
Landfill Close/Post Close	8,709,685
<b><i>Liabilities</i></b>	<b><u>22,566,691</u></b>
<b><i>Net Position</i></b>	<b><u>2,568,369</u></b>
<b><i>Total Liabilities and Net Position</i></b>	<b><u>25,135,060</u></b>

\*All figures are unaudited

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

City of Conway  
 Monthly Financial Report - Airport  
 For the month ended April 30, 2020



<b>Revenues</b>	<b><u>Budget</u></b>	<b><u>Month</u> <u>Activity</u></b>	<b><u>Year to</u> <u>Date</u></b>	<b><u>Encumbered</u></b>	<b><u>(Over)/Under</u> <u>Budget</u></b>	<b><u>%</u> <u>Expend/Collect</u></b>
Sales Tax	15,000	1,299	6,878		8,122	46%
Airport Fuel Sales	780,000	44,671	237,589		542,411	30%
T-Hangar Rent	137,160	12,187	53,533		83,627	39%
Community Hangar Rent	33,600	2,800	11,200		22,400	33%
Ground Leases	125,000	-	17,424		107,576	14%
Miscellaneous Revenues	10,000	446	4,506		5,494	45%
<b>Total Revenues</b>	<b>1,100,760</b>	<b>61,403</b>	<b>331,131</b>	<b>-</b>	<b>769,629</b>	<b>30%</b>
<b>Expenditures</b>						
Personnel Costs	293,449	17,276	86,501	-	206,948	29%
Fuel for Resale	650,000	26,279	154,483	-	495,517	24%
Other Operating Costs	144,499	15,036	45,073	7,202	92,224	31%
Total Operating Costs	1,087,948	58,591	286,057	7,202	794,688	26%
Capital Outlay	-	-	-	-	-	0%
<b>Total Expenditures</b>	<b>1,087,948</b>	<b>58,591</b>	<b>286,057</b>	<b>7,202</b>	<b>794,688</b>	<b>26%</b>
<b>Net Revenue/(Expense)</b>	12,812		<b>45,073</b>			

\*All figures are unaudited

Notes:

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- 2) Capital outlay is shown here for budgeting purposes, but only depreciation expense will be recorded at year end.

City of Conway  
Airport Fund  
2020

Fund Balance Appropriations



<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
			\$ -

City of Conway  
 Balance Sheet - Airport  
 As of April 30, 2020



Cash - Operating	331,158
Taxes Receivable	3,638
Accounts Receivable - Fuel Vendor	3,850
Land	1,254,473
Buildings	3,946,264
Machinery & Equipment	560,613
Vehicles	5,484
Infrastructure	23,059,528
<b><i>Assets</i></b>	<b><u>29,165,009</u></b>
Accounts Payable	2,702
Insurance and Benefits Payable	(57)
Compensated Absences	5,127
Due to General	9,126
Deferred Inflows of Resources	32,417
Deferred Inflows of Resources OPEB	7,705
<b><i>Liabilities</i></b>	<b><u>57,019</u></b>
<b><i>Net Position</i></b>	<b><u>29,107,989</u></b>
<b><i>Total Liabilities &amp; Net Position</i></b>	<b><u>29,165,009</u></b>

\*All figures are unaudited

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

City of Conway  
Monthly Financial Report - Major Project Funds  
As of April 30, 2020



Parks and Rec A&P Tax

Balance, 3/31/20	1,747,460
Receipts	273,061
Payments	(187,296)
Balance, 4/30/20	\$ 1,833,225

Pay as you go Sales Tax

Balance, 3/31/20	2,690,335
Receipts	17,824
Payments	(270,207)
Balance, 4/30/20	\$ 2,437,951

Street Impact Fees

Balance, 3/31/20	1,487,610
Receipts	113,665
Payments	-
Balance, 4/30/20	\$ 1,601,275

Parks Impact Fees

Balance, 3/31/20	613,337
Receipts	17,233
Payments	-
Balance, 4/30/20	\$ 630,570

Street Sales Tax

Balance, 3/31/20	8,077,887
Receipts	7,995
Payments	(544,725)
Balance, 4/30/20	\$ 7,541,156



**City of Conway, Arkansas  
Resolution No. R-20-\_\_**

**A RESOLUTION APPROVING AVIATION FUEL AND SERVICES FOR THE CITY OF CONWAY AIRPORT;  
AND FOR OTHER PURPOSES**

**Whereas**, Avfuel, Epic Fuels, Satterfield Aviation Fuels and Titan Aviation Fuels submitted proposals to provide the City of Conway Airport fuel, equipment and services; and

**Whereas**, the evaluation committee has review all proposals and recommends the City of Conway enter into an agreement with Satterfield Aviation Fuels.

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

**Section 1.** The City of Conway shall enter into an agreement with Satterfield Aviation Fuels for fuel, fuel service and equipment for the City of Conway Airport.

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

**PASSED** this 26<sup>th</sup> day of May 2020.

**Approved:**

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

**Attest:**

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





**City of Conway, Arkansas  
Resolution No. R-20-\_\_\_\_\_**

**A RESOLUTION AMENDING THE CITY OF CONWAY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM POLICIES AND PROCEDURES AND FOR OTHER PURPOSES**

**Whereas**, The US Department of Housing and Urban Development recommends that entitlement cities have policies and procedures for the Community Development Block Grant program; and

**Whereas**, this CDBG policies and procedures manual is intended as a guide, not as a substitute for a thorough knowledge of state and federal laws and regulations referenced in this manual.

**Whereas**, due to the COVID-19 pandemic, the CDBG citizens participation plan contained in the policies and procedures shall be amended.

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

**Section 1:** That the City Council of the City of Conway hereby accepts and adopts the amended Community Development Block Grant program’s amending the Citizen Participation plan only contained in the policies and procedures manual as a guideline for the City of Conway.

**PASSED** this 26<sup>th</sup> day of May, 2020.

**Approved:**

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

**Attest:**

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

### Citizen Participation Plan

#### Introduction

In 1994, the U.S. Department of Housing and Urban Development (HUD) issued new rules consolidating the planning, application, reporting and citizen participation processes of four formula grant programs: Community Development Block Grants (CDBG), Home Investment Partnerships (HOME), Emergency Shelter Grants (ESG) and Housing Opportunities for Persons with AIDS (HOPWA). The new single-planning process was intended to more comprehensively fulfill three basic goals: to provide decent housing, to provide a suitable living environment and to expand economic opportunities.

Provision of decent housing may involve assisting homeless persons in obtaining appropriate housing, retaining the affordable housing stock, increasing the availability of permanent affordable housing for low-income households without discrimination, and / or increasing supportive housing to assist persons with special needs. Providing a suitable living environment might entail improving the safety and livability of neighborhoods, including the provision of adequate public facilities; deconcentrating housing opportunities and revitalizing neighborhoods; restoring and preserving natural and physical features with historic, architectural, and aesthetic value; and conserving energy resources. Expanding economic opportunities can involve creation of accessible jobs, providing access resources for community development, and assisting low-income persons to achieve self-sufficiency.

The Consolidated Plan is actually a three-part planning process required by HUD. It comprises developing a five-year strategic plan, preparing annual action plans and submitting annually performance reports. These three parts are intended to furnish the framework whereby the City of Conway can identify its housing, homeless, community, and economic development needs, identify resources that will be tapped and actions to be taken that will address the needs, as well as look back and evaluate the City's progress toward achieving its strategic goals. Completing these documents on time and in a manner that is acceptable to HUD ensures program funding.

The precursor to the Consolidated Plan is the Citizen Participation Plan (CPP). The objectives of the CPP are to ensure that the citizens of Conway, particularly persons of low- and moderate-income, persons living in slum and blight areas, units of local government, housing agencies and other interested parties, are provided with the opportunity to participate in the planning and preparation of the Consolidated Plan, including amendments to the Consolidated Plan and the Annual Performance Report. In doing so, the CPP sets forth general policies and procedures for implementing and carrying out the Consolidated Planning process, such as how the Consolidated Plan will be developed, dates and milestones along which the process will proceed, and methods for citizens to offer the City of Conway assistance and guidance in the formulation of the Consolidated Plan. Furthermore, the provisions of the CPP fulfill statutory and regulatory requirements for citizen participation specified in the U.S. Department of Housing and Urban Development's rules for the Consolidated Plan, the HOME Investment Partnerships (HOME) Program, the Community Development Block Grant (CDBG) Program, the Emergency Shelter Grants (ESG) Program and the Housing Opportunities for Persons with AIDS (HOPWA) Program. In the City of Conway, the Community Development Department administers CDBG funds. The Community Development Department is the lead agency for developing the Consolidated Plan.

In order to ensure maximum participation in the Consolidated Planning process among all populations and needs groups, and in order to ensure that their issues and concerns are adequately addressed, the CDBG Administrator for Community Development will follow the standards set forth in its adopted CPP during development of its Consolidated Plan, Action Plan and Annual Performance Report.

## Encouraging Citizen Participation

The Consolidated Plan is designed to enumerate the City of Conway's overall strategy for coordinating federal and other housing and community development resources to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities, particularly for low- and moderate-income persons.

Interested groups and individuals are encouraged to provide input into all aspects of Conway's Consolidated Planning activities, from assessing needs to setting priorities through performance evaluation. By following the CPP, numerous opportunities for citizens to contribute information, ideas and opinions about ways to improve our neighborhoods, promote housing affordability and enhance the delivery of public services to local residents will occur.

If virtual hearings are used, real-time responses and accommodation for persons with disabilities and/or with limited English proficiency will be made available to the greatest extent possible. Also, the virtual hearing method will only be used in lieu of in-person hearing if national or local health authorities recommend social distancing and limit public gatherings for public health reasons.

The City of Conway is committed to keeping all interested groups and individuals informed of each phase of the Consolidated Planning process and of activities being proposed or undertaken under HUD formula grant programs. Opportunities to comment on or participate in planning community development and affordable housing activities and projects will be publicized and disseminated throughout the City of Conway.

**For CDBG-CV funding under PY 2019 and, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the city may provide a 5-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A public hearing is not required but documentation relative to substantial amendment activity planning applies.**

## Public Hearings and Meetings

The City will conduct at least two (2) public hearings to obtain citizens' views and to respond to proposals and questions. The hearings will take place at different stages of the Consolidated Planning process. At least one will occur prior to development of the Draft Plan and will be intended to solicit public input regarding distinct issues, thereby aiding policy formation. At least one more will occur after the Draft Plan has been released for public review, allowing interested parties an opportunity to review the strategies and how they were developed, designed and presented.

Information about the time, location and subject of each hearing will be provided to citizens at least fourteen (14) calendar days in advance through adopted public notice and outreach procedures. This notification will be disseminated to local governments and other interested parties. Public notification of the hearings will be published in the local newspaper. Community Development Department staff may also attend other meetings and conventions in the City of Conway throughout the year, thereby providing an opportunity for additional public information on the Consolidated Plan.

Every effort will be made to ensure the public hearings are inclusive. Hearings will be held at convenient times and locations and in places where people most affected by proposed activities can attend. The CDBG Administrator for Community Development will utilize hearing facilities that are accessible to persons with mobility impairments. If written notice is given at least seven (7) days before a hearing date, the City of Conway will provide appropriate materials, equipment and interpreting services to facilitate the participation of non-English speaking persons and persons with visual and / or hearing impairments. Interpreters will be provided at public hearings where a significant number of non-English speaking residents can be reasonably expected to participate. All public hearings and public meetings associated with the Consolidated Planning process will conform to applicable Arkansas open meeting laws.

However, the CDBG Administrator for Community Development may, at his or her discretion, actively solicit input on housing and community development issues in during the course of the year with other forums, town hall meetings and other venues, as they may present themselves.

### **Publication of Consolidated Plan Documents**

The CDBG Administrator for Community Development will publish the Draft Consolidated Plan for public review in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and submit comments. The Draft Plan will be a complete document and shall include:

- The amount of assistance the City of Conway expects to receive; and,
- The range of activities that may be undertaken, including the estimated amount that will benefit persons of low- and moderate-income.

A succinct summary of the Draft Plan will be published in a newspaper of general circulation at the beginning of the public comment period. The summary will describe the contents and purpose of the Consolidated Plan (including a summary of specific objectives) and include a list of the locations where copies of the entire proposed Consolidated Plan may be obtained or examined. The following are among the locations where copies of the public comment Draft Plan will be made available to inspections:

- Community Development Department located at 1111 Main Street
- City Hall located at 1111 Main Street;
- City of Conway's website at [www.conwayarkansas.gov](http://www.conwayarkansas.gov)

Citizens and groups may obtain a reasonable number of free copies of the proposed Consolidated Plan by contacting the CDBG Administrator at (501) 450-6100 or the document may be downloaded from the City's website at [www.conwayarkansas.gov](http://www.conwayarkansas.gov).

### **Public Comments on the Draft Consolidated Plan and Annual Action Plans**

The City of Conway's Community Development Department, as lead agency, will receive comments from citizens on its Draft Plan for a period not less than thirty (30) days prior to submission of the Consolidated Plan or Annual Action Plans to HUD. The Draft Annual Action Plan will be scheduled for release in November of each year.

All comments or views of citizens received in writing during the thirty (30) day comment period will be considered in preparing the final Consolidated Plan. A summary of these comments or views and a summary of any comments or views not accepted and the reasons therefore shall be attached to the final Consolidated Plan.

**For CDBG-CV funding under PY 2019 and, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the city may provide a 5-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A public hearing is not required but documentation relative to substantial amendment activity planning applies.**

### **Public Notice and Outreach**

An informed citizenry is critical to effective and responsive housing and community development programs. Efforts to educate residents and empower their participation are an ongoing element of the Consolidated Planning process.

As the fundamental means of notifying interested citizens about the Consolidated Plan and related activities, such as the Annual Action Plan or the Consolidated Annual Performance and Evaluation Report, the CDBG Administrator for Community Development will utilize advertisement notices in newspapers of general circulation. Such notices will be published at least fourteen (14) calendar days prior to public hearings. All notices will be written in plain, simple language and direct efforts will be undertaken to publish and / or post information at locations that will elicit maximum low- and moderate-income and minority participation.

Public education and outreach will be facilitated through the use of Public Advertisements that describe the Consolidated Planning process, opportunities for citizen participation and available funding through the CDBG program. The City's Consolidated Plan mailing list will likely include social service organizations, local jurisdictions, low- income housing consumers, neighborhood groups, previous participants and commentators, and others expected to desire input on the Plan. This list is updated periodically and is available for inspection at the Community Development Department.

**For CDBG-CV funding under PY 2019 and, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the city may provide a 5-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A public hearing is not required but documentation relative to substantial amendment activity planning applies.**

### **Technical Assistance**

Groups or individuals interested in obtaining technical assistance to develop project proposals or applying for funding assistance through HUD formula grant programs covered by the Consolidated Plan may contact the CDBG Administrator for Community Development. Such assistance may be of particular use to community development organizations, non-profit service providers, and for-profit and non-profit housing development groups that serve or represent persons of low- and moderate-income. Pre-application workshops offer basic program information and materials to potential project sponsors, and the CDBG Administrator for Community Development will provide in-depth guidance and assistance to applicants and program participants on an on-going basis. Emphasis is placed on capacity development of community-based organizations.

### **Amendments to the Consolidated Plan**

Pursuant to HUD regulations, an amendment to the Consolidated Plan is required whenever the Jurisdiction determines to:

- Substantially change the allocation priorities or its method of distributing HUD formula grant funds;

- Utilize formula grant funds (including program income) to carry out activities not previously described in the Action Plan; and,
- Change the purpose, scope, location or beneficiaries of an activity.

Such changes, prior to their implementation, are reviewed under various federal or local requirements, particularly rules on procurement and / or policies on the allocation of public resources. Substantial amendments to the Consolidated Plan are, in addition, subject to a formal citizen participation process. Notice and the opportunity to comment will be given to citizens through public notices in local newspapers and other appropriate means, such as direct mail or public meetings. A public comment period not less than thirty (30) days will be provided prior to implementing any substantial amendment to the Consolidated Plan. The CDBG Administrator for Community Development will prepare a summary of all comments received in writing and, in cases where any citizens' views are not accepted, provide reasons for the decision. This documentation will be attached to the substantial amendment, which will be available to the public and submitted to HUD.

### **Substantial Amendments**

Occasionally, public comments warrant an amendment to the Consolidated Plan. The criteria for whether to amend is referred to by HUD as Substantial Amendment Criteria. The following conditions are considered to the "Substantial Amendment Criteria":

1. Any change in the described method of distributing funds to local governments or non-profit organizations to carry out activities. Elements of a "method of distribution" are:

- A. Application process for non-profits;
- B. Allocation among funding categories;
- C. Grant size limits; and,
- D. Criteria selection.

2. An administrative decision to reallocate all the funds allocated to an activity in the Action Plan to other activities of equal or lesser priority need level, unless the decision is a result of:

- A. Federal government recall of appropriated funds, or appropriates are so much less than anticipated that the City makes an administrative decision not to fund one or more activities; or
- B. The governor declares a state of emergency and reallocates federal funds to address the emergency; and,
- C. A unique economic development opportunity arises where the City administration asks that federal grants be used to take advantage of the opportunity.

### **Citizen Participation in the Event of a Substantial Amendment**

In the event of a substantial amendment to the Consolidated Plan, the CDBG Administrator for Community Development, depending on the nature of the amendment, will conduct at least one additional public hearing. This hearing will follow a comment period of no less than thirty (30) days, where the proposed substantially amended Consolidated Plan will be made available to interested parties. Citizens will be informed of the public hearing through newspaper notification prior to the hearing, and the notice will appear in at least one newspaper which is circulated city-wide.

- Citizens will be notified of the substantially amended Consolidated Plan's availability through newspaper notification prior to the thirty (30) day substantially amended Consolidated Plan comment period. The notification will appear in at least one newspaper that is circulated throughout the City. The substantially amended sections of the Consolidated Plan will be available on the City of Conway's website, [www.conwayarkansas.gov](http://www.conwayarkansas.gov), for the full public comment period.
- **For CDBG-CV funding under PY 2019 and, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the city may provide a 5-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A public hearing is not required but documentation relative to substantial amendment activity planning applies.**

### **Consideration of Public Comments on the Substantially Amended Plan**

In the event of substantial amendments to the Consolidated Plan, the City will openly consider any comments on the substantially amended Consolidated Plan from individuals or groups. Comments must be received in writing or at public hearings. A summary of the written and public hearing comments on the substantial amendments will be included in the final Consolidated Plan. Also included in the final Consolidated Plan will be a summary of all comments not accepted and their reasons for dismissal.

### **Changes in Federal Funding Level**

Any changes in federal funding level after the Consolidated Plan's draft comment period has expired and the resulting effect on the distribution of funds will not be considered an amendment or a substantial amendment.

### **Standard Amendments**

"Standard amendments" are those that are not considered substantial in nature and pertain chiefly to minor administrative modifications of the programs. Thus they do not require in-depth citizen participation.

### **Annual Performance Reports**

Performance reports on programs covered by the Consolidated Plan are to be prepared by the CDBG Administrator for Community Development for annual submission to HUD within ninety (90) days of the start of each program year. Draft performance reports will be made available upon written request. The draft performance report will be available for comment for no less than fifteen (15) days, and any public comments received in writing will be reported in an addendum to the final performance report.

### **Access to Records**

To the extent allowed by law, interested citizens and organizations shall be afforded reasonable and timely access to records covering the preparation of the Consolidated Plan, project evaluation and selection, HUD's comments on the Plan and annual performance reports. In addition, materials on formula grant programs covered by the Consolidated Plan, including activities undertaken in the previous five (5) years, will be made available to any member of the public who request information from the Community Development Department. A complete file of citizen comments will also be available for review by interested parties. After receiving notice of HUD's approval of its Consolidated Plan, the CDBG Administrator for Community Development will inform those on its mailing list of the availability of the final Plan document and of any HUD comments on the Consolidated Plan.

## Complaints and Grievances

Citizens, administering agencies and other interested parties may submit complaints and grievances regarding the Consolidated Plan. Complaints should be in writing, specific in their submit matter, and include facts to support allegations. The following are considered to constitute complaints to which a response letter is due:

- The administering agency has purportedly violated a provision of this Citizen Participation Plan;
- The administering agency has purportedly violated a provision of federal CDBG program regulations; and,
- The administering agency, or any of its contractors, has purportedly engaged in questionable practices resulting in waste, fraud or mismanagement of any program funds.

Residents may also present complaints and grievances orally or in writing at the community meetings and / or public hearings. All public comments, including complaints and grievances, made either orally or in writing with the thirty (30) day public comment period, will be included in the final Consolidated Plan. Such complaints or grievances shall be directed to the Consolidated Plan representative, the City's CDBG Administrator for Community Development.

### Timely Response to Complaints or Grievances

Upon receipt of a written complaint, the CDBG Administrator for Community Development shall respond to the complainant within fifteen (15) calendar days and maintain a copy of all related correspondence, which will be subject to Community Development Department review.

Within fifteen (15) calendar days of receiving the complaint, the CDBG Administrator for Community Development shall discuss the matter with the Mayor and respond to the complainant in writing. A copy of the response from the CDBG Administrator for Community Development will be transmitted, concurrently, to the complainant and to the Mayor. If, due to unusual circumstances, the CDBG Administrator for Community Development finds that he / she is unable to meet the prescribed time limit, the limit may be extended by written notice to the complainant. The CDBG Administrator for Community Development's notice must include the reason for the extension and the date on which a response is expected to be generated, which may be based on the nature and complexity of the complaint.

Public review materials and performance reports will include data, as appropriate under confidentiality regulations, on any written complaints received and how each was resolved.

### Activities Exempt from Substantial Amendment Citizen Participation Requirements

#### Disaster/Emergency Events

It may be necessary to amend the Consolidated Plan in the event of an emergency such as a natural disaster. There are three types of disasters/emergency events that may necessitate an expedited substantial amendment including (1) Man-Made-disasters, (2) Natural disasters, and (3) Terrorism. Man-made disasters can include chemical spills, mass rioting, power outages, dam failure, plant explosions, etc. Natural disasters can include earthquakes, hurricanes, tornadoes, wildfires, flooding and public health issues such as wide-spread disease such as the recent coronavirus disease 2019 (COVID-19). Terrorism events include bomb threats, biochemical attacks like the spread of anthrax, or cyber-attacks like hacking, phishing, and virus distribution, etc.

These expedited substantial amendments may include funding new activities and/or the reprogramming of funds including canceling activities to meet needs resulting from a declared disaster or emergency. Therefore, the LACDA



and/or participating cities may utilize CDBG, HOME, or ESG funds to meet these needs with a 5-day public comment period instead of a 30-day public comment period, which is otherwise required for substantial amendments. For CDBG-CV funding under PY 2019 and, and the Coronavirus Aid, Relief, and Economic Security Act or CARES Act, and/or any additional funding granted in response to COVID-19 health crisis, the city may provide a 5-day notice/comment period of a substantial amendment beginning May 9, 2020 as allowed under a HUD waiver. This includes any new activities proposed. A public hearing is not required but documentation relative to substantial amendment activity planning applies; however, the City will publish how the CDBG-CV funding has or will be used on the City of Conway's website at [www.conwayarkansas.gov](http://www.conwayarkansas.gov)

With respect to a declared disaster, the City may elect to use CDBG, HOME, or State of Arkansas funds to address needs not provided for by the Federal Emergency Management Agency (FEMA) and the Small Business Administration (SBA), or other disaster relief efforts. Funding for disaster relief may not duplicate other efforts undertaken by federal, state or local sources unless allowed by the federal government. Potential eligible uses of funds are those that are included in this Citizen Participation Plan, the Consolidated Plan, or any other CDBG, HOME, or State eligible use. HUD may provide new guidance on eligible uses in which the City will comply with and may utilize as well.

All eligible CDBG activities, including those to address declared disasters or emergencies, must meet one of three national objectives which are: (1) Benefit to low- and moderate-income (LMI) persons; (2) Aid in the prevention of slums or blight; and (3) Meet a need having a particular urgency (referred to urgent need). The City may carryout eligible CDBG activities to meet needs resulting from declared disasters or emergencies under any one of the three national objectives.

### **Responding to the COVID-19 Pandemic**

The City may reprogram up to 50% of PY 2019 and/or PY 2020 and future CDBG, HOME, and State funding to respond to the COVID-19 pandemic.

Funding for activities that have required in-person interaction including, but not limited to, housing rehabilitation assistance, and a variety of community services may be reprogrammed into activities that allow for social distancing such as grab and go or home-delivered meal services, online programming for a variety of clientele including, but not limited to, youth and senior citizens, and various business and microenterprise assistance identified below to respond to or recover from the effects of the COVID-19 pandemic. Please see below for other possible activities that may be funded. Any other possible eligible activity not included below may also be considered. The City will coordinate with an informal committee of subject matter experts before undertaking any activity to respond to the COVID-19 pandemic.

**Potential eligible CDBG Activities that may be undertaken to support the COVID-19 response include, but are not limited to:**

- **Building and Improvements, including Public Facilities** such as constructing testing and diagnosis, or treatment facility; rehabilitation of a community facility to establish an infectious disease treatment clinic; acquisition and rehabilitation, or construction of a group living facility that may be used to centralize patients undergoing treatment; rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic, e.g. by replacing the HVAC system; acquisition and rehabilitation of a motel or hotel building to expand the capacity of hospitals to accommodate isolation of patients during recovery; or to make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis;

- **Assistance to Businesses, including Special Economic Development Activities** such as providing grants or loans to support new business expansion to create jobs and manufacture medical supplies necessary to respond to infectious disease; avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons; or to provide technical assistance, grants, loans, and other financial assistance to establish, stabilize, and expand microenterprises that provide medical, food delivery, cleaning, and other services to support home health and quarantine;
- **Public Services** such as job training to expand the pool of health care workers and technicians that are available to treat a disease within a community; provide testing, diagnosis or other services at a fixed or mobile location; increase the capacity and availability of targeted health services for infectious disease response within existing facilities; provide equipment, supplies, and materials necessary to carry out a public service; deliver meals on wheels to quarantined individuals that need to maintain social distancing due to medical vulnerabilities; rental/mortgage assistance for up to 3 consecutive months; utility assistance for up to 3 consecutive months;
- **Planning, Capacity Building, and Technical Assistance** such as gathering data and developing non-project specific emergency infectious disease response plans; and
- **Any other activity allowed under current CDBG regulations.**

#### **Urgent Needs**

It may be necessary to amend the Consolidated Plan in the event of an emergency such as a natural disaster. These amendments may include funding new activities and / or the reprogramming of funds including canceling activities to meet community development needs that have a particular urgency. Therefore, the City of Conway, acting through the Community Development Department may utilize its CDBG funds to meet an urgent need without the normal public comment period, which is otherwise required for substantial amendments.

To comply with the national objective of meeting community development needs having a particular urgency, an activity will alleviate existing conditions that the City of Conway certifies:

- Pose a serious and immediate threat to the health and welfare of the community;
- Are of recent origin or recently became urgent;
- The City and the Community Development Department are unable to finance the activity on their own; and,
- Other resources of funding are not available to carry out the activity.

A condition will generally be considered to be of recent origin if it is developed or became critical within eighteen (18) months preceding the Community Development Department's certification

If HUD allows, such as through a waiver, activities under the urgent need national objective to be funded without the requirement that the City is unable to finance the activity on its own and other resources of funding are not available to carry out the activity, the Community Development Department will only certify that the activity poses a serious and immediate threat to the health and welfare of the community and is of recent origin or recently became urgent.

**Urgent need activities may include, but not limited to, the following:**

- Clearance of debris;
- Provision of extra security patrols;
- Demolition, clearance and/or reconstruction of damaged property posing an immediate threat to public safety;
- Emergency reconstruction of essential water, sewer, electrical, medical, and telephone facilities;
- Emergency repair of streets and sidewalks; and,
- Providing a variety of relief services to individuals.

#### **Administrative Updates**

Changes to the Consolidated Plan that do not meet the criteria for standard or substantial amendments and do not require citizen participation are defined as administrative updates. Examples of administrative updates include grammatical or structural edits that do not substantially change the scope or meaning of activity; and changes in the coding or eligibility determination of a project that does not change the scope, location, or beneficiaries.

#### **Availability of the Citizen Participation Plan**

Copies of the Citizen Participation Plan may be obtained by contacting the CDBG Administrator (501) 450-6100 or on the City's website at [www.conwayarkansas.gov](http://www.conwayarkansas.gov). Upon request, the CDBG Administrator will make the Citizen Participation Plan available in an alternative format accessible to persons with disabilities.



**City of Conway, Arkansas**  
**Resolution No. R-20-\_\_\_**

**A RESOLUTION AMENDING YEAR 2019 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET, THE AUTHORIZING OF THE SUBMISSION OF THE AMENDED 2019 ACTION PLAN; AND FOR OTHER PURPOSES**

- Whereas,** It is the intention of the City Council of the City of Conway to allocate Community Development Block Grant (CDBG) funds in such a manner that the maximum feasible priority is given to activities which will benefit low to moderate income families and eliminate slum and blight.
- Whereas,** The City anticipates receiving an additional \$269,734 in CDBG funds originating from the Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) to support and combat the effects of the global pandemic; and
- Whereas,** The City has been granted waivers from the U.S. Department of Housing and Urban Development (HUD) to submit a substantial amendment for the 2019 Action Plan following expedited guidelines.

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

- Section 1:** That the City Council approves the proposed amendment to the 2019 CDBG Annual Action plan allowing for the use of CARES Act funding to support and combat the effects of the Covid-19 global pandemic.
- Section 2:** The CDBG Administrator is hereby authorized to make all conforming modifications and edits and to execute all implementing documents required by HUD to receive and reallocate funding identified under the amended Annual Action Plan.
- Section 3:** The CDBG Administrator is authorized to prepare and submit the 2019 Action Plan substantial amendment to carry out the activities and projects identified to assist in combating the impact of the Covid-19 global pandemic. The amended plan will be submitted to the U. S. Department of Housing and Urban Development (HUD) for review and approval. Once the approval by HUD has occurred, the City Council approval, Mayor is authorized to execute contracts, his signature being attested by the City Clerk, and City Attorney.
- Section 4:** All approved agencies of CDBG funds will use the city's procurement procedures for any services or contracts.

Passed this 26<sup>th</sup> day of May, 2020.

**Approved:**

**Attest:**

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

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



**City of Conway, Arkansas  
Resolution No. R-20-\_\_\_**

**A RESOLUTION APPROVING YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET, THE AUTHORIZING THE  
SUBMISSION OF THE 2020 ACTION PLAN AND FOR OTHER PURPOSES**

**Whereas,** It is the intention of the City Council of the City of Conway to allocate Community Development Block Grant (CDBG) funds in such a manner that the maximum feasible priority is given to activities which will benefit low to moderate income families and eliminate slum and blight.

**Whereas,** there is an approximate total of \$458,522 for Program Year 2020 (July 1, 2020 – June 30, 2021) funds allocated to the CDBG Program for budgetary purposes.

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

**Section 1:** The Program Year 2020 CDBG approximate budget totaling four hundred fifty-eight thousand five hundred and fifty two dollars (\$458,522) for budgeting purposes is hereby adopted by reference to the attached budget sheet.

**Section 2:** The in-house Affirmative Action Policy which prescribes equal opportunity policies for the recruitment, hiring, training, promoting, demotions and termination of employees, with personnel goals revised annually.

**Section 3:** The Program Year 2020 CDBG Affirmative Action Plan is adopted to provide contractual procedures with regard to equal opportunity personnel policies on the part of CDBG project contractors.

**Section 4:** The Fair Housing Program/Policy of the City of Conway to affirmatively further Fair Housing practices in the sale, lease or rental of housing and to prevent discrimination on the basis of race, color, religion, national origin, sex, disability or familial status and to provide a procedure and Fair Housing Officer to assist and educate the public on their rights and procedures available to have complaints reviewed, investigated and resolved.

**Section 5:** The Director of Community Development is authorized to prepare and submit the 2020 Action Plan to carry out the activities/projects identified in the 5-Year Consolidated Plan to the U. S. Department of Housing and Urban Development (HUD) for review and approval. Once the approval by HUD has occurred, the City Council approval, Mayor is authorized to execute contracts, his signature being attested by the City Clerk, and City Attorney with the agencies identified in the 2020 Community Development Department Budget as application numbers to undertake the activities/projects in the Action Plan.

**Section 6:** All approved agencies of CDBG funds will use the city's procurement procedures for any services or contracts.

**Passed this 26<sup>th</sup> day of May, 2020.**

**Approved:**

**Attest:**

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

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

**Program Year 2020 Annual Action Plan Budget Sheet**

**(July 1, 2020 – June 30, 2021)**

CDBG PY2020 Grant Received		\$458,522
Services (15%)	\$68,778.30	
Administration (20%)	\$91,704.40	
Project (65%)	\$298,039.30	

**Services:**

Boys and Girls Club of Faulkner County	\$20,000
Faulkner County Council on Aging	\$20,000
Independent Living Services	\$15,000
Y.E.S.	\$6,778.30
Milestones	\$2,000
Women Shelter of Central Arkansas	\$2,000
Bethlehem House	\$2,000
HAVEN	\$1,000

**Service Total:** \$68,778.30

**Administration:**

Salaries, staff, benefits, travel,  
training, office supplies, etc)

**Administration Total:** \$91,704.40

**Project:**

5<sup>th</sup> Avenue Park Improvements  
Park improvements to included but not limited to: project management cost, replacement of deteriorating sidewalks, expand sidewalks to allow for additional healthy activities, erect new pavilion & park benches and upgrade hard surface with playground activities.

**Project Total:** \$298,039.30

Total Amount Allocated for Program Year 2020 \$458,522.00



**City of Conway, Arkansas  
Resolution No. R-20-\_\_**

**A RESOLUTION ALLOWING THE CITY OF CONWAY TO ENTER INTO AN AGREEMENT FOR HISTORIC PRESERVATION CONSULTING PROFESSIONAL SERVICES; AND FOR OTHER PURPOSES**

**Whereas**, the City of Conway received a certified local government grant from the National Park Service via the Arkansas Historic Preservation Program in an amount of \$24,630.

**Whereas**, the City of Conway requested qualifications from prospective historic preservation consulting firms to provide professional services for two projects: 1) research and writing to support a historic places-related public art installation, 2) A resurvey of the historic resources of the Robinson Historic District; and

**Whereas**, the City of Conway received qualifications from the following firms: Adapt Preservation and Conservation, Post Oak Preservation Solutions, History Associates Incorporated, Johnson Consulting, and Terracon Consulting.

**Whereas**, after reviewing all qualifications, the selection committee would like to recommend Council allow the City to enter into an agreement with Johnson Consulting for both of the projects referenced above.

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

**Section 1.** The Mayor shall have the authority to enter into a professional services agreement with Johnson Consulting for a sum not exceeding \$24,630.

**PASSED** this 26<sup>th</sup> day of May 2020.

**Approved:**

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

**Attest:**

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



**City of Conway, Arkansas**  
**Ordinance No. O-20-\_\_\_**

**A ORDINANCE ACCEPTING THE ANNEXATION OF CERTAIN LANDS COMPRISED OF +/-7.5 ACRES LOCATED WEST OF MILL POND ROAD, TO THE CITY OF CONWAY:**

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

**Section 1:** That the City of Conway, Arkansas, hereby accepts the hereinafter described territory, including all adjacent and abutting rights-of-way, annexed to said City by order of the County Court of Faulkner County, Arkansas heretofore entered on **May 26, 2020** and said territory being situated in Faulkner County, Arkansas, shall be a part of the City of Conway and shall be zoned **R-1**. Legal description as follows:

Being a part of the N1/2 SE1/4 of Section 3, T-4-N, R-14-W, Faulkner County, Arkansas; more particularly described as beginning at the SE corner of the NW1/4 SE1/4 of Section 3; thence along the South line of said NW1/4 SE1/4, N89°57'07"W 685.99 feet; thence leaving said South line, N42°12'58"E 674.29 feet; thence N88°10'40"E 223.15 feet; thence S72°23'12"E 157.21 feet; thence S56°16'24"E 180.33 feet; thence S89°57'07"E 158.94 feet; thence S01°44'36"W 165.66 feet; thence N88°15'02"W 438.13 feet to the East line of said NW1/4 SE1/4; thence along said East line, S01°40'00"W 207.50 feet to the point of beginning, containing 7.50 acres, more or less.

And that the above described lands and territory be, and the same hereby are, declared to be a part of the City of Conway, Faulkner County, Arkansas.

**Section 2:** From and after this date, all inhabitants residing within and upon the hereinabove described lands and territory shall have and enjoy all the rights and privileges of, and be subject to all the laws, rules, ordinances, limitations and regulations imposed upon the inhabitants within the original limits of said City of Conway, Arkansas, and for voting purposes, said lands are hereby assigned to and designated as part of **Ward 4** of the City of Conway, Arkansas.

**Section 3:** It is hereby declared the annexed land shall be provided the following services immediately upon the effective date of this annexation: police protection; fire protection; maintenance of any public ally dedicated streets within the property; and opportunity to connect to potable water, sanitary sewer, electric, and telecommunications services provided by Conway Corporation at the expense of the property owner.

**PASSED** this 26<sup>th</sup> day of May, 2020.

**Approved:**

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

**Attest:**

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



FILED

APR 24 2020

MARGARET DARTER  
FAULKNER COUNTY CLERK  
BY Annelle C DC

IN THE COUNTY COURT OF FAULKNER COUNTY, ARKANSAS

Shaw Properties, LLC, Petitioner

CC-20-02

ORDER

Comes now before the Court the above-styled case and after having been presented all the facts and circumstances and having considered the relevant laws, this Court finds and orders the following:

1. A petition for annexation was filed April 14, 2020.
2. All appropriate signatures were affixed to the Petition, as required by A.C.A. 14-40-609.
3. The proposed site to be annexed was adequately described and further displayed a map of the proposed site.
4. The appropriate documentation was provided under A.C.A. 14-40-609.
5. Based on the above premises, the Petitioner's prayer is right and proper.

WHEREFORE, this Court finds that the area described in Exhibits A and B should be, and hereby is, released for annexation into the City of Conway:

IT IS SO ORDERED.

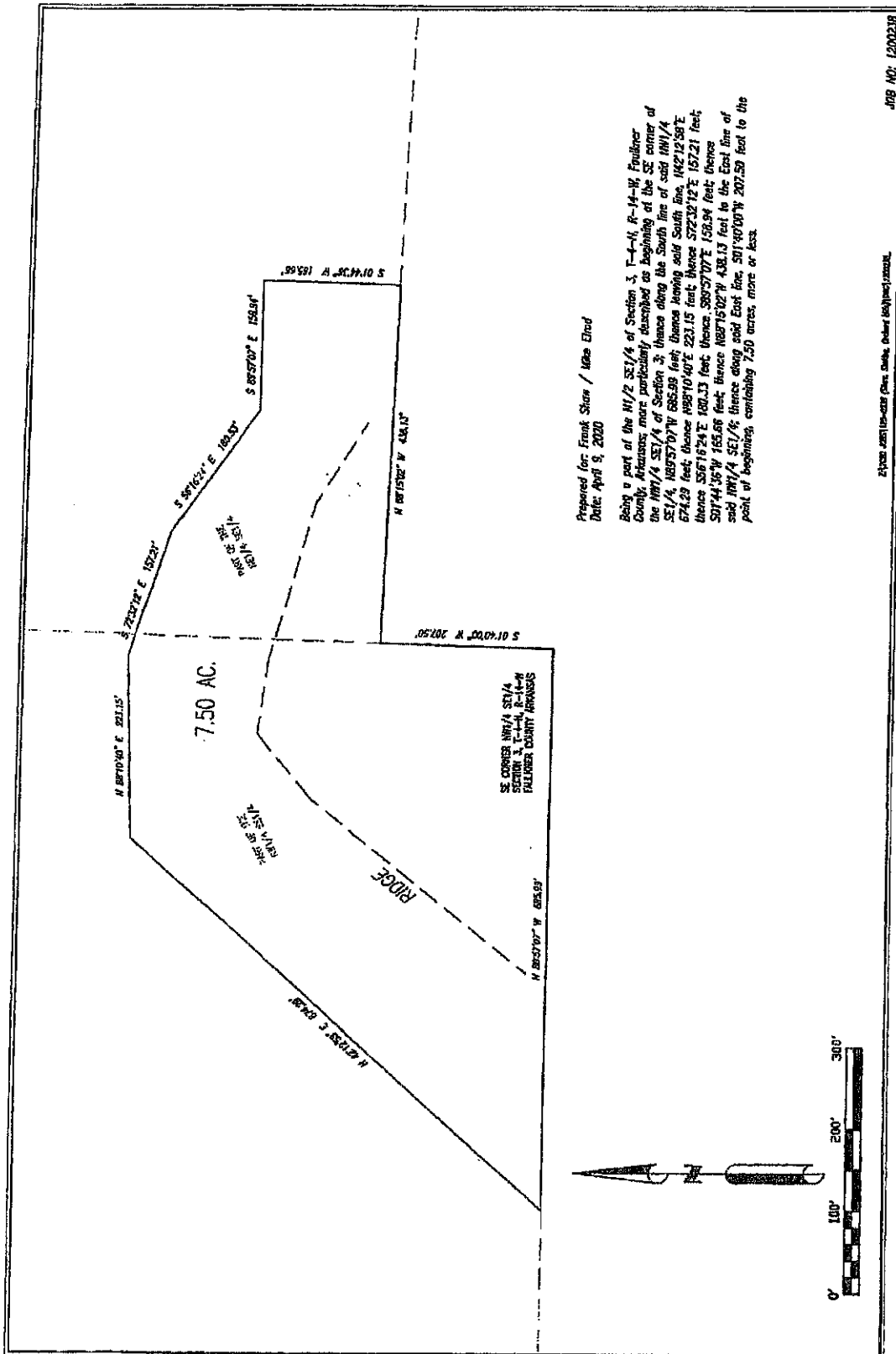
Jim B. Baker  
HON. JIM B. BAKER  
Faulkner County Judge

Dated 4-23-2020

We verify that the above referenced Petition complies with A.C.A. 14-40-609.

Margaret Darter  
Margaret Darter, Clerk

Krissy Lewis  
Krissy Lewis, Assessor



Prepared for: Frank Skins / Miss Ethel  
 Date: April 9, 2020

Being a part of the N1/2 SE1/4 of Section 3, T-4-N, R-14-W, Pullover County, Arkansas; more particularly described as beginning at the SE corner of the NW1/4 SE1/4 of Section 3, thence along the South line of said NW1/4 SE1/4, 189°57'07\"/>



Attachment "B"



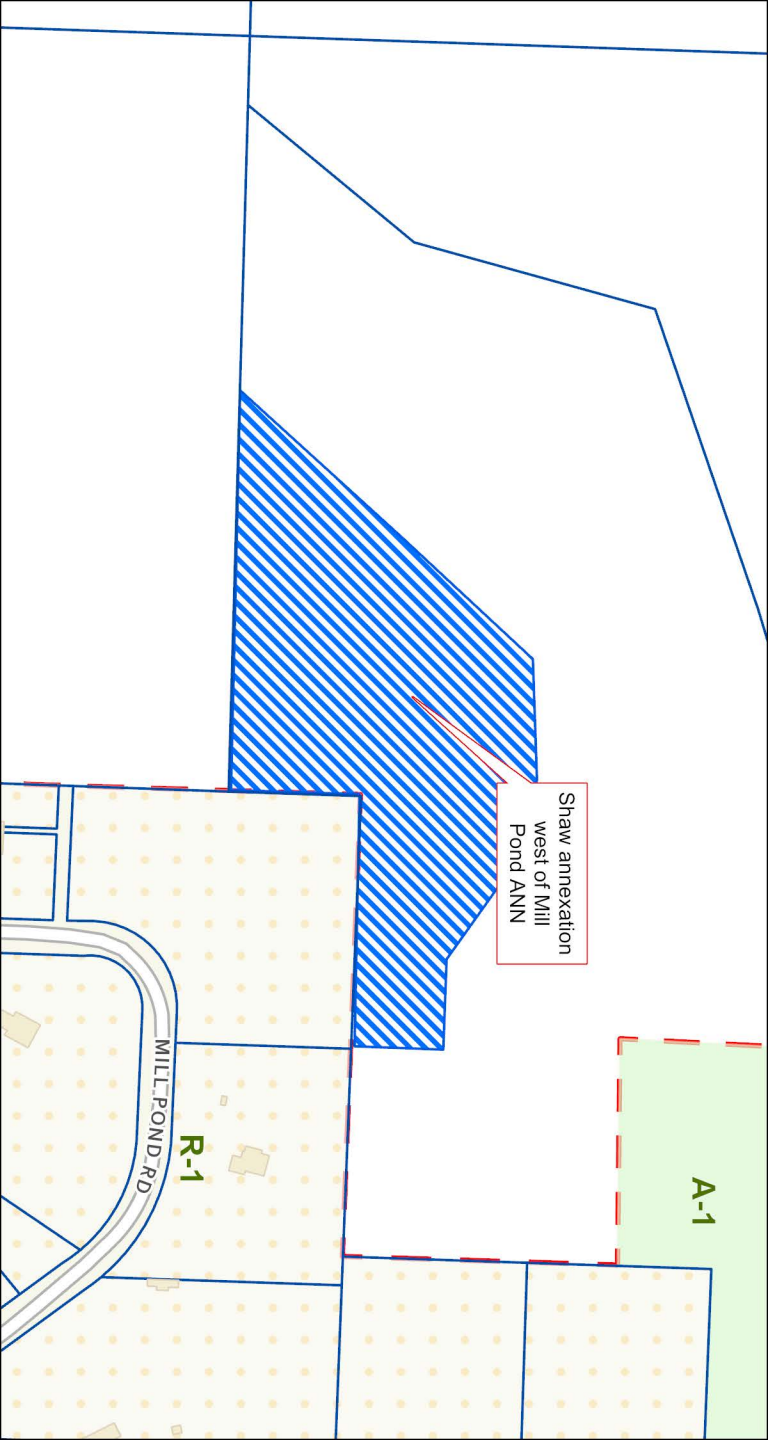
240 Skyline Drive, Suite 3000 · Conway, Arkansas 72032  
(501) 329-1400 office · (501) 327-3972 Fax

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Prepared for: Frank Shaw / Mike Elrod  
Date: April 9, 2020

Being a part of the N1/2 SE1/4 of Section 3, T-4-N, R-14-W, Faulkner County, Arkansas; more particularly described as beginning at the SE corner of the NW1/4 SE1/4 of Section 3; thence along the South line of said NW1/4 SE1/4, N89°57'07"W 685.99 feet; thence leaving said South line, N42°12'58"E 674.29 feet; thence N88°10'40"E 223.15 feet; thence S72°32'12"E 157.21 feet; thence S56°16'24"E 180.33 feet; thence S89°57'07"E 158.94 feet; thence S01°44'36"W 165.66 feet; thence N88°15'02"W 438.13 feet to the East line of said NW1/4 SE1/4; thence along said East line, S01°40'00"W 207.50 feet to the point of beginning, containing 7.50 acres, more or less.

Attachment "A"



Shaw annexation  
west of Mill  
Pond ANN

R-1

A-1

MILL\_POND\_RD



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

## MEMO

To: Mayor Bart Castleberry  
 cc: City Council Members

From: Brandon Ruhl, 2020 Planning Commission Chairman  
 Date: May 26, 2020

Re: Request for conditional use permit to allow church in R-1 Zone at 1301 Sunset Drive

Frank Shaw, on behalf of Clara L. Baker, has requested a conditional use permit to allow a church in the R-1 zoning district for property located at 1301 Sunset Drive with the legal description:

Lot 2, Block 1 (Baker Tract), The Wal-Mart- Baker Subdivision

The applicant intends to construct a building for church and religious services at the site.

The Planning Commission reviewed the request at its regular meeting on May 18, 2020 and voted 6-1 that the request be forwarded to the City Council with a recommendation for approval with the following 10 conditions:

### CONDITIONS ATTACHED TO THE PERMIT:

1. Any significant modifications, as determined by the Director, to the approved site plan or use shall require an amended or new conditional use permit.
2. Parking area and dumpster enclosure shall be relocated to the interior of the site and screened from the existing trail.
3. Efforts shall be made to retain as much existing vegetation as possible.
4. The portions of the Tucker Creek Trail that exist on the property shall be dedicated as right of way.
5. A public access easement or dedication of right of way shall be provided for the new trail extension across the property to the adjacent high school property. This trail extension shall be constructed at the same time as the church and is required prior to issuance of final certificate of occupancy.
6. A minimum 20-foot evergreen screen shall be provided along the northern property line abutting the residential property.
7. Trees planted 30 feet on center shall be provided in the landscape buffer on southern property line.
8. Lighting shall be shielded and directed away from the residential properties.
9. Development shall be subject to the Development Review process in accordance with Section 1101 of the Zoning Code.
10. All signage shall be permitted by the Planning Department prior to installation.

Please advise if you have any questions.

# CONDITIONAL USE PERMIT

## CITY OF CONWAY, ARKANSAS

PROPERTY DESCRIPTION / ADDRESS / LOCATION: 1301 Sunset Dr. Conway, AR 72034

This conditional use property located at portion of the 1301 Sunset Dr., with the following legal description:

Lot 2, Block 1 (Baker Tract), The Wal-Mart—Baker Subdivision

ZONING: R-1

CONDITIONAL USE PERMITTED: Church

DATE OF COUNCIL MEETING ALLOWING PERMITTED USE: May 26, 2020

CONDITIONS ATTACHED TO THE PERMIT:

1. Any significant modifications, as determined by the Director, to the approved site plan or use shall require an amended or new conditional use permit.
2. Parking area and dumpster enclosure shall be relocated to the interior of the site and screened from the existing trail.
3. Efforts shall be made to retain as much existing vegetation as possible.
4. The portions of the Tucker Creek Trail that exist on the property shall be dedicated as right of way.
5. A public access easement or dedication of right of way shall be provided for the new trail extension across the property to the adjacent high school property. This trail extension shall be constructed at the same time as the church and is required prior to issuance of final certificate of occupancy.
6. A minimum 20-foot evergreen screen shall be provided along the northern property line abutting the residential property.
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8. Lighting shall be shielded and directed away from the residential properties.
9. Development shall be subject to the Development Review process in accordance with Section 1101 of the Zoning Code.
10. All signage shall be permitted by the Planning Department prior to installation.

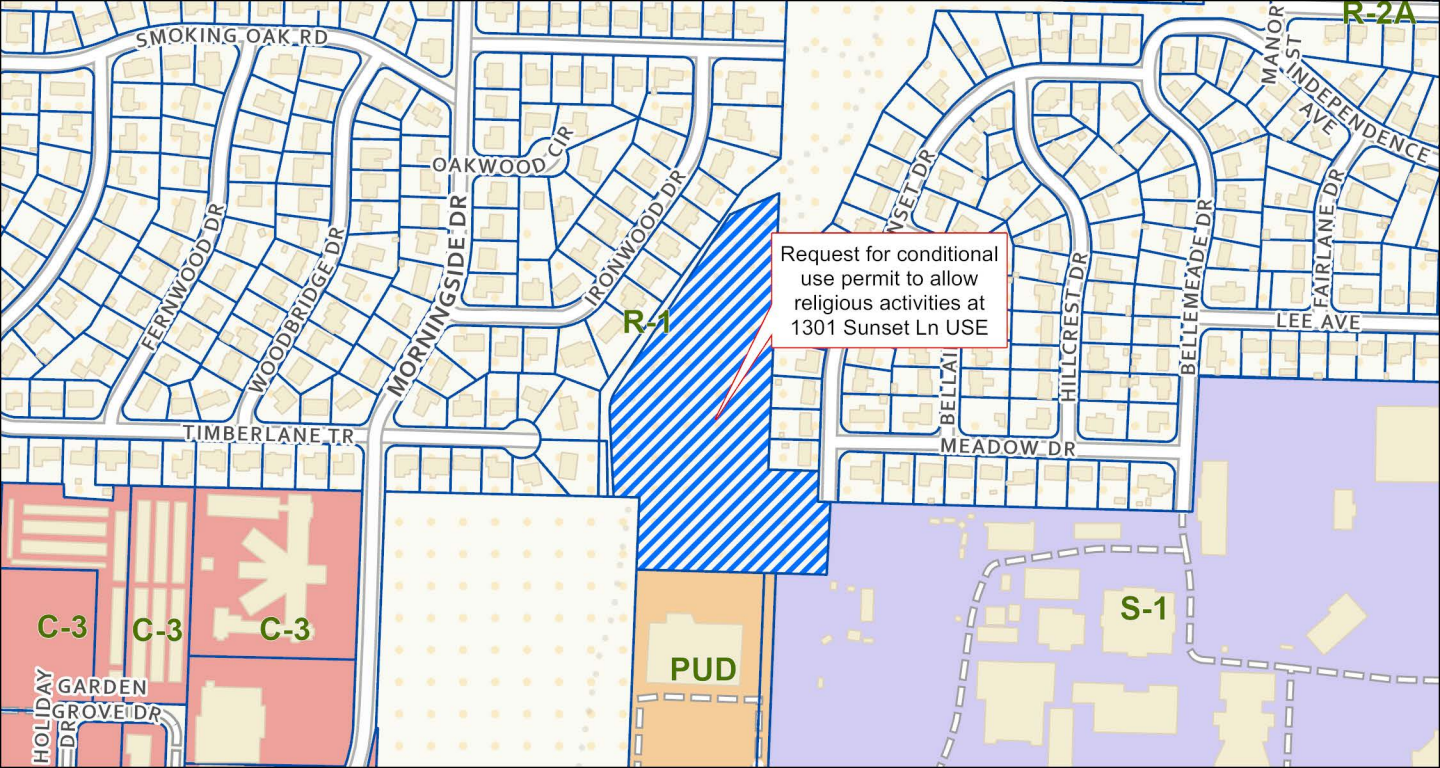
APPROVED:

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Bart Castleberry, Mayor

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Date



R-2A

SMOKING OAK RD

FERNWOOD DR

WOODBIDGE DR

MORNINGSIDE DR

TIMBERLANE TR

C-3

C-3

C-3

HOLIDAY GARDEN GROVE DR

OAKWOOD CIR

IRONWOOD DR

R-1

PUD

Request for conditional use permit to allow religious activities at 1301 Sunset Ln USE

SUNSET DR

BELLAI

MEADOW DR

HILLCREST DR

BELLEMEADE DR

MANOR ST

INDEPENDENCE AVE

FAIRLANE DR

LEE AVE

S-1



**City of Conway, Arkansas  
Resolution No. R-20-\_\_**

**A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A REAL ESTATE CONTRACT TO ACQUIRE PROPERTY LOCATED AT 1714 TYLER STREET, AS BEING NECESSARY FOR THE CITY OF CONWAY'S TYLER STREET SIDEWALK PROJECT.**

**Whereas,** it has been determined that acquisition of a portion of the property located at 1714 Tyler Street, owned by Casteel Family Trust, Gerald Casteel, Trustee, is necessary in order for the Conway Department of Transportation to begin and complete the Tyler Street Sidewalk Project, and that it is in the best interest of the City to purchase that portion of the property needed to complete the project.

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

**Section 1:** The City Council for the City of Conway shall hereby authorize the Mayor to enter into a real estate contract with Casteel Family Trust, Gerald Casteel, Trustee, for the portion of the property at 1714 Tyler Street being necessary for completion of the Tyler Street Sidewalk Project.

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

**PASSED** this 26<sup>th</sup> day of May, 2020.

**Approved:**

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

**Attest:**

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