



City of Conway, Arkansas  
CITY COUNCIL  
Agenda • October 22<sup>nd</sup>, 2024  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)

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

Ward 1 Position 1 – Andy Hawkins  
Ward 1 Position 2 – David Grimes  
Ward 2 Position 1 – Woodrow Cummins  
Ward 2 Position 2 – Shelley Mehl  
Ward 3 Position 1 – Mark Ledbetter  
Ward 3 Position 2 – Spencer Hawks  
Ward 4 Position 1 – Theodore Jones Jr.  
Ward 4 Position 2 – Shelia Isby

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<u>5:30pm:</u>	No Committee Meeting
<u>6:00pm:</u>	City Council Meeting • Conway Municipal Building • 1111 Main Street
<u>Call to Order:</u>	Bart Castleberry, Mayor
<u>Roll Call:</u>	Michael O. Garrett, Clerk/Treasurer
<u>Minutes Approval:</u>	October 8 <sup>th</sup> , 2024
<u>Monthly Financial Report:</u>	Month Ending September 30 <sup>th</sup> , 2024

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

1. Consideration to approve waiving all three readings for the ordinances on the October 8th, 2024 City Council agenda.
2. Consideration to approve the removal and trade in of equipment for the Parks & Recreation Department.
3. Ordinance accepting and appropriating donation funds for the Parks & Recreation Department.

**B. New Business**

1. Resolution to approve participation in the Tax Back Program for Project Westwood.

*Adjournment*



City of Conway, Arkansas  
Monthly Financial Reports  
September 30, 2024

City of Conway  
 Monthly Financial Report - General Fund  
 For the month ended September 30, 2024



Revenues	Budget	Month		Encumbered	(Over)/Under	
		Activity	Year to Date		Budget	%
Ad Valorem Tax	4,300,000	118,055	2,488,769		1,811,231	58%
Payments in Lieu of Tax	30,000	83,745	91,385		(61,385)	305%
State Tax Turnback	1,000,000	65,716	756,729		243,271	76%
Insurance Tax Turnback - LOPFI	1,400,000	354,067	1,255,695		144,305	90%
Sales Tax	29,600,000	2,391,576	22,470,614		7,129,386	76%
Beverage Tax	650,000	-	219,711		430,289	34%
Franchise Fees	3,880,400	323,990	2,994,594		885,806	77%
Office Space Leases	67,400	-	44,933		22,467	67%
Permits	667,000	80,265	486,765		180,235	73%
Public Safety	2,405,964	71,757	1,918,593		487,371	80%
Parks	640,000	24,449	838,154		(198,154)	131%
Federal Grant Revenues	-	-	225,683		(225,683)	-
Insurance Proceeds	404,204	6,600	423,032		(18,828)	105%
Interest Income	123,000	1,290	960,575		(837,575)	781%
Proceeds from Sale of Assets	-	809	12,914		(12,914)	-
Donations	10,735	18,299	36,933		(26,198)	344%
Miscellaneous Revenues	160,950	32,936	130,850		30,100	81%
Transfers from Other Funds	835,640	-	1,038,793		(203,153)	124%
<b>Total Revenues</b>	<b>46,175,292</b>	<b>3,573,553</b>	<b>36,394,722</b>		<b>9,780,571</b>	<b>79%</b>
<b>Expenditures</b>						
Admin (Mayor, HR)	1,210,030	69,410	679,749	21,380	508,901	56%
Finance	536,762	38,338	339,459	67	197,237	63%
City Clerk/Treasurer	174,666	13,884	127,074	-	47,592	73%
City Council	111,166	5,606	55,758	-	55,408	50%
Planning	732,226	53,297	592,939	2,691	136,596	81%
Physical Plant	991,977	74,755	669,773	30,275	291,929	68%
Information Technology	1,909,341	103,434	1,164,097	30,945	714,299	61%
Permits and Inspections	594,007	37,989	367,197	141	226,669	62%
Nondepartmental	1,489,621	18,954	1,397,674	5,885	86,062	94%
Police	17,948,631	1,267,995	12,769,883	246,501	4,932,248	71%
CEOC	1,753,500	123,293	1,102,188	120,202	531,109	63%
Animal Welfare	595,840	42,518	389,101	4,139	202,600	65%
Municipal District Court	950,972	73,882	743,774	1,000	206,197	78%
City Attorney	672,143	45,415	418,996	671	252,475	62%
Fire	14,907,291	1,007,393	10,809,606	197,581	3,900,105	73%
Parks	4,905,152	398,571	3,482,322	84,994	1,337,835	71%
<b>Total Expenditures</b>	<b>49,483,325</b>	<b>3,374,735</b>	<b>35,109,591</b>	<b>746,472</b>	<b>13,627,263</b>	<b>71%</b>
<b>Net Revenue/(Expense)</b>	<b>(3,308,033)</b>		<b>1,285,131</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  
2024



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-24-17	2/27/24	Portable radios for IT department	29,085
O-24-21	3/12/24	Software for the Emergency Operations Center	11,245
O-24-24	3/26/24	General Fund portion of fire truck payments	128,525
O-24-31	4/9/24	New fire truck purchase	1,200,000
O-24-41	5/28/24	Create new position for 911 Director	60,000
O-24-42	5/28/24	Create new position for Victim Service Coordinator	32,450
O-24-55	8/27/24	Additional funds for Fire Department vehicle maintenance	140,000
O-24-57	8/27/24	Rabies vaccines for Animal Welfare	649
O-24-60	9/10/24	Additional software licenses for the CEOC	122,126
O-24-61	9/10/24	Create admin assistant position for the CEOC	18,000
			<u>\$ 1,742,080</u>

City of Conway  
 Balance Sheet - General Fund  
 As of September 30, 2024



Cash - Operating	18,218,446
Cash - Reserve	2,019,244
Petty Cash	715
Taxes Receivable	5,662,504
Accounts Receivable	5,253,235
Lease Receivable	290,132
Due from Street	19,830
Due from Component Unit	233,169
Due from Municipal Court	69,589
Fuel Inventory	6,527
General Inventory	585
<b><i>Assets</i></b>	<b><u>31,773,977</u></b>
Accounts Payable	(1,561)
Insurance and Benefits Payable	(27,528)
Event Deposits	5,700
Held for Others - Crimestopper Reward	5,000
Held for Others - Performance Bonds	5,195
Deferred Revenue	4,657,848
Unearned Revenue	1,230,132
<b><i>Liabilities</i></b>	<b><u>5,874,786</u></b>
<b><i>Fund Balance</i></b>	<b><u>25,899,191</u></b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>31,773,977</u></b>

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Street Fund  
 For the month ended September 30, 2024



	<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	1,600,000	43,399	916,477		683,523	57%
Payments in Lieu of Tax	10,000	-	-		10,000	0%
State Tax Turnback	3,000,000	414,376	3,626,227		(626,227)	121%
State Tax Turnback - Other	1,800,000	4,451	66,312		1,733,688	4%
Severance Tax	200,000	4,167	45,236		154,764	23%
State Tax Turnback - Wholesale	400,000	36,994	317,734		82,266	79%
Sales Tax	400,000	33,510	314,854		85,146	79%
Engineering Fees	10,000	3,700	10,875		(875)	109%
Fees for Street Cuts	-	4,700	67,824		(67,824)	-
Interest Income	100,000	-	186,328		(86,328)	186%
Miscellaneous Revenues	-	-	48		(48)	-
<b>Total Revenues</b>	<b>7,520,000</b>	<b>545,297</b>	<b>5,551,914</b>	<b>-</b>	<b>1,968,086</b>	<b>74%</b>
<b>Expenditures</b>						
Personnel Costs	3,499,631	206,265	2,029,509	-	1,470,122	58%
Other Operating Costs	4,225,679	74,257	2,860,000	55,888	1,309,791	68%
Total Operating Costs	7,725,310	280,522	4,889,509	55,888	2,779,913	63%
Capital Outlay	553,233	-	168,328	129,243	255,662	30%
<b>Total Expenditures</b>	<b>8,278,543</b>	<b>280,522</b>	<b>5,057,837</b>	<b>185,131</b>	<b>3,035,575</b>	<b>61%</b>
<b>Net Revenue/(Expense)</b>	<b>(758,543)</b>		<b>494,077</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  
2024



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
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City of Conway  
Balance Sheet - Street Fund  
As of September 30, 2024



Cash - Operating	4,893,490
Taxes Receivable	79,342
Accounts Receivable	2,290,497
<b><i>Assets</i></b>	<b><u>7,263,329</u></b>
Insurance and Benefits Payable	1,364
Due to General	19,830
Deferred Revenue	1,713,799
<b><i>Liabilities</i></b>	<b><u>1,734,993</u></b>
<b><i>Fund Balance</i></b>	<b>5,528,336</b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>7,263,329</u></b>

\*All figures are unaudited



City of Conway  
 Monthly Financial Report - Sanitation  
 For the month ended September 30, 2024



	<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 Fee Rev-Residential	9,900,000	902,444	7,803,155		2,096,845	79%
Proceeds - Recycled Materials	375,000	40,768	519,604		(144,604)	139%
Landfill Fees - General	275,000	33,976	317,082		(42,082)	115%
Insurance Proceeds		-	11,341		(11,341)	-
Interest Income	300,000	-	850,455		(550,455)	283%
Proceeds from Sale of Assets	-	250	1,703		(1,703)	-
<b>Total Revenues</b>	<b>10,850,000</b>	<b>977,438</b>	<b>9,503,339</b>	<b>-</b>	<b>1,346,661</b>	<b>88%</b>
<b>Expenditures</b>						
Personnel Costs	6,095,938	451,744	4,382,974	-	1,712,964	72%
Other Operating Costs	<u>3,480,000</u>	<u>128,668</u>	<u>2,165,088</u>	<u>165,781</u>	<u>1,149,131</u>	<u>62%</u>
Total Operating Costs	9,575,938	580,412	6,548,062	165,781	2,862,095	68%
Capital Outlay	<u>1,854,266</u>	<u>37,811</u>	<u>786,219</u>	<u>1,306,948</u>	<u>(238,900)</u>	<u>42%</u>
<b>Total Expenditures</b>	<b>11,430,204</b>	<b>618,223</b>	<b>7,334,281</b>	<b>1,472,728</b>	<b>2,623,195</b>	<b>64%</b>
<b>Net Revenue/(Expense)</b>	<b>(580,204)</b>		<b><u>2,169,058</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  
2024



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
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City of Conway  
 Balance Sheet - Sanitation  
 As of September 30, 2024



Cash - Operating	16,273,346
Petty Cash	200
Post Closure Cash Account	6,912,792
Due from Component Unit	908,053
General Inventory	2,122
Land & Buildings	2,245,592
Infrastructure	717,115
Machinery, Equipment & Vehicles	3,560,789
Deferred Outflows of Resources	1,311,646
Deferred Outflows of Resources-OPEB	221,321
<b><i>Assets</i></b>	<b><u>32,152,977</u></b>
Accounts Payable	6,953
Insurance and Benefits Payable	(81)
Compensated Absences	254,949
Net Pension Obligation	12,729,112
Deferred Inflows of Resources	2,971,317
Deferred Inflows of Resources-OPEB	337,672
Net OPEB Liability	855,277
Landfill Close/Post Close	8,962,183
<b><i>Liabilities</i></b>	<b><u>26,117,382</u></b>
<b><i>Net Position</i></b>	<b><u>6,035,595</u></b>
<b><i>Total Liabilities and Net Position</i></b>	<b><u>32,152,977</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 September 30, 2024



	<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>						
Sales Tax	25,000	3,479	24,951		49	100%
Airport Fuel Sales	2,066,198	133,171	1,163,912		902,286	56%
T-Hangar Rent	183,780	7,935	156,962		26,818	85%
Community Hangar Rent	48,000	3,000	26,000		22,000	54%
Ground Leases	25,000	11,655	20,258		4,743	81%
Misc Revenue - Non air	10,000	320	9,067		933	91%
Miscellaneous Revenues	22,000	2,222	24,689		(2,689)	112%
<b>Total Revenues</b>	<b>2,379,978</b>	<b>161,781</b>	<b>1,425,839</b>	<b>-</b>	<b>954,139</b>	<b>60%</b>
<b>Expenditures</b>						
Personnel Costs	388,650	30,351	300,572	-	88,078	77%
Fuel for Resale	1,784,881	104,499	969,113	-	815,768	54%
Other Operating Costs	177,550	7,844	121,404	4,592	51,553	68%
Total Operating Costs	2,351,081	142,694	1,391,088	4,592	955,400	59%
Capital Outlay	28,897	-	13,897	-	15,000	48%
<b>Total Expenditures</b>	<b>2,379,978</b>	<b>142,694</b>	<b>1,404,986</b>	<b>4,592</b>	<b>970,400</b>	<b>59%</b>
<b>Net Revenue/(Expense)</b>	<b>-</b>		<b>20,854</b>			

\*All figures are unaudited

Notes:

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

City of Conway  
Airport Fund  
2024



Fund Balance Appropriations

<u>Ordinance</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
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City of Conway  
 Balance Sheet - Airport  
 As of September 30, 2024



Cash - Operating	372,086
Taxes Receivable	4,799
Accounts Receivable - Fuel Vendor	54,829
Fuel Inventory	59,266
Land	1,254,473
Buildings	4,848,123
Machinery & Equipment	112,970
Infrastructure	21,055,056
Deferred Outflows of Resources-OPEB	9,059
<b><i>Assets</i></b>	<b><u>27,770,661</u></b>
Compensated Absences	37,133
Net OPEB Liability	35,008
Deferred Inflows of Resources-OPEB	13,822
Unearned Revenue	288,144
Note Payable	600,000
<b><i>Liabilities</i></b>	<b><u>974,107</u></b>
<b><i>Net Position</i></b>	<b><u>26,796,554</u></b>
<b><i>Total Liabilities &amp; Net Position</i></b>	<b><u>27,770,661</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 September 30, 2024



Parks and Rec A&P Tax

Balance, 8/31/24	2,662,834
Receipts	454,294
Payments	(495,601)
Balance, 9/30/24	\$ 2,621,527

Pay as you go Sales Tax

Balance, 8/31/24	9,522,392
Receipts	275,224
Payments	(560,207)
Balance, 9/30/24	\$ 9,237,409

Street Impact Fees

Balance, 8/31/24	2,245,425
Receipts	22,825
Payments	-
Balance, 9/30/24	\$ 2,268,249

Parks Impact Fees

Balance, 8/31/24	336,058
Receipts	9,882
Payments	-
Balance, 9/30/24	\$ 345,940

Street Sales Tax

Balance, 8/31/24	23,617,781
Receipts	103,247
Payments	(73,497)
Balance, 9/30/24	\$ 23,647,531

American Rescue Plan Act

Balance, 8/31/24	3,127,931
Receipts	13,208
Payments	(360,745)
Balance, 9/30/24	\$ 2,780,394

City of Conway, Arkansas  
Office of the Mayor

# Memo:

**To:** Mayor Bart Castleberry  
**CC:** City Council Members  
**From:** Felicia Rogers  
**Date:** October 18<sup>th</sup>, 2024  
**Re:** October 22<sup>nd</sup>, 2024 City Council Agenda

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The following ordinances are included on the October 22<sup>nd</sup> City Council Agenda for consideration of waiving the three readings of each ordinance:

1. A-3 Ordinance to accept and appropriate donation funding for the Parks & Recreation Department.





**Parks and Recreation**

10 Lower Ridge Road • Conway AR 72032  
www.conwayparks.com

**TO:** City Council Members/Mayor Bart Castleberry  
**FROM:** Andrew Thames, Director  
**DATE:** October 22<sup>nd</sup>, 2024  
**SUBJECT:** Request to Remove and Dispose of Assets from Inventory

The Parks & Recreation Department has the following mowers that we wish to trade in :

Asset #	Year	Make	Model	Description	VIN/Serial #
3247	2023	Grasshopper	325D	61" Mower	7413584
3249	2023	Grasshopper	325D	61" Mower	7413586

I would like to request approval to remove these items from our inventory listing and trade them in for 72" mowers. This will speed up production and efficiency with upkeep of the parks.

Thank you for your consideration,

Andrew Thames, Director



**City of Conway, Arkansas  
Ordinance No. O-24-\_\_\_\_**

**AN ORDINANCE ACCEPTING AND APPROPRIATING DONATION FUNDS FOR THE CONWAY PARKS AND RECREATION DEPARTMENT; AND FOR OTHER PURPOSES:**

**Whereas**, the Conway Parks and Recreation Department has received two checks totaling the amount of \$15,953.73 from First Security Bank for a grant for 2/3 cost of the kettle drum at Jerry Cooper Sensory Play Trail at Laurel Park; and

**Whereas**, The City of Conway has receipted these checks on September 20<sup>th</sup>, 2024 to the Donations Non-Department (001.119.4705); and

**Whereas**, The Conway Parks Department will use these funds to reimburse for the repairs.

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

**Section 1.** The City of Conway shall appropriate funds in the amount of \$15,953.73 from the Donations Non-Department Account (001.119.4705) to the Conway Parks Department Grounds Maintenance Account (001.140.5430).

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

**PASSED** this 22<sup>nd</sup> day of October, 2024.

**Approved:**

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

**Attest:**

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



**City of Conway, Arkansas**  
**Resolution No. R-24-\_\_\_\_\_**

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

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

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

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

**Whereas**, Project Westwood located at 901 McNutt Road has sought to participate in the program and more specifically has requested benefits accruing from construction of the specific facility; and

**Whereas**, Project Westwood has agreed to furnish the local government all necessary information for compliance.

***NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF (COMMUNITY NAME), ARKANSAS, THAT:***

1. Project Westwood be endorsed by the City Council of Conway for benefits from the sales & use tax refunds as provided by Section 15-4-2706(d) of the Consolidated Incentive Act of 2003.
2. The Department of Finance and Administration is authorized to refund local sales and use taxes to Project Westwood.
3. This resolution shall take effect immediately.

**PASSED** this 22<sup>nd</sup> day of October, 2024

**Approved:**

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

**Attest:**

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