



City of Conway, Arkansas  
CITY COUNCIL  
Agenda • September 24<sup>th</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 – Vacant  
Ward 4 Position 1 – Theodore Jones Jr.  
Ward 4 Position 2 – Shelia Isby

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<b>5:30pm:</b>	Nonuniform Pension Plan Update
<b>6:00pm:</b>	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>	September 10, 2024
<u>Monthly Financial Report:</u>	Month Ending August 31 <sup>st</sup> , 2024

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**A. Public Hearing**

1. Public hearing to discuss the Great Strides and Trails for Life Grant application for the Tucker Creek canopy benches project for the Parks and Recreation Department.

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

1. Consideration to approve waiving all three readings for the ordinances on the September 24<sup>th</sup>, 2024 City Council agenda.
2. Ordinance to approve the amendment of Ordinance O-06-26 for the Conway Tree Board.
3. Ordinance to approve the amendment of the Historic District Commission.
4. Consideration to approve the nomination for Civil Service Commission.
5. Ordinance appropriating funds for Program Year 2024 for the Community Development Department.
6. Resolution requesting the Faulkner County Tax Collector to place a lien on various properties for expenses incurred by the City.
7. Ordinance to approve the amendment of the Building and Fire Codes Ordinance for the Permits & Inspections
8. Ordinance to approve the rezoning of property located at 377 Reedy Rd from R-1 to R-2A.
9. Consideration to approve a conditional use permit to allow MF-1 density in the R-2A zone for property located at 377 Reedy Rd.

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

1. Resolution to approve the application submission for the Great Strides and Trails for Life Grant for the Tucker Creek Canopy Benches Project for the Parks and Recreation Department.

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

1. Ordinance appropriating insurance funds and vehicle removal from inventory for the Department of Information Technology.
2. Ordinance to approve the reclassification & addition of personnel positions for the Conway Emergency Operations Center.

***Adjournment***



City of Conway, Arkansas  
Monthly Financial Reports  
August 31, 2024

City of Conway  
 Monthly Financial Report - General Fund  
 For the month ended August 31, 2024



Revenues	Budget	Month		Encumbered	(Over)/Under	
		Activity	Year to Date		Budget	% Expend/Collect
Ad Valorem Tax	4,300,000	94,944	2,370,713		1,929,287	55%
Payments in Lieu of Tax	30,000	3,420	7,640		22,360	25%
State Tax Turnback	1,000,000	53,049	691,013		308,987	69%
Insurance Tax Turnback - LOPFI	1,400,000	517,892	901,628		498,372	64%
Sales Tax	29,600,000	2,446,611	20,079,038		9,520,962	68%
Beverage Tax	650,000	-	219,711		430,289	34%
Franchise Fees	3,880,400	388,356	2,670,604		1,209,796	69%
Office Space Leases	67,400	-	39,317		28,083	58%
Permits	667,000	80,736	410,600		256,400	62%
Public Safety	2,405,964	221,382	1,846,836		559,127	77%
Parks	640,000	154,813	813,705		(173,705)	127%
Federal Grant Revenues	-	-	225,683		(225,683)	-
Insurance Proceeds	380,104	96,125	416,432		(36,328)	110%
Interest Income	123,000	120,919	959,285		(836,285)	780%
Proceeds from Sale of Assets	-	6,680	12,105		(12,105)	-
Donations	10,735	8,000	18,635		(7,900)	174%
Miscellaneous Revenues	160,950	21,778	95,043		65,907	59%
Transfers from Other Funds	835,640	-	778,793		56,847	93%
<b>Total Revenues</b>	<b>46,151,192</b>	<b>4,214,705</b>	<b>32,556,781</b>		<b>13,594,411</b>	<b>71%</b>
<b>Expenditures</b>						
Admin (Mayor, HR)	1,210,030	101,394	610,339	2,064	597,627	50%
Finance	536,762	48,087	301,121	-	235,641	56%
City Clerk/Treasurer	174,666	18,618	113,190	-	61,476	65%
City Council	111,166	7,817	50,152	-	61,014	45%
Planning	732,226	72,885	539,642	7,105	185,480	74%
Physical Plant	991,977	103,646	595,018	7,859	389,100	60%
Information Technology	1,885,241	257,986	1,060,662	39,456	785,122	56%
Permits and Inspections	594,007	50,293	329,207	73	264,727	55%
Nondepartmental	1,489,621	42,354	1,377,425	2,232	109,964	92%
Police	17,948,631	1,969,861	11,451,984	232,276	6,264,371	64%
CEOC	1,632,666	174,125	978,896	12,727	641,043	60%
Animal Welfare	595,840	51,455	346,583	512	248,745	58%
Municipal District Court	950,972	120,412	669,893	34	281,046	70%
City Attorney	672,143	64,521	373,581	3,175	295,387	56%
Fire	14,907,291	1,328,764	9,750,255	310,003	4,847,033	65%
Parks	4,957,247	502,127	3,083,751	66,668	1,806,828	62%
<b>Total Expenditures</b>	<b>49,390,487</b>	<b>4,914,343</b>	<b>31,631,699</b>	<b>684,182</b>	<b>17,074,605</b>	<b>64%</b>
<b>Net Revenue/(Expense)</b>	<b>(3,239,294)</b>		<b>925,082</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
			<u>\$ 1,601,954</u>

City of Conway  
 Balance Sheet - General Fund  
 As of August 31, 2024



Cash - Operating	17,847,089
Cash - Reserve	2,019,244
Petty Cash	715
Taxes Receivable	5,662,504
Accounts Receivable	5,252,928
Lease Receivable	290,132
Due from Street	16,972
Due from Component Unit	233,169
Due from Municipal Court	69,589
Fuel Inventory	11,226
General Inventory	585
<b><i>Assets</i></b>	<b><u>31,404,153</u></b>
Accounts Payable	(1,524)
Insurance and Benefits Payable	(37,271)
Event Deposits	5,600
Held for Others - Crimestopper Reward	5,000
Held for Others - Performance Bonds	5,195
Deferred Revenue	4,657,878
Unearned Revenue	1,230,132
<b><i>Liabilities</i></b>	<b><u>5,865,011</u></b>
<b><i>Fund Balance</i></b>	<b>25,539,142</b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>31,404,153</u></b>

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Street Fund  
 For the month ended August 31, 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>						
Ad Valorem Tax	1,600,000	35,002	873,079		726,921	55%
Payments in Lieu of Tax	10,000	-	-		10,000	0%
State Tax Turnback	3,000,000	407,184	3,211,850		(211,850)	107%
State Tax Turnback - Other	1,800,000	6,747	61,861		1,738,139	3%
Severance Tax	200,000	-	41,070		158,930	21%
State Tax Turnback - Wholesale	400,000	36,152	280,739		119,261	70%
Sales Tax	400,000	34,281	281,343		118,657	70%
Engineering Fees	10,000	200	7,175		2,825	72%
Fees for Street Cuts	-	7,565	63,124		(63,124)	-
Interest Income	100,000	22,151	186,328		(86,328)	186%
Miscellaneous Revenues	-	-	48		(48)	-
<b>Total Revenues</b>	<b>7,520,000</b>	<b>549,282</b>	<b>5,006,617</b>	<b>-</b>	<b>2,513,383</b>	<b>67%</b>
<b>Expenditures</b>						
Personnel Costs	3,499,631	305,620	1,823,244	-	1,676,387	52%
Other Operating Costs	<u>4,225,679</u>	<u>79,410</u>	<u>2,785,743</u>	<u>63,445</u>	<u>1,376,491</u>	<u>66%</u>
Total Operating Costs	<u>7,725,310</u>	<u>385,030</u>	<u>4,608,987</u>	<u>63,445</u>	<u>3,052,877</u>	<u>60%</u>
Capital Outlay	<u>553,233</u>	<u>-</u>	<u>168,328</u>	<u>115,593</u>	<u>269,312</u>	<u>30%</u>
<b>Total Expenditures</b>	<b>8,278,543</b>	<b>385,030</b>	<b>4,777,316</b>	<b>179,038</b>	<b>3,322,189</b>	<b>58%</b>
<b>Net Revenue/(Expense)</b>	<b>(758,543)</b>		<b>229,302</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 August 31, 2024



Cash - Operating	4,625,233
Taxes Receivable	79,342
Accounts Receivable	2,290,497
<b><i>Assets</i></b>	<b><u>6,995,072</u></b>
Insurance and Benefits Payable	739
Due to General	16,972
Deferred Revenue	1,713,799
<b><i>Liabilities</i></b>	<b><u>1,731,511</u></b>
<b><i>Fund Balance</i></b>	<b>5,263,561</b>
<b><i>Total Liabilities &amp; Fund Balance</i></b>	<b><u>6,995,072</u></b>

\*All figures are unaudited

City of Conway  
 Monthly Financial Report - Sanitation  
 For the month ended August 31, 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	906,949	6,900,711		2,999,290	70%
Proceeds - Recycled Materials	375,000	116,545	478,836		(103,836)	128%
Landfill Fees - General	275,000	44,601	283,106		(8,106)	103%
Insurance Proceeds		-	11,341		(11,341)	-
Interest Income	300,000	106,700	850,455		(550,455)	283%
Proceeds from Sale of Assets	-	200	1,453		(1,453)	-
<b>Total Revenues</b>	<b>10,850,000</b>	<b>1,174,995</b>	<b>8,525,901</b>	<b>-</b>	<b>2,324,099</b>	<b>79%</b>
<b>Expenditures</b>						
Personnel Costs	6,095,938	637,305	3,931,230	-	2,164,708	64%
Other Operating Costs	<u>3,480,000</u>	<u>334,931</u>	<u>1,776,420</u>	<u>175,604</u>	<u>1,527,976</u>	<u>51%</u>
Total Operating Costs	9,575,938	972,236	5,707,650	175,604	3,692,684	60%
Capital Outlay	<u>1,854,266</u>	<u>261,853</u>	<u>748,408</u>	<u>1,344,759</u>	<u>(238,900)</u>	<u>40%</u>
<b>Total Expenditures</b>	<b>11,430,204</b>	<b>1,234,089</b>	<b>6,456,058</b>	<b>1,520,363</b>	<b>3,453,783</b>	<b>56%</b>
<b>Net Revenue/(Expense)</b>	<b>(580,204)</b>		<b><u>2,069,843</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 August 31, 2024



Cash - Operating	16,177,201
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>32,056,832</u></b>
Accounts Payable	6,692
Insurance and Benefits Payable	3,251
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>26,120,453</u></b>
<b><i>Net Position</i></b>	<b><u>5,936,379</u></b>
<b><i>Total Liabilities and Net Position</i></b>	<b><u>32,056,832</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 August 31, 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	3,078	21,472		3,528	86%
Airport Fuel Sales	2,066,198	121,490	1,027,396		1,038,802	50%
T-Hangar Rent	183,780	7,010	149,027		34,753	81%
Community Hangar Rent	48,000	3,000	23,000		25,000	48%
Ground Leases	25,000	8,603	8,603		16,398	34%
Misc Revenue - Non air	10,000	110	8,747		1,253	87%
Miscellaneous Revenues	22,000	2,631	22,467		(467)	102%
<b>Total Revenues</b>	<b>2,379,978</b>	<b>145,921</b>	<b>1,260,712</b>	<b>-</b>	<b>1,119,266</b>	<b>53%</b>
<b>Expenditures</b>						
Personnel Costs	388,650	43,472	270,221	-	118,429	70%
Fuel for Resale	1,784,881	126,379	864,613	-	920,268	48%
Other Operating Costs	177,550	11,592	113,560	3,431	60,560	64%
Total Operating Costs	2,351,081	181,444	1,248,395	3,431	1,099,256	53%
Capital Outlay	28,897	-	13,897	-	15,000	48%
<b>Total Expenditures</b>	<b>2,379,978</b>	<b>181,444</b>	<b>1,262,292</b>	<b>3,431</b>	<b>1,114,256</b>	<b>53%</b>
<b>Net Revenue/(Expense)</b>	<b>-</b>		<b>(1,579)</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 August 31, 2024



Cash - Operating	376,624
Taxes Receivable	4,799
Accounts Receivable - Fuel Vendor	15,963
Fuel Inventory	71,160
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>27,748,228</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>26,774,121</u></b>
<b><i>Total Liabilities &amp; Net Position</i></b>	<b><u>27,748,228</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 August 31, 2024



Parks and Rec A&P Tax

Balance, 7/31/24	2,384,045
Receipts	467,254
Payments	(188,464)
Balance, 8/31/24	\$ 2,662,834

Pay as you go Sales Tax

Balance, 7/31/24	8,109,604
Receipts	1,924,697
Payments	(511,908)
Balance, 8/31/24	\$ 9,522,392

Street Impact Fees

Balance, 7/31/24	2,214,076
Receipts	32,466
Payments	(1,117)
Balance, 8/31/24	\$ 2,245,425

Parks Impact Fees

Balance, 7/31/24	328,110
Receipts	7,949
Payments	-
Balance, 8/31/24	\$ 336,058

Street Sales Tax

Balance, 7/31/24	23,595,834
Receipts	111,431
Payments	(89,484)
Balance, 8/31/24	\$ 23,617,781

American Rescue Plan Act

Balance, 7/31/24	3,461,370
Receipts	25,122
Payments	(358,561)
Balance, 8/31/24	\$ 3,127,931

City of Conway, Arkansas  
Office of the Mayor

# Memo:

**To:** Mayor Bart Castleberry  
**CC:** City Council Members  
**From:** Felicia Rogers  
**Date:** September 20<sup>th</sup>, 2024  
**Re:** September 24<sup>th</sup>, 2024 City Council Agenda

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The following ordinances are included on the September 24<sup>th</sup> City Council Agenda, for consideration of waiving the three readings of each ordinance:

1. B-2 - Ordinance to approve the amendment of Ordinance O-06-26 for the City of Conway (Tree Board).
2. B-3 - Ordinance to approve the amendment of the Conway Historic District Commission Membership for the City of Conway.
3. B-5 - Ordinance appropriating funds for Program Year 2024 for the Community Development Department.
4. B-7 - Ordinance to approve the amendment of the Building and Fire Codes for the Permits & Inspections Department.
5. B-8 - Ordinance to approve the rezoning of property located at 377 Reedy Rd from R-1 to R-2A.
6. D-1 Ordinance appropriating insurance funds and vehicle removal from inventory for the Department of Information Technology.
7. D-2 Ordinance to approve the reclassification of personnel and the addition of personnel positions for the Conway Emergency Operations Center.



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

**AN ORDINANCE AMENDING SECTION 3 OF ORDINANCE-06-26 TO CHANGE THE MEMBERSHIP OF THE CONWAY TREE BOARD AND UPDATE MEMBERSHIP REQUIREMENTS;**

**Whereas**, it is desired by the City of Conway to decrease membership from nine members to seven members.

**Whereas**, it is desired by the City of Conway to update the position requirements of membership.

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

**Section 1:** The Conway Tree Board will decrease membership commencing in January 2025 to a seven-member board. Term limits of 3 years shall remain the same.

**Section 2:** The following memberships will make up the seven member Tree Board:

- A representative from the Planning Department – This member will also act as a Staff member for the Conway Tree Board,
- A representative from Parks and Recreation,
- An employee of Conway Corporation – Conway Corporation will recommend this position,
- A nurseryman, professional horticulturist, landscape architect, or master gardener,
- Three citizens at large,
- A member of the Arkansas Forestry Commission and a member of the Faulkner County Extension Service shall serve as non-voting, ex-officio members of the Conway Tree Board.

**Section 3:** All other portions of this ordinance will remain intact.

**Section 4:** All ordinances in conflict herewith are repealed to the extent of the conflict.

**PASSED** this 24<sup>th</sup> day of September, 2024.

**Approved:**

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

**Attest:**

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



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

**AN ORDINANCE AMENDING THE CONWAY HISTORIC DISTRICT COMMISSION MEMBERSHIP; REPEALING ANY ORDINANCES IN CONFLICT; AND FOR OTHER PURPOSES:**

**Whereas,** The City of Conway would like to revise the composition of Historic District Commission membership to allow greater participation by citizens throughout the City.

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

**Section 1:** That Ordinance O-15-137 which amended the 2010 Historic District Commission Standards, Section 1.B. establishing membership criteria, is amended as follows:

B. The Historic District Commission shall consist of seven (7) members appointed by the Mayor with the advice and consent of the City Council. Members shall be residents of Conway and demonstrate a positive interest in historic preservation, possessing interest, expertise, experience, or education in architecture, history, urban planning, building rehabilitation, real estate, archaeology, conservation, preservation, or related fields. Members may not be salaried city employees or hold an elective municipal office. Commission membership shall include:

~~One (1) representative of the Pine Street Community Development Corporation~~

One (1) representative of the Conway Downtown Partnership

~~Two (2) residents~~ One (1) resident and/or property owners in a locally designated or national registered historic district ~~or the Old Conway Design Overlay District~~

One (1) resident and/or property owner in the Old Conway Design Overlay District

~~Two (2)~~ Four (4) citizens of Conway

One (1) architect or other appropriate design professional ~~who may serve any number of terms~~

**Should the architect or other appropriate design professional also meet the resident and/or property owner in a locally designated, national registered historic district or the Old Conway Design Overlay District requirement, the seventh seat may be filled by a citizen of Conway at large.**

**Section 2:** That any ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**PASSED** this 24<sup>th</sup> of September, 2024.

**Approved:**

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

**Attest:**

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

City of Conway, Arkansas  
Office of the Mayor  
Mayor Bart Castleberry  
1111 Main Street  
Conway, AR 72032  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)

# MEMO

To: Mayor Castleberry  
CC: City Council Members  
  
From: Felicia Rogers  
Date: September 20<sup>th</sup>, 2024  
Re: Civil Service Commission Appointment

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The Civil Service Commission advertised in August for Civil Service Commissioners. The Mayor has selected Harrell Clendenin to fill one vacancy on the Civil Service Commission. He will serve a six year term.

Please advise if you have any questions.





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

**AN ORDINANCE ACCEPTING FEDERAL FUNDING, APPROPRIATING GRANT REVENUE, & APPROVING CONTRACTS FOR THE CONWAY COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2024; AND FOR OTHER PURPOSES:**

**Whereas**, the Department of Housing and Urban Development (“HUD”) has awarded grant funds to the Community Development Block Grant (“CDBG”) in the amount of \$477,563 for FY2024 funding; and

**Whereas**, each nonprofit agency receiving funding must enter into a sub-recipient agreement with the Community Development Block Grant Program.

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

**Section 1.** The City of Conway shall accept grant proceeds from HUD in the amount of \$477,563 for Community Development Block Grant activities.

**Section 2.** The City of Conway shall appropriate \$477,563 to the following projects:

305.000.5299	\$15,000.00	Services - Boys & Girls Club of Faulkner County – Transportation
305.000.5299	\$15,000.00	Services - Faulkner County Council on Aging – Transportation
305.000.5299	\$15,000.00	Services - Independent Living Services – Transportation
305.000.5299	\$15,000.00	Services - CAPCA – Transportation
305.000.5299	\$6,000.00	Services - Bethlehem House – Transportation
305.000.5299	\$5,000.00	Services - Milestones – Transportation
305.000.5990	\$211,563.00	Conway Revitalization Project
305.000.5990	\$100,000.00	Conway Housing Rehabilitation Program
	\$95,000.00	Administration & Program Cost (Administration GL #'s)

**Section 3.** The City of Conway shall approve the Mayor entering into agreements with all the above listed agencies and for all the listed project for the Community Development Block Grant Program Year 2024.

**Section 4.** All ordinances in conflict herewith are repealed to the extent of the conflict.

PASSED this 24<sup>th</sup> day of September, 2024.

**Approved:**

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

**Attest:**

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



# MEMO

**TO:** Mayor Bart Castleberry  
**CC:** City Council Members  
**FROM:** Lily Couch  
**DATE:** September 24<sup>th</sup>, 2024  
**SUBJECT:** Certified Liens – Code Enforcement

The following resolutions are included for a request to the Faulkner County Tax collector to place a certified lien against real property as a result of incurred expenses by the City.

The properties & amount (plus a ten percent collection penalty) are as follows:

- |                       |          |
|-----------------------|----------|
| 1. 1703 Bryant Circle | \$213.34 |
| 2. 1421 Lincoln St.   | \$737.11 |

Please advise if you have any questions.

Thank you for your consideration.



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

**A RESOLUTION REQUESTING THE FAULKNER COUNTY TAX COLLECTOR PLACE A CERTIFIED LIEN AGAINST REAL PROPERTY AS A RESULT OF INCURRED EXPENSES BY THE CITY OF CONWAY, AND FOR OTHER PURPOSES.**

**Whereas**, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on **1703 Bryant Circle** within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904: and

**Whereas**, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount of **\$213.34** (\$166.67 + Penalty \$16.67 + filing fee \$30.00) to be thereafter certified to the Faulkner County Tax Collector; and

**Whereas**, a hearing for the purpose of determining such lien has been set for **September 24<sup>th</sup>, 2024** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Conway, Arkansas that:

**Section 1:** That after said public hearing the amount listed above is hereby certified and is to be forwarded to the Faulkner County Tax Collector and Assessor by the City of Conway.

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

**ADOPTED** this 24<sup>th</sup> day of September 2024.

**Approved:**

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

**Attest:**

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

**City of Conway**  
**Code Enforcement &**  
**Public Works**  
822 Locust Ave  
Conway, Arkansas 72034  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)



Phone 501-450-6191  
Fax 501-450-6144

Betty Siewert  
1703 Bryant Cir  
Conway, AR 72034

Parcel # 710-09061-000

**RE: Nuisance Abatement at 1703 Bryant Cir., Conway AR**  
**Cost of Clean-Up, Amount Due: \$166.67**

To whom it may concern:

Because you failed or refused to remove, abate, or eliminate certain conditions on the aforementioned real property in the City of Conway, after having been given seven (7) days notice in writing to do so, the City of Conway was forced to undertake the cleanup of this property to bring it within compliance of the Conway Municipal Code.

The City of Conway is requesting payment for all costs expended in correcting said condition. If after thirty (30) days from the receipt of this letter notifying you of the cost to correct said condition, such payment has not been remitted to the City, the City has the authority to file a lien against real estate property for the cost expended after City Council approval.

At its **September 24th, 2024 Meeting**, 6:00 p.m. located at 1111 Main Street, the City Council will conduct a public hearing on three items:

1. Consideration of the cost of the clean-up of your real property.
2. Consideration of placing a lien on your real property for this amount.
3. Consideration of certifying this amount determined at the hearing, plus a ten percent (10%) penalty for collection & filing fees, to the Tax Collector of Faulkner County to be placed on the tax books as delinquent taxes and collected accordingly.

None of these actions will be necessary if full payment is received before the meeting date. Please make check payable to the **City of Conway** and mail to **822 Locust Ave Conway Arkansas 72034** with the **attention** to **Lily Couch**. If you have any questions, please feel free to call me at 501-450-6191.

Respectfully,

City of Conway  
Code Enforcement

# INVOICE

**City of Conway**  
**Code Enforcement &**  
**Public Works Dept.**

DATE: AUGUST 23RD, 2024

822 Locust Ave.  
Conway, AR 72034  
Phone: 501-450-6191  
Fax 501-450-6144  
Lily.couch@conwayarkansas.gov

TO Betty Siewert  
1703 Bryant Cir.  
Conway, AR 72034

Description: Mowing/Clean-up/Admin Fees  
associated with the nuisance abatement at  
1703 Bryant Cir., Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Michael Davis	710-09061-000		September 24th, 2024

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
2	MOWING & DEBRIS REMOVAL BY C.E.P.P.	32.44	64.88
	Maintenance Fee (Mower/bush hog/weed eat)	25.00	25.00
	Sanitation Ticket #910756	32.63	32.63
1	Administrative Fee (Code Enforcement)	20.00	20.00
1	Administrative Fee (Code Officer)	17.46	17.46
2	Regular Letter	.55	1.10
1	Certified Letter	5.60	5.60
	(10% penalty + \$30.00 filing fees= \$46.67)		

- **Total amount due after September 24th, 2024 includes collection penalty & filing fees**

TOTAL	\$166.67
TOTAL WITH PENALTY & FILING FEES	\$213.34

Make all checks payable to City of Conway Code Enforcement @ 822 Locust Ave. Conway Arkansas 72034



## CODE CASE HISTORY REPORT RESPROP-0424-0273 FOR CITY OF CONWAY

Changed On	User	Description	Before	After	Additional Info
04/11/2024	Michael Davis	Code Case added			Code Case (RESPROP-0424-0273)
04/11/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Violations)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.2.1 Sanitation)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.2.4 Grass or Weeds)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.5.3 Appliance/Furniture)
04/11/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)
	Michael Davis	Code Case Workflow Step Start Date	[none]	4/11/2024	Code Case Workflow Step (Notice of Violation)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Notice of Violation)
	Michael Davis	Inspection added			Inspection ([Auto])
	Michael Davis	Action Workflow Status	Not Started	Failed	Code Case Workflow Step Action (Property Maintenance Follow-up Investigation)
04/11/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)
04/17/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)
	Michael Davis	Code Case Workflow Step Start Date	[none]	4/17/2024	Code Case Workflow Step (Letter Phase)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Letter Phase)
	Michael Davis	Inspection added			Inspection ([Auto])
	Michael Davis	Action Workflow Status	Not Started	Failed	Code Case Workflow Step Action (Code Enforcement Final Investigation)
	Michael Davis	Violation Compliance Date	4/17/2024	4/24/2024	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Resolved Date	[none]	4/17/2024	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.2.4 Grass or Weeds)
	Michael Davis	Violation Compliance Date	4/17/2024	4/24/2024	Violation (3.2.1 Sanitation)
	Michael Davis	Violation Compliance Date	4/17/2024	4/24/2024	Violation (3.5.3 Appliance/Furniture)
04/17/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)
04/24/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)
	Michael Davis	Inspection Scheduled End Date	4/24/2024	5/1/2024	Inspection (ICODE-1339-2024)
	Michael Davis	Violation Compliance Date	4/24/2024	5/1/2024	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Compliance Date	4/17/2024	5/1/2024	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Violation Resolved Date	4/17/2024	[none]	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Violation Status	Resolved	In Violation	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Action Workflow Status	Passed	Started	Code Case Workflow Step Action (3.2.4 Grass or Weeds)
	Michael Davis	Violation Compliance Date	4/24/2024	5/1/2024	Violation (3.2.1 Sanitation)
	Michael Davis	Violation Compliance Date	4/24/2024	5/1/2024	Violation (3.5.3 Appliance/Furniture)
04/24/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0273)



1703 Bryant Circle - Before





1703 Bryant Circle - Before





1703 Bryant Circle – After





1703 Bryant Circle – After





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

**A RESOLUTION REQUESTING THE FAULKNER COUNTY TAX COLLECTOR PLACE A CERTIFIED LIEN AGAINST REAL PROPERTY AS A RESULT OF INCURRED EXPENSES BY THE CITY OF CONWAY, AND FOR OTHER PURPOSES.**

**Whereas**, in accordance with Ark. Code Ann. § 14-54-901, the City of Conway has corrected conditions existing on 1421 Lincoln St within the City of Conway and is entitled to compensation pursuant to Ark. Code § 14-54-904: and

**Whereas**, State law also provides for a lien against the subject property, with the amount of lien to be determined by the City Council at a hearing held after the notice to the owner thereof by certified mail with said amount of \$737.11 (\$642.83 + Penalty \$64.28 + filing fee \$30.00) to be thereafter certified to the Faulkner County Tax Collector; and

**Whereas**, a hearing for the purpose of determining such lien has been set for **September 24<sup>th</sup>, 2024** in order to allow for service of the attached notice of same upon the listed property owners, by certified or publication as is necessary.

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Conway, Arkansas that:

**Section 1:** That after said public hearing the amount listed above is hereby certified and is to be forwarded to the Faulkner County Tax Collector and Assessor by the City of Conway.

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

**ADOPTED** this 24<sup>th</sup> day of September 2024.

**Approved:**

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

**Attest:**

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

**City of Conway**  
**Code Enforcement &**  
**Public Works**  
822 Locust Ave  
Conway, Arkansas 72034  
[www.conwayarkansas.gov](http://www.conwayarkansas.gov)



Phone 501-450-6191  
Fax 501-450-6144

Carolyn Black  
2016 S Summit St  
Little Rock, AR 72202

Parcel # 710-01588-000

**RE: Nuisance Abatement at 1421 Lincoln St., Conway AR**  
**Cost of Clean-Up, Amount Due: \$642.83**

To whom it may concern:

Because you failed or refused to remove, abate, or eliminate certain conditions on the aforementioned real property in the City of Conway, after having been given seven (7) days notice in writing to do so, the City of Conway was forced to undertake the cleanup of this property to bring it within compliance of the Conway Municipal Code.

The City of Conway is requesting payment for all costs expended in correcting said condition. If after thirty (30) days from the receipt of this letter notifying you of the cost to correct said condition, such payment has not been remitted to the City, the City has the authority to file a lien against real estate property for the cost expended after City Council approval.

At its **September 24th, 2024 Meeting**, 6:00 p.m. located at 1111 Main Street, the City Council will conduct a public hearing on three items:

1. Consideration of the cost of the clean-up of your real property.
2. Consideration of placing a lien on your real property for this amount.
3. Consideration of certifying this amount determined at the hearing, plus a ten percent (10%) penalty for collection & filing fees, to the Tax Collector of Faulkner County to be placed on the tax books as delinquent taxes and collected accordingly.

None of these actions will be necessary if full payment is received before the meeting date. Please make check payable to the **City of Conway Code Enforcement** and mail to **822 Locust Ave Conway Arkansas 72034** with the **attention to Lily Couch**. If you have any questions, please feel free to call me at 501-450-6191.

Respectfully,

City of Conway  
Code Enforcement



# INVOICE

**City of Conway**  
**Code Enforcement &**  
**Public Works Dept.**

DATE: AUGUST 16TH, 2024

822 Locust Ave.  
 Conway, AR 72034  
 Phone: 501-450-6191  
 Fax 501-450-6144  
 Lily.couch@conwayarkansas.gov

TO Carolyn Black  
 2016 S Summit St  
 Little Rock, AR 72202

Description: Mowing/Clean-up/Admin Fees  
 associated with the nuisance abatement at  
 1421 Lincoln St., Conway Arkansas

CODE ENFORCEMENT OFFICER	PARCEL NUMBER	PAYMENT TERMS	DUE DATE
Michael Davis	710-01588-000		September 24th, 2024

HOURS	DESCRIPTION	UNIT PRICE	LINE TOTAL
6	MOWING & DEBRIS REMOVAL BY C.E.P.P.	38.99	233.94
	Maintenance Fee (Mower/bush hog/weed eat)	25.00	25.00
	Lumber	339.73	339.73
1	Administrative Fee (Code Enforcement)	20.00	20.00
1	Administrative Fee (Code Officer)	17.46	17.46
2	Regular Letter	.55	1.10
1	Certified Letter	5.60	5.60
	(10% penalty + \$30.00 filing fees= \$94.28)		

TOTAL \$642.83

- **Total amount due after September 24th, 2024 includes collection penalty & filing fees**

TOTAL WITH PENALTY & FILING FEES \$737.11

Make all checks payable to City of Conway Code Enforcement @ 822 Locust Ave. Conway Arkansas 72034



## CODE CASE HISTORY REPORT RESPROP-0424-0291 FOR CITY OF CONWAY

Changed On	User	Description	Before	After	Additional Info
04/15/2024	Michael Davis	Code Case added			Code Case (RESPROP-0424-0291)
04/15/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Violations)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.2.1 Sanitation)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.2.4 Grass or Weeds)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.2.8 Motor Vehicles)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (3.5.4.1 No Trash or Garbage Container )
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (4.1.3 Illustrative Enumeration of a Nuisance (A-O))
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (4.1.3.(B) (Tires))
	Michael Davis	Code Case Workflow Step Action added			Code Case Workflow Step Action (4.2.2 Nuisance Structures)
04/15/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
04/15/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
	Michael Davis	Code Case Workflow Step Start Date	[none]	4/15/2024	Code Case Workflow Step (Notice of Violation)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Notice of Violation)
	Michael Davis	Inspection added			Inspection ([Auto])
	Michael Davis	Action Workflow Status	Not Started	Failed	Code Case Workflow Step Action (Property Maintenance Follow-up Investigation)
04/22/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
	Michael Davis	Code Case Workflow Step Start Date	[none]	4/22/2024	Code Case Workflow Step (Letter Phase)
	Michael Davis	Step Workflow Status	Not Started	Started	Code Case Workflow Step (Letter Phase)
	Michael Davis	Inspection added			Inspection ([Auto])
	Michael Davis	Action Workflow Status	Not Started	Failed	Code Case Workflow Step Action (Code Enforcement Final Investigation)
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (3.5.4.1 No Trash or Garbage Container )
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (4.1.3(B) Tires)
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (3.2.1 Sanitation)
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (3.2.8 Motor Vehicles)
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (4.1.3 Illustrative Enumeration of a Nuisance (A-O))
04/22/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
	Michael Davis	Violation Compliance Date	4/22/2024	4/29/2024	Violation (3.2.4 Grass or Weeds)
04/22/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
06/04/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)

# CODE CASE HISTORY REPORT RESPROP-0424-0291

Changed On	User	Description	Before	After	Additional Info
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (3.5.4.1 No Trash or Garbage Container )
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (4.1.3(B) Tires)
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (3.2.1 Sanitation)
	Michael Davis	Violation Compliance Date	5/6/2024	6/18/2024	Violation (4.2.2 Nuisance Structures)
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (3.2.8 Motor Vehicles)
	Michael Davis	Violation Compliance Date	4/29/2024	6/18/2024	Violation (4.1.3 Illustrative Enumeration of a Nuisance (A-O))
06/04/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
07/10/2024	Michael Davis	Code Case Status	Open	Schedule City Clean up	Code Case (RESPROP-0424-0291)
	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
08/14/2024	Michael Davis	Date Closed	[none]	8/14/2024	Code Case (RESPROP-0424-0291)
	Michael Davis	Code Case Status	Schedule City Clean up	Closed - Resolved	Code Case (RESPROP-0424-0291)
	Michael Davis	Complete	No	Yes	Code Case (RESPROP-0424-0291)
	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
08/14/2024	Michael Davis	Geo Rules Caller Type	None	Parcel	Code Case (RESPROP-0424-0291)
	Michael Davis	Inspection Actual Departure Date	8/14/2024	8/14/2024	Inspection (ICODE-1409-2024)
	Michael Davis	Inspection Status	In Violation	Corrected	Inspection (ICODE-1409-2024)
	Michael Davis	Action Workflow Status	Failed	Passed	Code Case Workflow Step Action (Code Enforcement Final Investigation)
	Michael Davis	Inspection Actual Departure Date	8/14/2024	8/14/2024	Inspection (ICODE-1282-2024)
	Michael Davis	Inspection Status	In Violation	Corrected	Inspection (ICODE-1282-2024)
	Michael Davis	Action Workflow Status	Failed	Passed	Code Case Workflow Step Action (Property Maintenance Follow-up Investigation)
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (3.5.4.1 No Trash or Garbage Container )
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.5.4.1 No Trash or Garbage Container )
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.5.4.1 No Trash or Garbage Container )
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.2.4 Grass or Weeds)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.2.4 Grass or Weeds)
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (4.1.3(B) Tires)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (4.1.3(B) Tires)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (4.1.3.(B) (Tires))
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.5.1 Accumulation of Rubbish or Garbage)
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (3.2.1 Sanitation)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.2.1 Sanitation)

# CODE CASE HISTORY REPORT RESPROP-0424-0291

Changed On	User	Description	Before	After	Additional Info
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.2.1 Sanitation)
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (3.2.8 Motor Vehicles)
	Michael Davis	Violation Status	In Violation	Resolved	Violation (3.2.8 Motor Vehicles)
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (3.2.8 Motor Vehicles)
	Michael Davis	Violation Resolved Date	[none]	8/14/2024	Violation (4.1.3 Illustrative Enumeration of a Nuisance (A-O))
	Michael Davis	Violation Status	In Violation	Resolved	Violation (4.1.3 Illustrative Enumeration of a Nuisance (A-O))
	Michael Davis	Action Workflow Status	Started	Passed	Code Case Workflow Step Action (4.1.3 Illustrative Enumeration of a Nuisance (A-O))



1421 Lincoln St - Before





1421 Lincoln St - Before





1421 Lincoln St - After





1421 Lincoln St - After





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

**AN ORDINANCE AMENDING O-21-34 THE PRESCRIBING UNIFORM PENALTIES FOR VIOLATIONS OF THE BUILDING CODE; ELECTRICAL CODE; PLUMBING CODE; MECHANICAL CODE AND FIRE PREVENTION CODE; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES.**

**Whereas**, the City of Conway would like to update the penalties that currently exist for violations of the City Building and Fire Codes, said Codes are as follows:

- 2021 Arkansas Fire Prevention Code
- 2021 International Building Code
- 2021 International Mechanical Code
- 2020 National Electrical Code
- 2018 Arkansas Plumbing & Gas Code
- 2014 Arkansas Energy Code

**Whereas**, the City of Conway would like to establish a fair and uniform system of penalties for violations of all applicable Codes that have previously been adopted. In conjunction with but not to supersede violations penalties by the state of Arkansas. A.C.A § 17-38-102.

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

**Section 1.** Any person violating any portion of the Codes designated in this Ordinance shall be deemed guilty of a misdemeanor and shall be punished, upon conviction, by assessment of a fine of no less than \$100.00 and no more than \$500.00, with the further provision that each day such person, corporation, or entity be in violation of this Ordinance, shall be deemed a separate offense.

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

**Section 3.** That this ordinance is necessary for the protection of the public peace, health and safety, and 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 24<sup>th</sup> day of September 2024.

**Approved:**

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

**Attest:**

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



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

**AN ORDINANCE AMENDING THE CONWAY ZONING DISTRICT BOUNDARY MAP REFERENCED IN SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE PROPERTY LOCATED AT 377 REEDY ROAD, FROM R-1 TO R-2A:**

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

**Whereas**, proper public notice was given, and the Conway Planning Commission held a duly authorized public hearing on **September 16<sup>th</sup>, 2024**, and adopted the amendments.

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

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

A TRACT OF LAND IN THE NE ¼ SE ¼ OF SECTION 9, T5N-R14W, FAULKNER COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND A PK NAIL FOR THE NE CORNER OF SAID NE ¼ SE ¼; THENCE S00°28'16"W, 646.80 FEET ALONG THE EAST LINE OF SAID NE ¼ SE ¼; THENCE N89°31'44"W, 297.00 FEET TO A SET ½" REBAR; THENCE S00°28'16"W, 222.80 FEET PARALLEL WITH SAID EAST LINE OF NE ¼ SE ¼ TO A SET ½" REBAR; THENCE S89°31'44"E, 297.00 FEET TO A POINT ON SAID EAST LINE OF NE ¼ SE ¼; THENCE ALONG SAID EAST LINE N00°28'16"E, 222.80 FEET TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 1.52 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHT OF WAYS AND EASEMENTS ON RECORD.

to those of **R-2A**, 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 24<sup>th</sup> day September, 2024.

**Approved:**

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

**Attest:**

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





1111 Main Street • Conway, AR 72032  
(501) 450-6105 • [planning@conwayarkansas.gov](mailto:planning@conwayarkansas.gov)

## MEMO

To: Mayor Bart Castleberry  
cc: City Council Members

From: Rebekah Fincher, 2024 Planning Commission Chairwoman  
Date: September 24, 2024

Re: Request to rezone property located at 377 Reedy Rd from R-1 to R-2A

---

Central Arkansas Professional Surveying has requested to rezone property located at 377 Reedy Rd from R-1 to R-2A, with the following legal description:

A TRACT OF LAND IN THE NE  $\frac{1}{4}$  SE  $\frac{1}{4}$  OF SECTION 9, T5N-R14W, FAULKNER COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND A PK NAIL FOR THE NE CORNER OF SAID NE  $\frac{1}{4}$  SE  $\frac{1}{4}$ ; THENCE S00°28'16"W, 646.80 FEET ALONG THE EAST LINE OF SAID NE  $\frac{1}{4}$  SE  $\frac{1}{4}$ ; THENCE N89°31'44"W, 297.00 FEET TO A SET  $\frac{1}{2}$ " REBAR; THENCE S00°28'16"W, 222.80 FEET PARALLEL WITH SAID EAST LINE OF NE  $\frac{1}{4}$  SE  $\frac{1}{4}$  TO A SET  $\frac{1}{2}$ " REBAR; THENCE S89°31'44"E, 297.00 FEET TO A POINT ON SAID EAST LINE OF NE  $\frac{1}{4}$  SE  $\frac{1}{4}$ ; THENCE ALONG SAID EAST LINE N00°28'16"E, 222.80 FEET TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 1.52 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHT OF WAYS AND EASEMENTS ON RECORD.

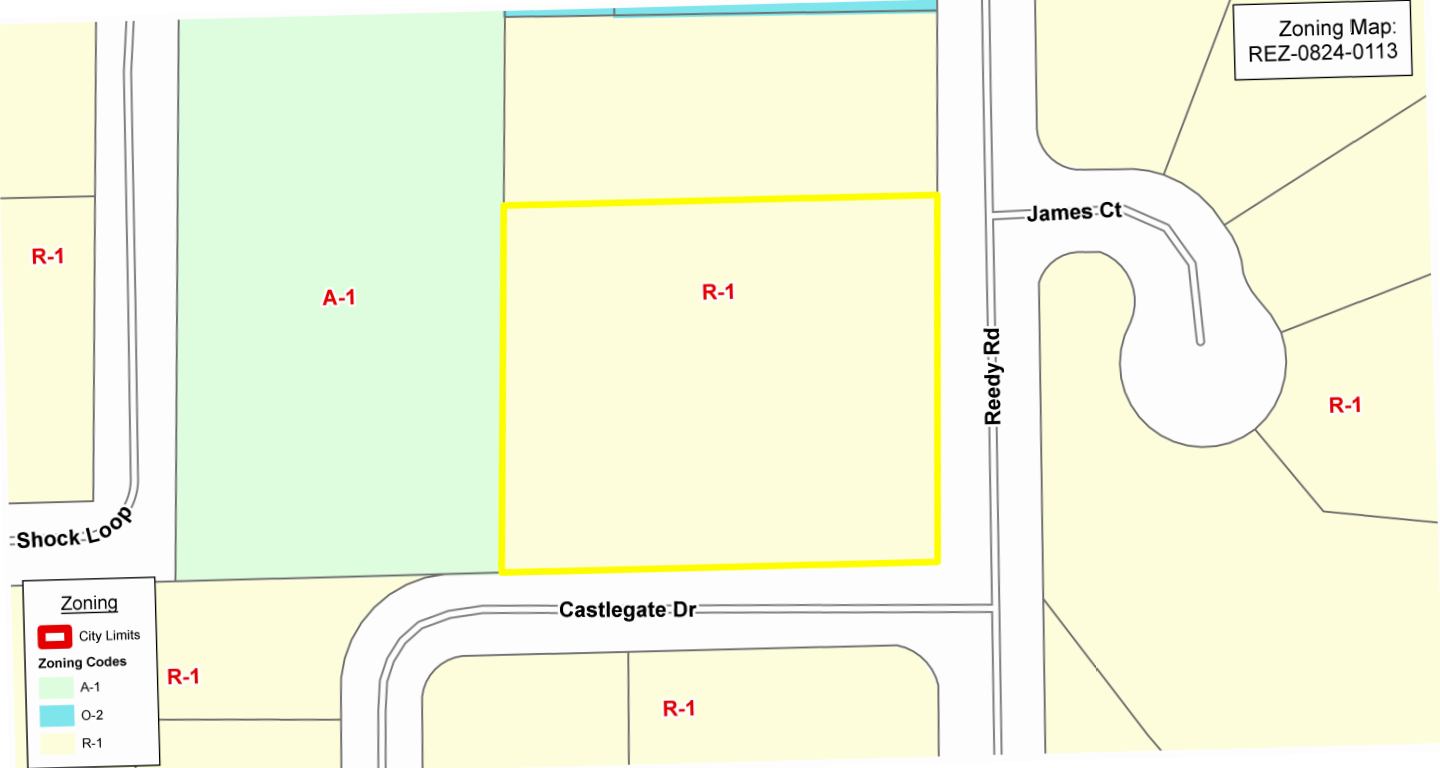
The R-2A zoning district is designed for a slightly higher population density while maintaining the basic restrictions as R-1 districts. Townhomes in this area are consistent with this type of zoning. The proposed rezoning is in conformance with the Comprehensive Plan, which calls for medium density residential in the area. There is a large utility easement that runs through this property (100' powerline). Allowing for a higher density is appropriate given the restricted building space allowed.

Staff recommendation: Staff recommends approval of the rezoning. The proposed zoning is consistent with the Comprehensive Plan and surrounding area and will likely not cause harm to surrounding properties.





The Planning Commission reviewed the request at its regular meeting on September 16, 2024, and voted 8-1 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.

Zoning Map:  
REZ-0824-0113



**Zoning**

-  City Limits
- Zoning Codes**
-  A-1
-  O-2
-  R-1

R-1

A-1

R-1

R-1

R-1

R-1

James Ct

Reedy Rd

Castlegate Dr

Shock Loop





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

## MEMO

To: Mayor Bart Castleberry  
 cc: City Council Members

From: Rebekah Fincher, 2024 Planning Commission Chairman  
 Date: September 24, 2024

Re: Conditional Use request to allow MF-1 density in the R-2A zone for property located at 377 Reedy Rd

Central Arkansas Professional Surveying has requested to allow MF-1 density in the R-2A zone for the property located at 377 Reedy Rd, with the following legal description:

A TRACT OF LAND IN THE NE ¼ SE ¼ OF SECTION 9, T5N-R14W, FAULKNER COUNTY, ARKANSAS, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A FOUND A PK NAIL FOR THE NE CORNER OF SAID NE ¼ SE ¼; THENCE S00°28'16"W, 646.80 FEET ALONG THE EAST LINE OF SAID NE ¼ SE ¼; THENCE N89°31'44"W, 297.00 FEET TO A SET ½" REBAR; THENCE S00°28'16"W, 222.80 FEET PARALLEL WITH SAID EAST LINE OF NE ¼ SE ¼ TO A SET ½" REBAR; THENCE S89°31'44"E, 297.00 FEET TO A POINT ON SAID EAST LINE OF NE ¼ SE ¼; THENCE ALONG SAID EAST LINE N00°28'16"E, 222.80 FEET TO THE POINT OF BEGINNING. SAID TRACT CONTAINS 1.52 ACRES, MORE OR LESS, AND IS SUBJECT TO ALL RIGHT OF WAYS AND EASEMENTS ON RECORD.

This request is to allow MF-1 density (no more than 12 units per gross acre) in the R-2A zoning district. The applicant is proposing eight (8) single family townhomes. Development of this lot is limited due to a 100' utility easement that runs through the property. This request runs concurrently with the rezoning case, REZ-0824-0113.

Staff recommendation: Staff recommends approval of the conditional use permit, with the following conditions:

1. The development is limited to a maximum of eight (8) total dwelling units in the form of townhomes.
2. Access shall be limited via a driveway from Reedy Rd.
3. The building's primary exterior shall be composed of brick, rock, or a cement fiber board product.
4. Vinyl siding as a primary cladding material shall be prohibited; vinyl siding/shingles may only be used on gables and dormers.
5. The development shall be subject to site development review in accordance with Article 10 of the Zoning Code.
6. The property shall be platted in accordance with the Subdivision Ordinance.
7. Enhanced landscaping shall be provided along all property lines at the ratio of 1 canopy tree every 20' (or understory tree every 10') and additional shrubs, installed in the form of

a hedgerow, shall be required to screen parking, mechanical equipment, and/or dumpster/trash enclosure.

8. The conditional use approval shall become null and void if construction for the use is not commenced within 18 months from the date of approval of this permit.
9. All signage shall be permitted and installed in accordance with the Conway Sign Code.
10. No zoning variance, required as a result of the commencement of the conditional use, may be requested.
11. Any changes to or expansion of the approved use shall require an amended or new conditional use permit.
12. The conditional use permit shall expire if the use ceases for a consecutive period of greater than 18 months.

**13. Fencing must be installed, with materials as determined by Planning Department staff during Site Development Review.\***

The Planning Commission reviewed the request at its regular meeting on September 16, 2024, and voted 6-3 that the request be forwarded to the City Council with a recommendation for approval.

Please advise if you have any questions.

**\*Added by Planning Commission.**

**Central  
Arkansas  
Professional  
Surveying, LLC**

1021 Front Street  
Conway, AR 72032  
501.513.4800  
501.513.0900-fax

August 16, 2024

Re: R T Real Estate  
377 Reedy Road  
Conway, AR 72034

To Whom It May Concern,

On behalf of R T Real Estate, LLC we are sending applications to rezone parcel 711-12097-000 aka 377 Reedy Road, Conway, AR 72034 with a conditional use.

The intent is to rezone from R1 to R2A with a conditional use to allow MF-1 density in R2A zoning.

If you have any questions, please call me at 501.513.4800.

Sincerely,



Robert French, PS 1363

Central Arkansas Professional Surveying, LLC









1  
8  
2  
4





1920







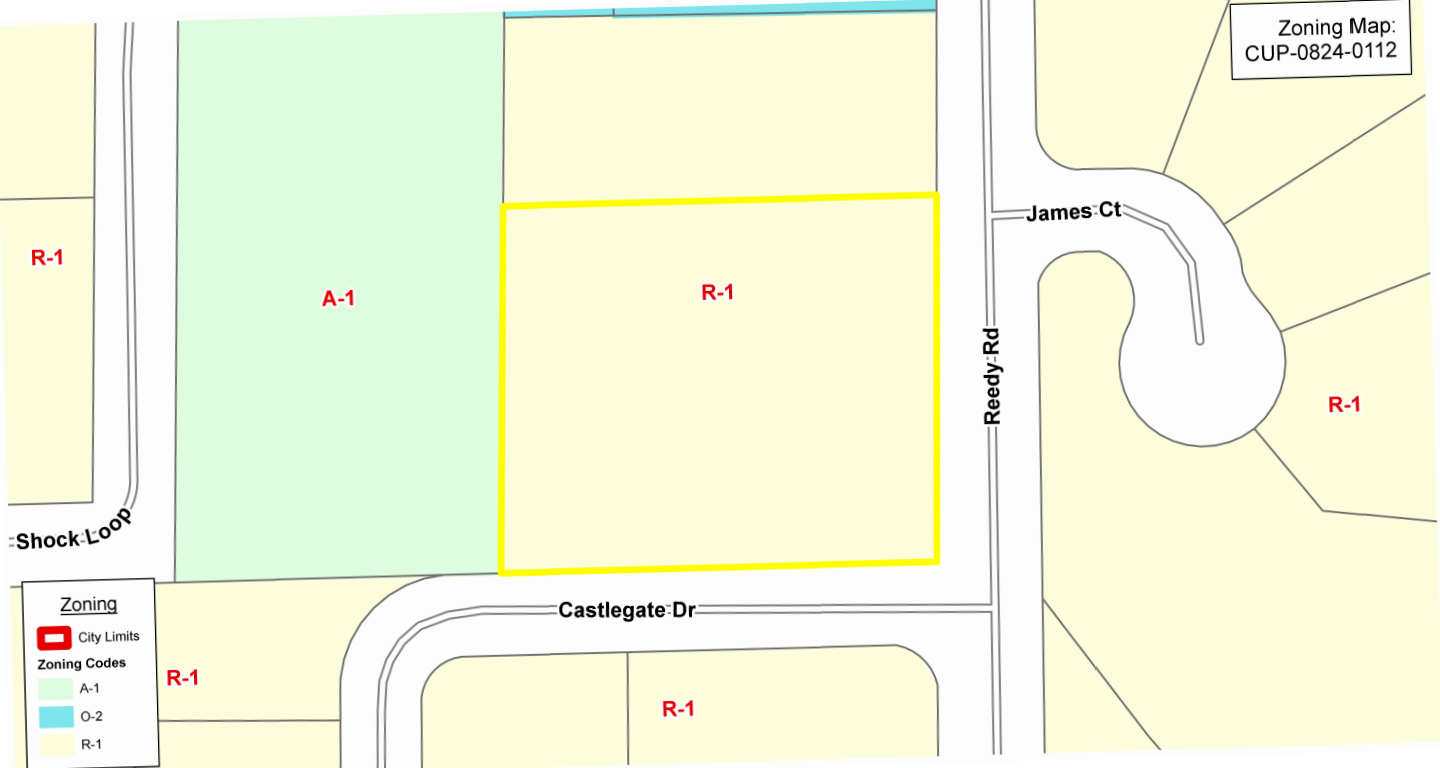


BUILDING	NUMBER OF UNITS		
	SF PER UNIT	# OF UNITS	TOTAL SF
172' TOWNHOME	1,512	6	9,072
57' TOWNHOME	1,512	2	3,024

# REEDY ROAD TOWNHOMES ARCHITECTURAL SITE PLAN



Zoning Map:  
CUP-0824-0112



R-1

A-1

R-1

R-1

R-1





Shock Loop

Castlegate Dr

Reedy Rd

James Ct

**Zoning**

-  City Limits
- Zoning Codes**
-  A-1
-  O-2
-  R-1



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

**A RESOLUTION EXPRESSING THE WILLINGNESS OF THE CITY OF CONWAY TO APPLY FOR THE GREAT STRIDES / TRAILS FOR LIFE GRANT FROM THE ARKANSAS DEPARTMENT OF PARKS, HERITAGE, AND TOURISM FOR THE TUCKER CREEK CANOPY BENCHES PROJECT**

**Whereas,** The City of Conway seeks to improve trail facilities and obtain grant funding assistance from the Arkansas Department of Parks, Heritage, and Tourism through the Great Strides / Trails for Life grant program; and

**Whereas,** the Great Strides / Trails for Life Grant is a no-match grant with a maximum reimbursable amount of \$250,000 in grant funding to develop smoke-free public trail facilities; and

**Whereas,** the Mayor and City Council understand that if granted funds for park development, they must provide land, by lease or ownership, on which to develop park facilities; and

**Whereas,** the city will sign a contract agreeing to provide the necessary resources to maintain this park and facilities for a period of 25 years; and

**Whereas,** the total estimated project cost will be \$33,000 to install 5 canopy benches along Tucker Creek Trail.

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

**Section 1.** The City of Conway does hereby express its support for the Great Strides / Trails for Life Grant application and shall authorize the application submittal for the Tucker Creek Canopy Benches project.

**Section 2.** The City Council does hereby authorize the Mayor to execute all agreements and contracts regarding this project.

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

**PASSED** this 24<sup>th</sup> day of September 2024.

**Approved:**

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

**Attest:**

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



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

**AN ORDINANCE ACCEPTING AND APPROPRIATING INSURANCE PROCEEDS RECEIVED FROM THE MUNICIPAL VEHICLE PROGRAM FOR THE INFORMATION TECHNOLOGY DEPARTMENT; REMOVING AN ASSET FROM INVENTORY; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES:**

**Whereas**, the City of Conway received insurance proceeds in the amount of \$24,100 for the total loss of a fleet vehicle from a traffic collision; and

**Whereas**, the Information Technology department requests the acceptance and appropriation of these funds to help pay for a replacement vehicle; and

**Whereas**, the Information Technology department requests permission to remove the totaled asset from inventory:

<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>VIN</b>
2018	Ford	F-150	1FTEW1EB6JKD38450

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

**Section 1.** The City of Conway shall appropriate \$21,400 from the General Fund Insurance Proceeds account (001.119.4360) to the Information Technology Vehicles capital account (001.108.5920).

**Section 2.** The City of Conway shall remove the above listed asset from inventory. The Information Technology Department is authorized to dispose of the listed asset.

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

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

**PASSED** this 24<sup>th</sup> day of September, 2024

**Approved:**

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

**Attest:**

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



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

**AN ORDINANCE RECLASSIFYING CERTAIN POSITIONS AND CREATING NEW POSITIONS AT THE CONWAY EMERGENCY OPERATIONS CENTER; DECLARING AN EMERGENCY; AND FOR OTHER PURPOSES**

**Whereas**, the Arkansas 92<sup>nd</sup> General Assembly approved HB1564 establishing Act 660, the Public Safety Act of 2019 that would consolidate public safety answering points (PSAP) to operate within the state; and

**Whereas**, the City of Conway Emergency Operations Center has been selected to serve as Faulkner County’s single PSAP and has determined that there is a need for these reclassified and new positions; and

**Whereas**, the salaries of these positions will require a budget adjustment in the amount of \$120,833.53 is required for the remainder of FY2024 to fund this position; and

**Whereas**, following the completion of the consolidation, the City of Conway will receive the entirety of Faulkner County's 911 fees disbursed quarterly by the Arkansas 911 Board; this funding will support future financial increases; and

**Whereas**, the newly created positions shall be effective October 20<sup>th</sup>, 2024, and the reclassified positions shall be effective November 3<sup>rd</sup>, 2024.

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

**Section 1.** The authorized staffing level in the City of Conway Emergency Operations Center (CEOC) will be increased by eleven (11) full-time positions.

**Section 2.** The City of Conway shall make the following changes to the CEOC Positions:

<b>Current Position</b>	<b>Hourly Wage or Salary</b>	<b>New Position* or Reclassified</b>	<b>Hourly Wage or Salary</b>
Telecommunicator Entry	\$17.996/hr	Call Taker	\$19.0100/hr
Telecommunicator Basic	\$18.277/hr	Telecommunicator Trainee 1	\$19.2600/hr
Telecommunicator General	\$18.559/hr	Telecommunicator Trainee 2	\$19.5100/hr
Telecommunicator Intermediate	\$18.840/hr	Telecommunicator Trainee 3	\$19.7600/hr
Telecommunicator Advanced	\$19.121/hr	Telecommunicator Trainee 4	\$20.0100/hr
		Telecommunicator Trainee 5*	\$20.2600/hr
Telecommunicator 2 (Step 1)	\$19.683/hr	Telecommunicator 1	\$21.2600/hr
Telecommunicator 2 (Step 2)	\$20.246/hr	Telecommunicator 2	\$22.1226/hr
Telecommunicator 2 (Step 3)	\$21.089/hr	Telecommunicator 3	\$22.6226/hr
Telecommunicator 2 (Step 4)	\$21.933/hr	Telecommunicator 4	\$23.1226/hr
Telecommunicator 2 (Step 5)	\$22.776/hr	Telecommunicator 5	\$23.6226/hr
Telecommunicator 2 (Step 6)	\$23.620/hr	Telecommunicator 6	\$24.1226/hr
Lead Telecommunicator (Step 1)	\$24.745/hr	Lead Telecommunicator 1	\$26.1226/hr
Lead Telecommunicator (Step 2)	\$25.588/hr	Lead Telecommunicator 2	\$27.1226/hr
Lead Telecommunicator (Step 3)	\$26.432/hr	Lead Telecommunicator 3	\$28.1226/hr
Lead Telecommunicator (Step 4)	\$27.275/hr	Lead Telecommunicator 4	\$29.1226/hr
Training Coordinator/ACIC/TAC	\$28.400/hr	Training Coordinator	\$31.1226/hr
Validation Officer		Training/QA Manager*	\$34.1226/hr

Telecommunicator Supervisor      \$63,166.48 (Salary)

Operations Manager\*  
Deputy Director

\$34.1226/hr

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**Section 2.** The City of Conway shall appropriate an amount not to exceed \$120,833.53 from the General Fund Balance Appropriation Account (001.119.4900) into the corresponding CEOC salary and benefit expense accounts (001.125.51XX).

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

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

**PASSED** this 24<sup>th</sup> day of September, 2024.

**Approved:**

---

**Mayor Bart Castleberry**

**Attest:**

---

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