



# 2022 YEAR END REPORTS

## STATE OF THE CITY

Mayor Bart Castleberry





## *Conway Regional Airport Cantrell Field*

*Jake Briley  
Airport Director*

### **2022 Annual Report**

The year 2022 represented the eighth full calendar year of operations at the Conway Regional Airport Cantrell Field. Throughout 2022 the airport experienced full occupancy of all City-owned hangars in addition, there are 54 individuals on the waiting list for individual T-hangars. The total based aircraft count is approximately 82 aircraft, encompassing aircraft stored in both City-owned and privately owned hangars.



Construction of one major project was commenced in 2022. These include a corporate hanger at approximately 1450 sq ft. The city has worked closely with Garver Engineers and contractor Robbie Wills Group on this project. Construction is scheduled to be completed by the end of May 2023.

In 2022, the airport employed four full time staff and two part time (City employees). There is one flying club operating at the airport, bringing with them access to private, instrument, commercial, and multi-engine flight instruction in approximately eight different aircraft.

Conway Regional Airport received a Covid related Rescue Act grant for operations in the amount of \$25,000 from the FAA. These funds were used for general operations such as cleaning and disinfecting, insurance, fuel, payroll, and hangar maintenance.

Conway Regional Airport has added a two new Line Technician. Reed Saddler and Chase King both come to us from Conway and have done an outstanding job. Remaining staff include Tim Huey, Director of Operations, Lloyd Hartzell, Admin, and Philip Bell, Line Tech, Evan Dillan, Line Tech.

## 2022 Fuel Sales vs. 2021 Fuel Sales

Record fuel sales were achieved in 2022 in both JetA jet fuel and 100LL aviation fuel.

- 195,172 gallons of Jet A and 60,344 gallons of 100LL Avgas were sold in 2021
- 262,799 gallons of Jet A and 57,764 gallons of 100LL Avgas were sold in 2022

Total airport operations (take-offs and landings) for 2021: 10,689

Total airport operations (take-offs and landings) for 2022: 15,061



### Other Airport Events:

The Conway Airport Advisory Committee was active during 2022. The Committee provided input on fee schedules and other projects. The Committee has been active in planning for the future of the airport, including building projects and maintenance services. The Committee studied and approved the 5-year Capital Improvement Plan (CIP). This plan includes banking of funds for years 2022 and 2023. Surveys, design, and environmental assessment for runway extension in 2023, and runway extension from 5500 feet to 6001 feet in 2024.



Projects for 2023 will include repairing the runway and taxi way joints and seals. During that time, we will repair the markings on the runway to make visibility better for our pilots. The safety for our community is our number one priority. Our team has had CPR and medical training conducted by the Conway Fire Department. We want to do everything in our power to prioritize safety in our community.

In summary, 2022 was a very active year for Conway Regional Airport. A record year in fuel sales and operations. Thanks to dedicated staff, Advisory Committee, city administration, the FAA, Arkansas Division of Aeronautics and loyal flight community, the airport has enjoyed one of its best years ever. Progress was made on several fronts and look forward to more in 2023.

## 2022 COMMUNITY DEVELOPMENT DEPARTMENT YEAR-END REPORT



**Shawanna Rodgers, CDBG Administrator**

**Felicia Rogers, Community Development Coordinator**

The Program Year 2022 (July 1<sup>st</sup>, 2022 – June 30<sup>th</sup>, 2023 Community Development Block Grant allocation was **\$ 481,835.00**.

**Administration: (20%) \$96,367.00**—includes all costs associated with Administration

### **Public Services:**

<b><u>Public Services (15%)</u></b> <b><u>\$72,275.25</u></b>	<b><u>Purpose</u></b>	<b><u>Allocation</u></b>	<b><u>Amount Spent (as of</u></b> <b><u>1/12/2022)</u></b>
Boys and Girls Club	Transportation	\$31,759.00	\$4,876.06
FC Council on Aging	Transportation	\$22,758.00	\$7,000
Independent Living Services	Transportation	\$17,758.00	\$1,692.58
<b>Public Services Total</b> <b>Amount Spent:</b>			<b>\$13,568.64</b>

**Boys and Girls Club of Faulkner County**— Boys and Girls Club of Faulkner County provides transportation to 200 youth daily from 15 different schools (71% LMI) to the Boys and Girls Club for tutoring, mentoring, and physical activity. CDBG funding will be used for driver salary, fuel, vehicle maintenance, and insurance

**Faulkner County Council on Aging**—FCCA provides transportation to 2800 one- way trips to approximately 295 seniors (60 and over) to the Senior Center and life-necessary errands and appointments. CDBG Funding will be used for driver salary, fuel, vehicle maintenance, and insurance.

**Independent Living Services**—ILS provides transportation to adults with disabilities. An estimated 200 unduplicated adults will be serviced with a minimum of 4,000 miles for passenger pick-ups

**PY2021 Projects:**

<b><u>Projects (65%) \$317,470.40</u></b>	<b><u>Description</u></b>	<b><u>Cost of Service</u></b>	<b><u>Amount spent as of 12/31/2022</u></b>
Overnight Emergency Shelter		\$307,970.40	\$307,970.40
Projects Total Amount Spent:			\$307,970.40

**PY2022 Projects:**

<b><u>Projects (65%) \$313,192.75</u></b>	<b><u>Description</u></b>	<b><u>Cost of Service</u></b>	<b><u>Amount spent as of 12/31/2022</u></b>
Overnight Emergency Shelter		\$313,193.00	\$292,304.07
Projects Total Amount Spent:			\$292,304.07

**Spruce Street Cottage Update:** Summerwood Inc. is in the process of completing the development of 12 cottage homes on Spruce Street in the Pine Street Neighborhood. 8 of the 12 homes are complete and owner occupied, 4 near completion and 3 of those are accounted for.

**Overnight Emergency Shelter Update:** In 2019, CDBG purchased a vacant building and home located on Gum Street. Since the purchase of this building with the goal of renovating it into an Emergency Shelter, we have been working with Level 5 Architects who have completed a design for the Overnight Emergency Shelter also be post-Covid friendly. We secured Frank A. Rogers & Co. as the construction contractor. The Shelter is due to be complete Spring of 2023. We used the additional allocation **(\$334,809)** that we received from the CARES Act funding to fund expenses related to the Overnight Emergency Shelter. We plan to also use the project funding received for 2023 as additional funding for the shelter.





# Department of Public Works (Code Enforcement and Physical Plant) 2022 Year End Report

Director – Spencer Clawson  
Administrative Assistant – Missy Schrag

The City of Conway Code Enforcement Department has 3 Code Officers and 1 administrative staff person. We have been equipped to follow up on all complaints within 24 hours.

The Code Enforcement Department works directly with many originations and departments throughout the city, including but not limited to, Chamber of Commerce; Conway Corporation; Lisa Stephens CPA, PLC and other City of Conway Departments to enforce municipal, zoning; nuisance ordinances and codes.

A recap of all complaints and requests are reflected in the following tables.

## **CODE ENFORCEMENT Violation Report**

<b>Year End Totals</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Courtesy Notices				1366
Total Violations written	1003	762	1247	888
Total Citations written	271	52	51	56
Door Hangers Notices	1922	1903	1564	487
City Street Restrictions (sidewalk flyer)				120
Online Complaints	283	362	336	330
Total Scheduled City Cleanups	64	44	31	21

**\*The numbers listed within CE report do not reflect those complaints that were called in; emailed OR those people that made personal contact with Code Enforcement before issuing a warning/violations/citation.**

Sr. Officer Kim Beard has been exceptional in her new role. She's focused on A&P enforcement, interdepartmental issues, trial prep, and training our newer officers. These responsibilities are critical to the city and the department, and her efforts can't be understated.

New officers Chuck Gann and Michael Davis have quickly become a dream team of nuisance abatement. They are diligent, reasonable, patient, and hard-working. They both show up every day ready to make Conway a safer and prettier place to live.

I am so proud of this team.

# 2022 Year-End Report

## Physical Plant

The Physical Plant has 2 custodians and 6 maintenance crew employees.

Outlined below is the Physical Plant Report for 2022.

### **Buildings**

- ✓ The Physical Plant performed general maintenance, grounds keeping and janitorial services for the city buildings. This includes the cleaning, stripping, waxing, and buffing of floors, and minimal plumbing and electrical tasks that were within our limits.
- ✓ Generator maintenance at City Hall
- ✓ Rogers Plaza fountain maintenance
- ✓ Deep cleaned carpets at IT, CEOC, District Court, City Hall
- ✓ Safety painting basement at City Hall
- ✓ Gum St. (overnight emergency shelter) securement
- ✓ Painted railing at CPD
- ✓ Painted Deer St. Building CPD
- ✓ Replaced additional lighting at the Animal Welfare Building
- ✓ All hands-on deck for the flood at District Court
- ✓ Painted and installed new awnings at 822 Locust Ave.
- ✓ Maintenance at Post Office

### **Backflows for City Property**

- ✓ All the City's owned RPZA backflow devices (103) were tested and maintained

### **Flowerbeds**

- ✓ We maintained the flowerbeds and islands throughout the downtown area to include light trimming, watering, weeding and removal of trash and debris.
- ✓ Flower baskets were hung, watered, trimmed, and removed for Chamber of Commerce.
- ✓ Renovated District Court flowerbeds

### **Mowing/Debris Removal**

- ✓ The Physical Plant team mowed and maintained approximately 14 different locations within the city, not including the Code Enforcement job requests and other areas that were transferred to a third-party service provider.
- ✓ Maintained along the railroad track, removing debris, and weed eating in the downtown area.
- ✓ Cleaned intersections of debris & trash
- ✓ Restored multiple properties to safe and clean environment by proper disposal of litter, debris, contaminated needles & paraphernalia from illegal homesteading.



- ✓ Mowed Crime Scene on Tyler St.
- ✓ Fire training facility/firing range maintenance (bushhogging, mowing, spraying)

### **Roundabouts and Sidewalks**

- ✓ We maintained various roundabouts and sidewalks throughout the city to include mowing, weed eating and removal of trash and other debris.
- ✓ We assembled and placed Christmas ball displays in city roundabouts.
- ✓ ROW on Tyler St. cut back and cleared in preparation for street work and pedestrians.
- ✓ Trees were trimmed on Prince St. and Conway Blvd. for pedestrians.
- ✓ Gravel and washout debris removed off city sidewalks by the trailer load improving miles of city sidewalks

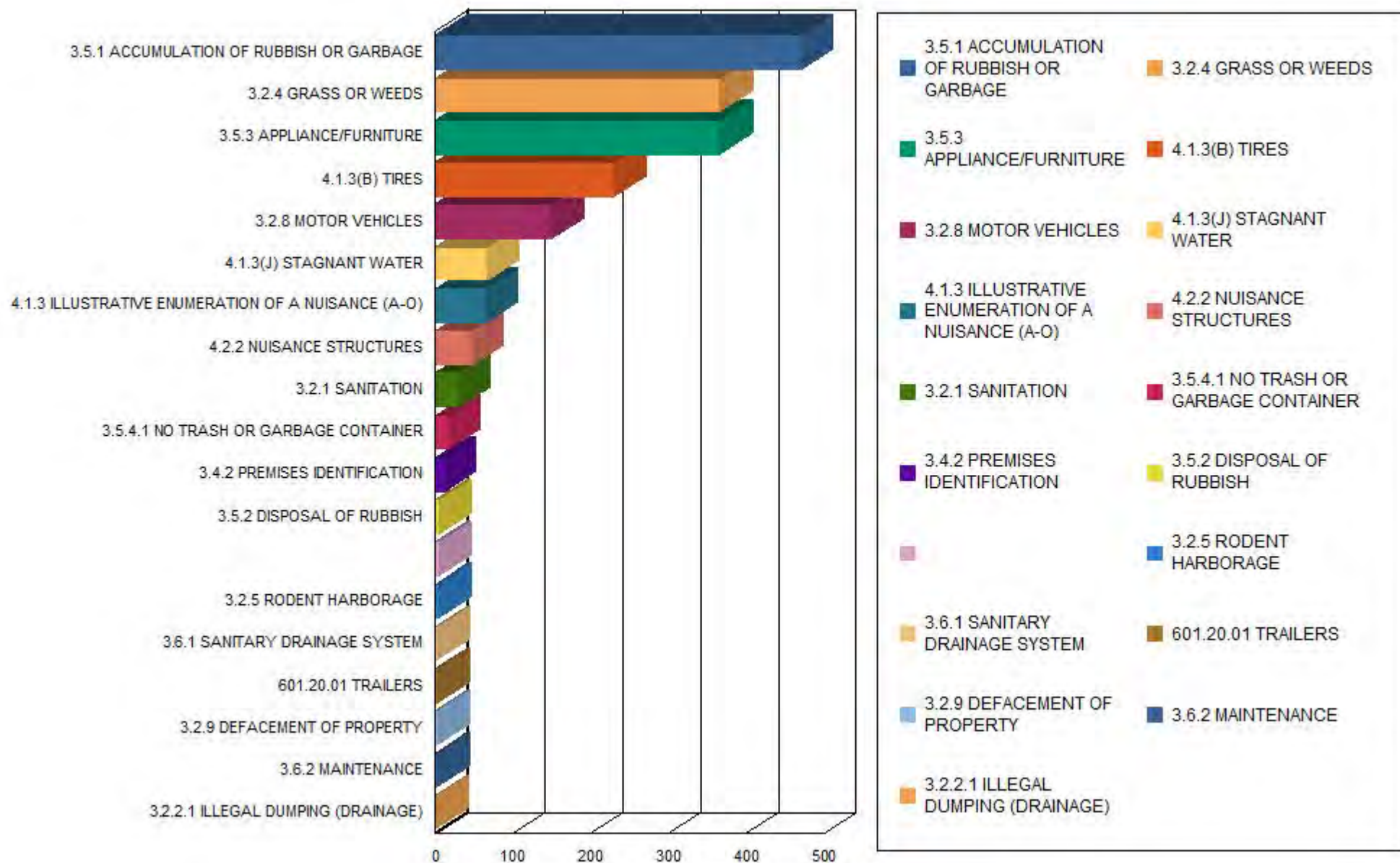
### **Safety/Covid**

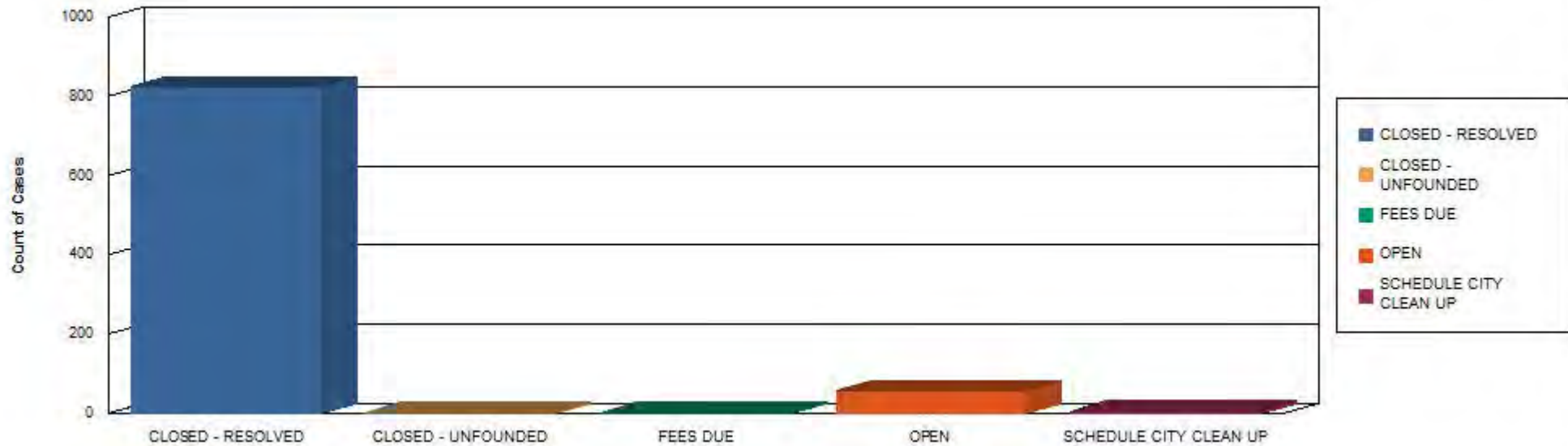
- ✓ All Physical Plant employees completed the annual safety training requirement.
- ✓ Monthly Safety Meetings with defined, work-related discussion topics occurred. Plans are in place to continue the support of the City's safety program through monthly safety discussions and quarterly grounds inspections.
- ✓ Active shooter drill practice
- ✓ Due to covid and flu we are still performing other safety measures, such as, fogging various parks and buildings; setting up health stations; providing gallons of sanitizer; and disinfectant products.

### **Other Activities**

- ✓ Watering the 6<sup>th</sup> Street Bridge.
- ✓ Maintain Roger's Plaza fountain.
- ✓ Weeded 78 pots for Downtown Partnership
- ✓ Maintain and perform "handyman" request for multiple departments throughout the city.
- ✓ Pressure washed Conway monument signs on I-40, sidewalks in the downtown area, Simon Park, City Hall, Toad Suck ferry
- ✓ Relocated shed for Fire Department storage
- ✓ Continue to support the Community Service Program
- ✓ Filled in maintenance vacancies at Sanitation and CPD
- ✓ Setup for City events
- ✓ Cleanup at old Airport property (illegal dumping)
- ✓ Painted box ditch guard railing at 6 locations
- ✓ Fixed waterline leak at Prince and Farris
- ✓ Prince St. celebration tree project completed
- ✓ Ice/snowy weather relief
- ✓ Cleared aquatic center (joint effort)
- ✓ Set up/breakdown for Toad Suck Daze
- ✓ Worked TSD all weekend
- ✓ Organized community service workers to keep TSD festival clean (trash/liter pick-up)
- ✓ Rock removal Tyler St. (fiber optic trench)

- ✓ Developed “tidbit” list to better maintain areas within city limits for beautification and safety considerations
- ✓ Painted Conway Public Schools barricades on Prince Street
- ✓ Cleaned Conway I-40 signage
- ✓ Rebuilt 9 urinals
- ✓ Ott Fountain rebuilt







**NINTH JUDICIAL DISTRICT COURT  
810 PARKWAY  
CONWAY, ARKANSAS 72034  
501-450-6112**

***Division 1  
Judge Chris Carnahan***

***Division 2  
Judge Charles Clawson, Jr.***

District Court

2022 Year End Report

Judge Chris Carnahan, Division 1

Judge Charles Clawson, Division 2

2022 has been a year of improvement for District Court. Our role in the normal business of the court system has been handled effectively in the light of the increased caseload and a request to take on additional responsibilities for the Circuit Court. We have agreed to assist the Circuit Courts with the handling of new felony cases. We will review the cases in which the Prosecuting Attorney needs more time to determine what if any charge should be filed in a particular situation.

The process to digitize old records is still underway. The City Attorney's office has become involved, and this has caused the process to take a little longer than we hoped, at least for the first phase to identify and dispose of records we are required to keep for the shortest period of time. We will continue to work on this project.

Last year we discussed the implementation of efilg. This is close to being operational. Our staff have been in training to make this transition. We with the help of Administrative Office of the Court this system will go live on December 13, 2022. When this goes live, it will help to save office supplies, time and space needed for storage.

The search for a new facility to provide adequate space for District Court is ongoing. The Mayor's office has indicated that efforts are being made to find a place to put District Court which will address the needs of our ever-increasing workload and to house the staff necessary to maintain the growth we foresee. Our growth will continue so long as the city continues to grow and I am not aware of any factors which would make that unlikely.

I have referred to growth several times in this report. That growth is reflected by the attached report. This reflects our increasing caseload as well as the increase in revenue generated by the Court over the past 3 years. In addition, the Judges have revised the bond schedule for the criminal and traffic offences which come before this Court. This new schedule went into effect on November 1<sup>st</sup> and will be reflected on all charges filed since that date. The change will result in an increase in overall revenue for this Court

**Faulkner and Van Buren Counties**  
**Chris.Carnahan@conwayarkansas.gov**  
**Charles.Clawson@conwayarkansas.gov**

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Finally we, the Judges, hope that the City Council will see fit to use these revenues to adequately compensate the District Court staff, whose hard work and dedication makes this system operate fairly and efficiently for the benefit of the citizens of the City and Faulkner County.

Hopefully this report along with the attached report will provide the information required by the City officials to prepare for the coming year. If more information is needed, please feel free to contact the Court.



DISTRICT COURT 2022 STATS  
as of 11-30-22

Criminal and Traffic Caseload Stats per CZRSTAT report

Year	Authority	Criminal	Traffic	Total
2020	City	3,679	2,816	6,495
2021	City	3,953	2,816	6,769
2022	City	3,622	2,547	6,169
2020	County	1,758	3,608	5,366
2021	County	2,257	3,348	5,605
2022	County	2,001	3,199	5,200

Criminal and Traffic Adjudicated Receipts per CZRRCPT report

Year	Amount
2020	\$1,535,177.20
2021	\$1,730,778.89
2022	\$1,744,747.53
Total	\$5,010,703.62

Criminal and Traffic Debt Set Off Revenue Return (from the seizure of Arkansas State Income Tax Refunds for adjudicated debt owed to the court) per Setoff Disbursement Summary Report

Year	Debt Set Off
2020	\$238,016.79
2021	\$181,594.54
2022	\$200,314.20
Total	\$619,925.53

Warrant Stats per CWRWARR Report

Year	Authority	Produced	Served	Outstanding (unserved)
2020	City	2,231	1,072	2,760
2021	City	2,505	1,564	4,069
2022	City	2,089	1,721	3,689
2020	County	1,018	402	1,625
2021	County	1,378	696	2,176
2022	County	1,138	868	2,349

Circuit Court First Appearance States per Circuit Court Schedule Report

<b>Year</b>	<b>Felony Cases</b>
2020	1,623
2021	2,018
2022	1,560

Civil and Small Claims Stats per CZRSTAT Report

<b>Year</b>	<b>Authority</b>	<b>Total</b>
2020	Civil	1,339
2021	Civil	1,429
2022	Civil	1,657
2020	Small Claims	69
2021	Small Claims	100
2022	Small Claims	74

Civil and Small Claims Receipts per CZRRCPT Report

<b>Year</b>	<b>Amount</b>
2020	\$128,017.95
2021	\$139,217.53
2022	\$159,420.99
Total	\$426,656.47



2022



## **End of the Year Report**

**Diversity & Economic  
Development**

**Shawanna Rodgers**

*The goals of the Diversity & Economic Development department to implement creative ways to educate and engage the city's work force while ensuring the City of Conway is a Diverse place to work. The Diversity & Economic Development Department has now been active in the City of Conway for 3 years. The first two years were great; they were a stretch as we were amid a pandemic however, we continued to work, create, and plan for the department during that time.*

*2022 has been a great year for the Diversity department. We were able to implement some of the goals and activities we have been anticipating. I am looking forward to making 2023 just as great and continuing to accomplish goals and implement those goals in the months to come.*

# Community Engagement

- *Granted the opportunity to attend the Annual Chamber of Commerce trip to Washington, which was great for the Diversity Department & CDBG.*
- *Attended the Heart the Runway Event*
- *Attended the Downtown Partnership Annual Meeting*
- *Attended a Community Conversation hosted by Paloma Services*
- *Attended Mexican Independence Day Celebration*
- *Attended CEO Luncheons hosted by the Chamber of Commerce*
- *Participated in several groundbreaking events for the city (Westrock coffee, Overnight Emergency Shelter, Middle Rd. Bridge, Fire Station #3)*
- *Participated in several ribbon cuttings (MLK Square, Pine Street Pantry Box, Rock Region Metro Micro-transit)*
- *Attended Rock Region Micro-transit Public Hearings*
- *Attended Ward 2 Meeting in November*
- *Continued term on the UCA Diversity Advisory Council*
- *Facilitated the Community Roundtable Event with the Diversity Advisory Council*
- *Attended the Women in Business Recognition Event*
- *Orchestrated City Job Fair with over 100 employers*
- *Completed candidates for Meet Me Monday for the City of Conway employees & look to implement other creative ways to highlight diversity in departments.*

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# Internal Activities & Programs

- *Ink Recycling Program is continuing to go well and will continue in 2023*
- *Diversity Survey was completed. Analysis of results is currently taking place*
- *Just talk will convene again in January, Commemorating the Legacy of Dr. MLK*
- *Community Roundtable was successful and will take place again in Fall/ Winter 2023*
- *Diversity Training will take place this year. Two trainings will occur by EOY*
- *Public Educational Workshop preparation to take place in 2023 topic TBD*
- *Continue to explore opportunities and programs for City employees to promote diversity.*
- *Just Talk will begin in January commemorating the legacy of Dr. King.*
- *Continue to Assist Office of the Mayor Staff with Projects and additional responsibilities as assigned.*



## Diversity Advisory Council

*The Diversity Advisory Council is going exceptionally well. With the two new members added this year the council has found their rhythm. They have hosted their 1<sup>st</sup> public event which was a Community Roundtable focused on “Building Community Relationships.”*

*The Diversity Advisory Council brings together citizens of Conway from diverse backgrounds to foster dialogue and establish an action plan that nurtures relationships and encourages community engagement while promoting a positive sense of culture & community.*



# **Finance Department City of Conway, Arkansas FY 2022 End of Year Report**

## **Financing Activity and Highlights**

- The City is in compliance with all bond requirements and is current on all debt service obligations. The 2017 A&P Bonds were refinanced and additional debt funding added for the new soccer park and community/aquatic center. The bonds were issued for \$38,785,000 with a maturity term of 30 years. The 5-year loan taken out in 2017 for the finish-out of the Expo Center was paid off in 2022.
- Sales tax collections for the year were up 11.4% over 2021. In dollars, for the General Fund, this means that approximately \$3,600,000 will be received in excess of what was budgeted.

## **Financial Volume – Citywide**

- Vendor disbursements totaled \$50,056,820 during 2022. The city has a vendor database of over 6,000 different vendors, and it generated over 5,200 checks during the year for the purchase of goods and services.
- Total payroll expense for 2022 was \$40,057,684. Benefits paid through payroll totaled \$11,720,680.

## **Annual Financial Report and Budget Activity**

- The CPA firm FORVIS, LLP (formerly BKD, LLP) issued the audit for fiscal year 2021 on September 30, 2022. The audit for fiscal year 2022 is expected to begin in mid April of 2023, with a goal of issuing the report by July 31, 2023.

- The FY 2023 Budget was approved by City Council on December 13, 2022 with all funds at either surplus or break-even levels. No reserves had to be pledged to balance any fund's financial activities for 2023.

## **Finance Staff**

- Tyler Winningham, Chief Financial Officer
- Wesley Reynolds, Finance Manager
- Michelle Collins, Payroll Officer
- Mandy Gottsponer, Accounts Payable Accountant

Prepared by: Tyler Winningham, CFO  
12/29/2022

**Introduction**  
**By**  
**Fire Chief Mike Winter**



I am pleased to present to you the 2022 End of Year report for the Conway Fire Department (CFD). Conway's Bravest is comprised of 107 uniformed personnel serving out of 7 stations with 10 front line apparatus. The CFD houses four divisions: Operations, Training, EMS, and Fire Prevention/ Public Education. Each division is responsible for all personnel to provide the best quality and professional service to the City of Conway and its citizens.

We hold as our core values Excellence, Honor, Safety, and Serving. The values are exemplified through our mission statement to "Exceed our own expectations through the delivery of excellence in emergency response, life safety, and community support". We serve proudly as a cornerstone of Conway.

The following pages highlight the activities of the CFD throughout 2022. It also serves as an insight to this department as we close out the year with over 8,832 emergency responses and over 10,531 additional calls for service with an average emergency response time of 3:21.



## CFD Training Division

The Conway Fire Department Training Division oversees fire training within the CFD, from entry level to officer development to continuing education. This division is headed by Assistant Chief Todd Cardin and includes Captain Chad Upton. All training is certified at either the State or National level of compliance. In 2022 the CFD logged approx. 60,000 training hours to include, but not limited to:



- Haz-Mat Training
- Agility test twice a year
- Engineer promotional exams
- Bomb Training
- Core Rescue Class
- MAFFC in Atlanta, GA.
- Truck Journeyman Class
- FF Standards Class (6 FFs)
- SORT
- Training at donated structures
- Short Staffed engine company class
- Crawl Drag and Squirt
- Assist Fire Marshals with Fire Prevention Month
- High- Five Fridays at local schools





## Fire Marshal Division

The Fire Marshal Division is responsible for life and safety codes, enforcement, public education, and probable cause/determination. From Pre-build plan review to issuing the final Certificate of Occupancy (CO), the Marshals ensure that life and safety codes are met. New construction is not the only focus as every public building is planned/inspected yearly. The Fire Marshal is Assistant Chief Kenny Wiedower, and the Deputy Fire Marshals are Captain Phillip Short, Captain Luke Birdsong, and Engineer Jay Mattox.



*Assistant Chief Kenny Wiedower*

- Inspections 441
- Pre-plan Inspections 5300
- Hydrant Inspections 4800
- Plan reviews 134

In addition to life and safety codes, the Marshals have the responsibility of public education. Numerous areas of public education are taught by our Fire Marshals from fire extinguisher demonstrations to fire watch, and even crawling low in smoke is taught year around. Every October the Fire Marshals, assisted by other members of the CFD, teach at every elementary school in Conway. Puppet shows, classroom lectures, and the Smokehouse are all avenues through which fire safety is communicated and taught to the children of Conway. It was truly a great feeling this year to get back into the schools. We could definitely tell it had been two years without us being at the schools in-person. We were very excited and the kids were as well. We distributed over 6,000 fire safety education materials to the elementary schools to be passed out by each teacher.

Every fire is investigated to determine a cause.

- Fire calls 2,448
- Total fire loss \$6,381,000





## EMS Division

The delivery of EMS to the City of Conway drastically changed in March Of 2022 with Pafford Medical Services taking over the ambulance service for Faulkner County. Utilizing a unique public/private partnership model that hasn't been seen on this scale before; private EMS and Conway Fire Department began operating under the same roof. Through this partnership, ambulances were placed in the fire stations creating quicker response times, better relationships between first responders, and a higher quality of patient care while reducing overhead expenses to both organizations.



*Captain Ty Ledbetter*

During the transition, the EMS division was able to deliver over 7,000 hours of in person training to personnel, all while seeing an increase in EMS call volume of over 25%.

2022 also saw the first baby surrendered in the Safe Haven Baby Box located at Central Fire Station. Installed in 2021, this device allows for the safe surrender of a child 30 days or younger. The child was quickly assessed for any medical issue and was transported to Conway Regional Medical Center where Arkansas Department of Human Services took over. The child has since been adopted to a forever home and is living in our community.



*Captain Randel Green*



*Baby Box Dedication*



*Pafford/CFD Station 1*

Capital Purchases:

- 2 - Zoll X-series advanced Cardiac Monitors
- 13 Zoll AEDs

Other Highlights:

- Two more personnel completed the initial Paramedic program and passed both state and National Registry exams to become registered Paramedics, bringing the total of active Paramedics on the department to 10.
- Personnel completed National Fire Academy curriculum.
- EMS division continued to partner with Conway Police to take part in the pilot Crisis Intervention Training program to help reduce the number of mental health issues in the city.
- Three CFD personnel began the year-long Paramedic program
- Instructed in-house EMT class in over with a 100% pass rate (64% national average).
- Instructed EMS classes for Conway High School, Conway Police Department, City Hall, and the airport.

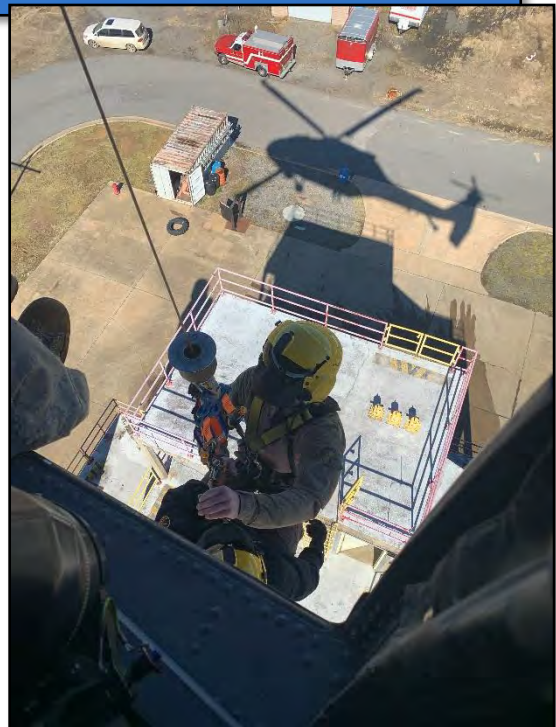
## Special Operations Rescue Team

The Conway Fire Department Special Operations Rescue Team (SORT) consists of 24 technically trained personnel. SORT personnel maintain specialties in each of the five disciplines:

1. High Angle
2. Confined Space
3. Heavy Rescue-Trench Collapse
4. Swift Water
5. Dive

### Responses for 2022

- Water/Dive Rescue: 6
- Helicopter Rescue: 3





## **CFD Bomb Squad**

Assistant Chief Cardin serves as the Commander for the Conway Fire Department Bomb Squad. The squad is federally accredited through the FBI and is one of six in the state of Arkansas. The CFD Bomb Squad has state-wide mutual aid agreements and can be deployed nationally when called upon.

The Squad is currently composed of eight certified bomb technicians and two support personnel. All technicians are certified LEOs. We received 43 calls for service in 2022 including calls ranging from suspicious packages, unexploded ordinances, and improvised explosive devices.

The Squad assisted various agencies throughout the year including the State police, FBI, ATF, FCSO, CPD, and other squads. We assisted with manpower and/or equipment.

Additional training activities included:

- Training conducted for the Conway Police Department and Arkansas Game and Fish
- Radiological detection
- UCA football game stand-by
- Advanced electronics class
- Incident stabilization drills
- 2<sup>nd</sup> annual statewide training including all 39 Bomb techs in the state
- Monthly training activities
- Faulkner county leadership institute Demonstration
- Classes attended:
  - Hand Entry (Fort Smith and Little Rock)
  - ADETTS (Advanced Disablement Techniques) at OSU campus
- Receipt of HSGP grant awarded for \$50,000
- FY22 release of spending is expected to be announced this month in the amount of \$186,330

*Artillery Round found in Faulkner*



*Improvised Explosive Device*

## New Hires 2022

Last Name	First Name	Date
Lee	Josh	1-Mar
Bartlett	Kayden	18-May
Bush	Ryan	18-May
Corbett	Shane	18-May
Gregg	Garrett	18-May
Redding	Devin	18-May
Tipton	Lathan	18-May
North	Dillon	18-May
Thornton	Kane	31-May

## Retirements/Resignations 2022

Last Name	First Name	Rank
Johnson	Chad	Battalion Chief
Merritt	Heath	Captain
McGee	Austin	Engineer
Clendenin	Brian	Captain
Reed	Damon	Captain
Neumeier	Gene	Captain
Pierce	Ryan	Firefighter
Henry	Justin	Engineer
Talley	Jonathan	Captain

# Incident Type Report by District

## Conway Fire Department

Period From 1/1/2022 to 12/12/2022

Incident Type	Count	E	OUT	W
<b>1 Fire</b>				
111 Building fire	39	15	1	23
112 Fires in structure other than in a building	1	1	0	0
113 Cooking fire, confined to container	12	4	0	8
114 Chimney or flue fire, confined to chimney or flue	2	0	0	2
116 Fuel burner/boiler malfunction, fire confined	1	0	0	1
117 Commercial Compactor fire, confined to rubbish	1	1	0	0
118 Trash or rubbish fire, contained	3	1	0	2
121 Fire in mobile home used as fixed residence	4	3	0	1
122 Fire in motor home, camper, recreational vehicle	1	1	0	0
123 Fire in portable building, fixed location	1	0	0	1
131 Passenger vehicle fire	27	17	1	9
132 Road freight or transport vehicle fire	7	4	0	3
134 Water vehicle fire	1	0	0	1
138 Off-road vehicle or heavy equipment fire	3	1	0	2
141 Forest, woods or wildland fire	6	1	0	5
142 Brush or brush-and-grass mixture fire	19	9	0	10
143 Grass fire	29	10	0	19
150 Outside rubbish fire, other	7	5	0	2
151 Outside rubbish, trash or waste fire	27	17	0	10
152 Garbage dump or sanitary landfill fire	1	0	1	0
153 Construction or demolition landfill fire	1	0	0	1
154 Dumpster or other outside trash receptacle fire	14	8	0	6
155 Outside stationary compactor/compacted trash fire	1	1	0	0
160 Special outside fire, other	1	0	0	1
161 Outside storage fire	2	0	0	2
162 Outside equipment fire	1	1	0	0
<b>Total</b>	<b>212</b>	<b>100</b>	<b>3</b>	<b>109</b>
<b>2 Overpressure Rupture, Explosion, Overheat(no fire)</b>				
200 Overpressure rupture, explosion, overheat other	1	0	0	1
243 Fireworks explosion (no fire)	2	1	0	1
251 Excessive heat, scorch burns with no ignition	5	4	0	1
<b>Total</b>	<b>8</b>	<b>5</b>	<b>0</b>	<b>3</b>
<b>3 Rescue &amp; Emergency Medical Service Incident</b>				
300 Rescue, EMS incident, other	64	34	0	30
311 Medical assist, assist EMS crew	839	202	1	636
320 Emergency medical service incident, other	8	2	0	6
321 EMS call, excluding vehicle accident with injury	4,898	2,307	2	2,589
322 Motor vehicle accident with injuries	245	153	0	92
323 Motor vehicle/pedestrian accident (MV Ped)	27	13	0	14
324 Motor vehicle accident with no injuries.	256	161	0	95
331 Lock-in (if lock out , use 511 )	1	1	0	0
340 Search for lost person, other	1	1	0	0
342 Search for person in water	1	0	1	0
351 Extrication of victim(s) from building/structure	1	0	0	1
352 Extrication of victim(s) from vehicle	1	1	0	0
353 Removal of victim(s) from stalled elevator	6	3	0	3
361 Swimming/recreational water areas rescue	2	1	0	1
372 Trapped by power lines	1	0	0	1
381 Rescue or EMS standby	16	11	0	5
<b>Total</b>	<b>6,367</b>	<b>2,890</b>	<b>4</b>	<b>3,473</b>



# Incident Type Report by District

## Conway Fire Department

Period From 1/1/2022 to 12/12/2022

Incident Type	Count	E	OUT	W
<b>4 Hazardous Condition (No Fire)</b>				
400 Hazardous condition, other	3	0	0	3
410 Combustible/flammable gas/liquid condition, other	4	2	0	2
411 Gasoline or other flammable liquid spill	6	3	0	3
4112 Gas Leak (natural or LPG)	1	1	0	0
412 Gas leak (natural gas or LPG)	74	24	0	50
413 Oil or other combustible liquid spill	14	12	0	2
421 Chemical hazard (no spill or leak)	5	1	0	4
422 Chemical spill or leak	4	2	0	2
4226 No Chemical Spill or Leak	3	0	0	3
423 Refrigeration leak	1	0	0	1
424 Carbon monoxide incident	17	6	0	11
440 Electrical wiring/equipment problem, other	3	3	0	0
441 Heat from short circuit (wiring), defective/worn	6	4	0	2
442 Overheated motor	2	0	0	2
444 Power line down	15	7	0	8
445 Arcing, shorted electrical equipment	18	4	0	14
451 Biological hazard, confirmed or suspected	1	0	0	1
460 Accident, potential accident, other	1	1	0	0
461 Building or structure weakened or collapsed	9	5	0	4
463 Vehicle accident, general cleanup	4	4	0	0
480 Attempted burning, illegal action, other	9	8	0	1
481 Attempt to burn	3	3	0	0
<b>Total</b>	<b>203</b>	<b>90</b>	<b>0</b>	<b>113</b>
<b>5 Service Call</b>				
500 Service Call, other	8	6	0	2
510 Person in distress, other	76	12	0	64
511 Lock-out	10	3	0	7
512 Ring or jewelry removal	3	2	0	1
520 Water problem, other	2	0	0	2
521 Water evacuation	2	1	0	1
522 Water or steam leak	15	8	0	7
531 Smoke or odor removal	48	14	0	34
541 Animal problem	1	0	0	1
542 Animal rescue	3	2	0	1
550 Public service assistance, other	7	5	0	2
551 Assist police or other governmental agency	76	38	4	34
552 Police matter	20	11	0	9
553 Public service	87	25	0	62
5532 Public service - Fire/Building Inspections	1	0	0	1
5534 Public service - Hydrant Maint. and Insp.	1	0	0	1
5535 Public service - Smoke Detector Program	4	0	0	4
5536 Public service - Stand by/ Special Events	12	9	0	3
5538 Public service - Public Education	5	0	0	5
554 Assist invalid	221	92	0	129
555 Defective elevator, no occupants	3	1	0	2
561 Unauthorized burning	44	19	0	25
571 Cover assignment, standby, moveup	1	1	0	0
<b>Total</b>	<b>650</b>	<b>249</b>	<b>4</b>	<b>397</b>
<b>6 Good Intent Call</b>				
600 Good intent call, other	7	1	0	6
611 Dispatched & canceled en route	260	110	0	150

# Incident Type Report by District

## Conway Fire Department

Period From 1/1/2022 to 12/12/2022

Incident Type	Count	E	OUT	W
621 Wrong location	4	2	0	2
622 No incident found on arrival at dispatch address	108	40	0	68
631 Authorized controlled burning	14	4	0	10
650 Steam, other gas mistaken for smoke, other	3	3	0	0
651 Smoke scare, odor of smoke	29	20	0	9
652 Steam, vapor, fog or dust thought to be smoke	9	4	0	5
653 Smoke from barbecue, tar kettle	1	0	0	1
661 EMS call, party transported by non-fire agency	4	0	0	4
671 HazMat release investigation w/no HazMat	13	5	0	8
672 Biological hazard investigation, none found	1	0	0	1
<b>Total</b>	<b>453</b>	<b>189</b>	<b>0</b>	<b>264</b>
<b>7 False Alarm &amp; False Call</b>				
700 False alarm or false call, other	57	17	0	40
711 Municipal alarm system, malicious false alarm	12	9	0	3
712 Direct tie to FD, malicious false alarm	2	0	0	2
713 Telephone, malicious false alarm	1	1	0	0
714 Central station, malicious false alarm	3	1	0	2
715 Local alarm system, malicious false alarm	3	3	0	0
721 Bomb scare - no bomb	15	10	1	4
730 System malfunction, other	4	0	0	4
731 Sprinkler activation due to malfunction	7	4	0	3
733 Smoke detector activation due to malfunction	61	25	0	36
734 Heat detector activation due to malfunction	4	0	0	4
735 Alarm system sounded due to malfunction	48	20	0	28
736 CO detector activation due to malfunction	12	1	0	11
740 Unintentional transmission of alarm, other	10	3	0	7
741 Sprinkler activation, no fire - unintentional	15	11	0	4
742 Extinguishing system activation	4	2	0	2
743 Smoke detector activation, no fire - unintentional	155	59	0	96
744 Detector activation, no fire - unintentional	72	25	0	47
745 Alarm system activation, no fire - unintentional	331	151	0	180
746 Carbon monoxide detector activation, no CO	3	2	0	1
7461 Alarm System activation, no fire - unintentional	1	0	0	1
<b>Total</b>	<b>820</b>	<b>344</b>	<b>1</b>	<b>475</b>
<b>8 Severe Weather &amp; Natural Disaster</b>				
800 Severe weather or natural disaster, other	6	5	0	1
812 Flood assessment	5	2	0	3
813 Wind storm, tornado/hurricane assessment	7	2	0	5
814 Lightning strike (no fire)	2	1	0	1
815 Severe weather or natural disaster standby	2	1	0	1
<b>Total</b>	<b>22</b>	<b>11</b>	<b>0</b>	<b>11</b>
<b>9 Special Incident Type</b>				
900 Special type of incident, other	1	0	0	1
911 Citizen complaint	5	2	0	3
<b>Total</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>4</b>
<b>Total</b>	<b>8,741</b>	<b>3,880</b>	<b>12</b>	<b>4,849</b>

# NFIRS Mutual Aid Summary Report

Conway Fire Department

Date Range: From 1/1/2022 to 12/12/2022

Sorted by: Not selected

Agency	Date	Incident#	### Address	Occupant	Type	# App	MA	Mutual Aid Type
23300	01/18/2022	2022-000383	55 BRANDON DR		Fire in portable building, fixed location	3		Mutual aid given
23300	01/23/2022	2022-000503	6195 DAVE WARD DR	TOAD SUCK LANDING	Motor vehicle accident with injuries	3	23008	Mutual aid given
23300	02/14/2022	2022-001035	1075 S HARKRIDER DR		Assist police or other governmental agency	1		Other aid given
23300	06/09/2022	2022-003860	5 WOODRUFF LANE		Building fire	1	23009	Mutual aid given
23300	09/11/2022	2022-006274	1809 OLD MILITARY RD		Building fire	3	23002	Mutual aid given
23300	09/24/2022	2022-006617	25 KAPS LANDING		Assist police or other governmental agency	1	23002	Mutual aid given
23300	10/04/2022	2022-006933	121 I40WB	I40 WEST MM 121	Forest, woods or wildland fire	7		Mutual aid received
23300	11/12/2022	2022-008005	702 S HARKRIDER DR		Fire in mobile home used as fixed residence	1	23002	Mutual aid given
23300	12/05/2022	2022-008630	SHAW BRIDGE RD		Search for person in water	3		Mutual aid given

Note: These calls have the same FDID in the Mutual Aid Field as the Primary Incident.

Mutual aid received	1	Mutual aid given	7
Automatic aid received	0	Automatic aid given	0
		Other aid given	1
Total Aid Received	1	Total Aid Given	8

# 2022 END OF YEAR GRANTS DEPARTMENT REPORT



Office of the Mayor  
1111 Main Street  
Conway, AR 72032

The Grant Department's Mission is to research, apply for, and administer grant funding received from federal, state, local, private, and other sources for the City of Conway, AR. The Grant Administrator must ensure that city grants are properly administered, recorded, spent, documented, and reported to all applicable parties.

## *Grant Department Objectives:*

- Research and communicate possible grant opportunities to all applicable City Departments and Office of the Mayor Staff.
- Record and track all grant activities within the City Departments and ensure deadlines are met.
- Write grant applications and submit in accordance to grant requirements of funding agencies and serve as a liaison between the city and grant providers.
- Establish and ensure the maintenance of grant filing and information to monitor grants throughout the grant lifecycle.
- Conduct periodic and regular reviews of grant documentation and assist with internal and external audits.
- Assist in finding and creating opportunities to supplement local annual budget allocations through grant revenues.

# 2022 END OF YEAR GRANTS DEPARTMENT REPORT

## *Summary FY 2022 Grant Accomplishments*

Below you will find submitted and awarded grant applications for 2022

### Submitted Grant Applications

Grant	Grant Agency	Project Title	Grant Amount	Date Submitted
Transportation Alternatives Program (TAP)	Metroplan	College Avenue Sidepath Project	\$200,000	1.4.2022
RAISE 2022	Department of Transportation (DOT)	Connect Conway	\$24,647,664	4.14.2022
Surface Transportation Block Grant (STBG)	Metroplan	College Avenue Bridge Design	\$378,226	5.31.2022
STBG	Metroplan	Markham Street Phase 2 Overrun	\$347,042	5.31.2022
WM Local Community Grants	Walmart	Cops and Coats	\$1,000	7.8.2022
Blue and You Foundation Grants	Blue and You Foundation	Cops and Coats	\$6,000	7.15.2022
Public Safety Equipment Grant	Department of Public Safety (DPS)	Conducted Electrical Devices and VR Training for CPD	\$616,025	8.31.2022

### Awarded Grant Applications

Grant	Grant Agency	Project Title	Awarded Amount
Transportation Alternatives Program (22)	Metroplan	College Ave. Sidepath Project	\$200,000
RAISE 2022	DOT	Connect Conway	\$24,647,664
Building Resilient Infrastructure and Communities (BRIC)	FEMA	Centennial Creek Drainage Study	\$115,520
Hazard Mitigation Grant Program (HMGP)	FEMA	Downtown Drainage Study	\$155,000
Surface Transportation Block Grant Program (STBG)	Metroplan	Markham Street Phase 2 Overrun	\$175,931
STBG	Metroplan	College Ave Bridge Design	\$378,226
WM Local Community Grants	Walmart	Cops and Coats	\$1,000

\*The information above may not include all submitted and awarded grants for 2022

# 2022 END OF YEAR GRANTS DEPARTMENT REPORT

## *Trainings, Meetings, and Webinars*

- The Arkansas Municipal League has provided several trainings via Zoom and In-person. I attended several trainings that dealt with the American Rescue Plan, City Audits, and Cybersecurity. I also attended the Annual Winter Conference in March and the Annual Convention in June.
- ARDOT held kickoff meetings for the Recreational Trails Program (RTP) and Transportation Alternatives Program (TAP) awarded projects in January.
- After the announced RAISE award, there were several webinars for grant award recipients and information on how to develop and complete the grant agreement contract.
- The Office of the Mayor held a meeting for admins that included training on purchasing, finance, and grants in March.
- On April 4<sup>th</sup>, I participated in a Community and Economic Development Fellowship panel where students came and asked questions for the Office of the Mayor.
- In researching possible grants for the city, I participate in frequent webinars and training on various grant programs.
- Community Development Institute (CDI) – On August 1 – 5, 2022 I was able to attend my first year of CDI and it was a great experience that helped me better understand various elements of community development.
- Completed training in CPR and Active Shooter Response that was held at City Hall in August and September.
- Presented on government grants at Grant Writing Workshop held for Nonprofits at UCA on November 7<sup>th</sup>.
- Participated in a National League of Cities Bootcamp grants training on December 13<sup>th</sup> for upcoming funding related to Energy Efficiency.

## *Public Meetings and Events*

- Participated in several groundbreaking events that included Fire Station #3, Overnight Emergency Shelter, Middle Road Bridge, and Westrock Coffee.
- Attended several Ribbon Cutting events including MLK Square, Microtransit, and Little Pantry Box @ Pine Street.
- Assisted with the Job Fair that was held on May 11<sup>th</sup>.
- Attended the Rock Region Microtransit public meetings held on September 13<sup>th</sup>-14<sup>th</sup>.
- Attended the annual meeting for Natural Resources Division on June 28<sup>th</sup> and made a presentation on the MLK Square project.
- Participated in the Ward 2 meeting that was held on October 12<sup>th</sup> and a Diversity Roundtable meeting that was held on November 10<sup>th</sup>.
- The RAISE Press Conference and announcement of award was held on August 10<sup>th</sup>.

## *RAISE and Rescue*

For 2022, a large portion of the year as Grant Administrator dealt with the American Rescue Plan and the RAISE Grant. The Final Rule for the Rescue Plan took effect on April 1, 2022. Before that date and after that date, there were several webinars and trainings that helped with the process. A draft plan on how to use the funding was put together and submitted to City Council on July 26<sup>th</sup>. After approval from the City Council, projects have been initiated and some completed with reporting on expenditures being submitted to the Department of Treasury. The RAISE grant notice of funding opportunity was released towards the end of January. After that discovery, a project application group was formed. Weekly meetings were held to develop the Connect Conway project application. Many hours were spent on developing the narrative and assembling other application required elements. Connect Conway was submitted on April 14<sup>th</sup>, and we received notification of the award the week of August 8<sup>th</sup>. Since the notification of award, Grant Agreement development webinars were held, and a team was formed to help with the completion of the Grant Agreement template. In 2023, a project kickoff meeting will occur and we are expecting to finalize the Grant Agreement contract.



**City of Conway**

**Human Resources Department**

**2022  
Year End Report**



## **Mission Statement**

The City of Conway Human Resources Department mission is to treat our fellow employees and members of the public as valued customers. We support and partner with City departments to enable the city to deliver exceptional services to City of Conway residents and visitors. We are committed to providing quality assistance, professional expertise and consulting services to employees, managers, supervisors, and job applicants in all facets of human resource administration. Further, we strive to ensure that the City has fair and equitable policies and practices, a diverse workforce, and that our interactions exhibit the highest levels of professionalism, integrity, confidentiality, and sensitivity to the needs of the customers we serve.

## **Staff**

Cody Arnold, Human Resources Manager

John Mattox, Safety/Loss Control Manager

Lisa Mabry-Williams, Human Resources Director

## **Human Resources Department Activities**

During 2022 the Human Resources Department provided day to day support to the various city departments and employees in all areas of human resources and safety/loss control including but not limited to ensuring that City policies and procedures are consistently applied throughout all city departments. Position postings, new employee orientation, incident/complaint investigations, disciplinary action support, pay scale changes, workers' compensation, employee health and safety, loss control and administration of employee benefits are all a part of the HR department activities.

Listed below are a few of the projects the HR department accomplished in 2022:

Continued modifications of procedures to provide a cleaner and more efficient reconciliation process for the 321-page BlueCross Blue Shield Medical/Dental monthly invoice as well as to improve accuracy on deduction management in Springbrook.

Participated in several conference calls and on-site meetings with representatives from BlueCross BlueShield Health Advantage to address administrative problems with their four (4) websites, My Blueprint, Blues Enroll, E Bill Manager and Wage Works.

Continued modification Personnel Action Form (PAF) enhancing automation workflow, decreasing errors and elimination of forms duplication. Created onboarding request application for departments to send welcome packets to candidates that have received an offer of employment. The packet comes from HR and the department's administrative assistant is copied.

Creation of an automatic email link that notifies IT, purchasing, payroll and HR as soon as an employee termination occurs.

Began development and testing of a Microsoft SharePoint Site called "My HR Conway" at no additional cost to the city. Site is only available to city employees and will heavily focused on HR, featuring forms, administrative tools, calendar, useful links, etc.

Analyzation safety/loss control metrics by monitoring employee hours and active employees each payroll period.

Updates to Health & Safety Dashboard to provide incident charts, injury/illness descriptions, claim cost by department and better manage each claim. Completed a five (5) year analytical worker's compensation claims history report.

Expanded on-site safety inspections of City departments and buildings. Established a Central Safety Committee and conducted meetings with the committee. Completed an Emergency Action Plan (EAP) for City Hall, identified exits for Fire, Storms and Active Shooter incidents. Completed training and started using the J. J. Keller Safety Management Suite. Continuation of loading chemical information into the SMS data base.

The City of Conway Safety Management Plan was updated and distributed to all departments. Revision of Emergency Operations Plan is in process.

Management of all City of Conway Workers Compensation Claims and the subsequent administration of the Workers Compensation/Safety Department. Processed and managed ninety-two (92) incidents/claims in 2022 from the following city departments:

- Police – 58% of claims
- Fire – 24%
- Sanitation – 13%
- All other departments – 5%

Assisted in the creation of job descriptions for newly created and revised positions in various city departments. Created job postings to reflect the newly created and revised job descriptions for various city departments.

Conducted the Americans with Disabilities Act (ADA) Self Evaluation Audit of City facilities as required under Title VI. Over 66 City facilities/buildings were audited. Notified and provided recommendations for compliance to the respective departments in instances where a possible deficiency was found.

Completion and delivery of the 1095-C Forms, the required IRS forms for employer provided health insurance coverage, as required under the Affordable Health Care Act for the reporting year of 2021 due on March 31, 2022. The data on these forms included the months each employee and dependent were eligible or not eligible for medical coverage, the months they were offered medical coverage, the months they accepted or declined coverage, and verification of social security numbers.

Completed and submitted the Arkansas New Hire Reports as required by the state.

- Hired, processed paperwork, conducted orientation for one hundred and thirty-three (133) full time and twenty-five (25) part time/seasonal employees
- One Hundred Twelve (112) voluntary and twelve (12) involuntary terminations processed, including four (4) non uniformed retirees and thirteen (13) LOPFI retirees.
- Completed and processed paperwork for 36 non-uniformed pension refunds.

Continued to serve as a member and Chairman of the City of Conway Employees' Defined Benefit Pension Plan Administrative Committee. Processed sixty-five (65) pension refunds, and four (4) non-uniform retirement requests.

Completed and submitted the City of Conway's wage and benefit information for the 2022 Arkansas Municipal League Wage and Benefit Survey. Received the results of the 2022 AML Survey, served on a team to analyze the results, and propose wage increases for several positions in the city. This included ensuring that no full-time city employee is earning less than \$15/hour and part-time positions earn no less than \$13/hour.

Extracted employee data from Springbrook and submitted the required 2021 EEO4 Report for State and Local Government.

Continued to serve as the City's staff support for the City of Conway Civil Service Commission. The following examinations were administered during 2022:

- Approximately one hundred (100) entry level police officer examinations  
These are administered at the PD on an as needed basis – sometimes to only one or two candidates.
- Two (2) entry level firefighter examinations
- One (1) Fire Engineer promotional examination

- One (1) Fire Captain promotional examination
- One (1) Fire Battalion Chief promotional examination
- One (1) Police Sergeant promotional examination
- One (1) Police Lieutenant promotional examination
- One (1) Police Major promotional examination

Scheduled and held a public hearing to discuss proposed changes to the CCSC Rules & Regulations.

Requested and received the 2023 Medical renewal with a slight decrease in premiums and 2023 Dental renewal with a rate hold. Received Fitness Center Facility with a rate hold. Presented the results to the mayor. Conducted 2023 electronic passive open enrollment for all benefits eligible employees. Conducted open enrollment for retirees in the Arkansas BlueCross BlueShield Health Advantage and BCBS dental plans for 2023 via USPS mail.

- Encouraged increased participation in the voluntary supplemental flexible spending accounts with our broker, Benefit Partners through information distributed via email. Jeremy Bell conducted meetings with employees interested in voluntary supplemental benefits.

Worked with and provided documentation to attorneys with the Arkansas Municipal League as needed for their representation of the City of Conway on various issues. Including meeting with AML staff attorneys, attending, and providing depositions, etc.

Responded to numerous FOIA requests.

Attended the Arkansas Public Employers Human Resources Association (APEHRA) quarterly training meetings. Attended the annual APEHR two-day training workshop.

Responded to numerous Arkansas Department of Workforce Services claims for unemployment benefits and Wage Audits. Appealed the decisions of the ADWS when necessary.

Administered the DOT and non-DOT drug random drug/alcohol testing program.

Administration of retiree benefits and requests for non-uniformed pension refunds. This includes the record keeping and communication with over seventy (70) the City of Conway retirees and setting up new LOPFI retirees with monthly LOPFI benefit deductions, monthly benefit deduction reports to LOPFI, calculation of monthly pension amounts for non-uniformed employees, set up of monthly benefit deductions for non-uniformed employees in Springbrook and submitting and processing requests for sixty-five (65) non-uniformed pension refunds to the Employees' Defined Benefit Pension Plan Administrative Committee.

Assisted the surviving spouses of two (2) deceased employees with benefit information and completion of paperwork as required for life insurance claims.

Continue to assist the two District Court Judges with employee related issues as they implement personnel, policy, and procedural changes at District Court.

Attended 911 Consolidation meetings and presented the City's benefit package.

Nominated and re-appointed to serve as the District #2 board member of the Arkansas Municipal League Workers Compensation Trust.



DEPARTMENT OF  
INFORMATION SYSTEMS  
AND TECHNOLOGY

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CITY OF CONWAY, ARKANSAS

2022 END OF YEAR REPORT



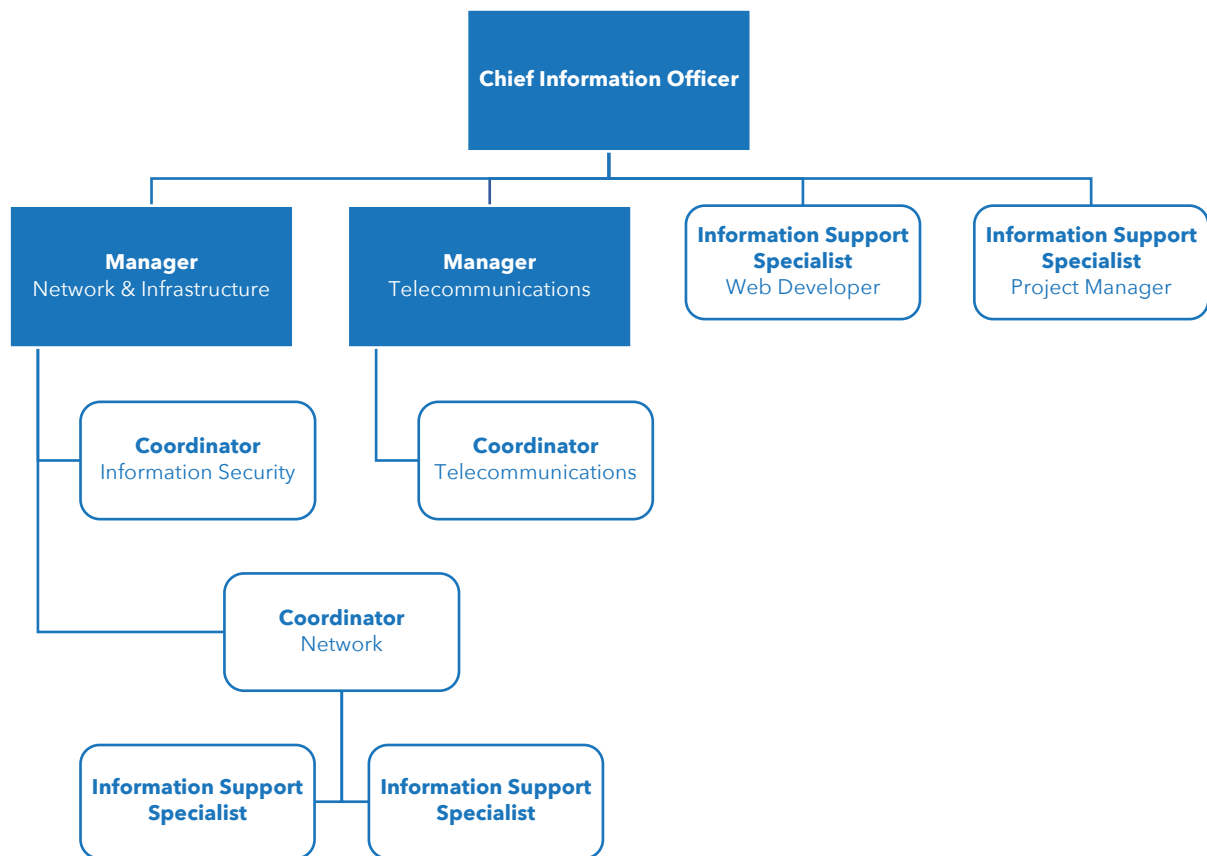
## MISSION

The Department of Information Systems & Technology advances Conway as a smarter city by simplifying IT infrastructure, investing in innovative solutions, and providing exceptional support.

## STRATEGIC OBJECTIVES

- Revamp, simplify, and secure our technology infrastructure
- Improve the user experience
- Move towards an operational expense model and away from a capital expense model

## ORGANIZATIONAL STRUCTURE





## Focus on Information Security

Cyber threats against state, local, tribal, and territorial governments grew sharply again in 2022. The department continues to prioritize its work in information security and has worked to mature its security practice.

In 2021, we implemented a vulnerability management and incident detection and response suite of tools that allows us to be proactive and respond promptly to any potential risks in a landscape where threats evolve quickly. This year we added user security awareness and training to the department's efforts. Utilizing the industry-leading platform KnowBe4, we began conducting monthly simulated email phishing campaigns to raise awareness around information security threats.

Starting with a baseline simulated phishing email campaign, we conducted six subsequent campaigns this year and have seen significant improvement in user behavior. The initial campaign showed a phish-prone percentage of 8.8%, well below our industry average of 26.4%. In the last completed campaign of 2022, that number had dropped to around 3%.



User training is an essential component of the success of the information security program. Early after the implementation of KnowBe4, users were provided with an information security training opportunity, with nearly 90% of users voluntarily completing the training.

We also introduced the KnowBe4's Phish Alert button in Microsoft Outlook, allowing users to report suspected phishing emails with the click of a button. Users have utilized the Phish Alert button to report hundreds of suspected phishing emails.

The cyber threat landscape continues to become more dangerous, and it is incumbent upon the department to continue to advance its efforts to improve the City's security posture.

### **Accomplishments of Note**

- Resolved approximately 1,758 support requests
- Completed first full user system lease program equipment return since implementing the User System Standardization and Replacement Program in 2018
- Completed migration of all user documents from on-prem file server to Microsoft OneDrive
- Worked with other municipalities in Arkansas to join an Adobe Enterprise Agreement, saving the City money on licensing Adobe software products
- Installed new wireless access points in all Airport T-hangars, including the new F hangar, improving wireless internet coverage
- Completed necessary refresh of network equipment at Fire Station 7 and Physical Plant facilities
- Installed additional security cameras at Airport, 5<sup>th</sup> Avenue Park, and Conway Expo and Events Center
- Enhanced production quality for live streaming of public meetings by adding a PTZ camera and wireless microphone system in City Council Chambers
- Completed production upgrade to the 2022.1.2 version of Enterprise Permitting & Licensing (formerly known as EnerGov), improving the overall user experience
- Collaborated with Airport to develop and implement a fuel tracking application
- Worked with the Department of Sanitation to develop an application to streamline data collection and tracking related to routes, collections, bulky-item pickup, and other citizen requests

# Conway

## Parks and Recreation

### Annual Report 2022



It is the mission of the Conway Parks and Recreation Department to provide leisure and recreational opportunities for the benefit of health, happiness, and well-being of our citizens. This mission is achieved by providing quality parks and recreational facilities as well as creating tourism opportunities which benefit both our citizens and our local businesses.



Steve Ibbotson  
Parks Director

2022 was a productive year for the Conway Parks and Recreation Department. The Department improved our western trail system with the addition of a playground at Bainbridge Park. Development and construction continue on numerous ongoing projects. Completion of the Veterans Plaza at Pompe Park and field improvements to Conway Station Park are both expected in early 2023. We enjoyed a robust year of participation in both our Baseball and Softball programs and look forward to expanding our programs with the addition of a youth fishing league in 2023.

We continued our marketing efforts as we brought numerous high-quality tournaments and events to Conway this past year. We were awarded the USSSA Global World Series in 2022 and are actively working to secure it again in 2023. We hosted numerous state and national tournaments last year in a variety of different sports. These tournaments and events brought in teams from all across the country to enjoy our city and its top-notch facilities.

#### Department Facts for 2022:

McGee Center hosted 11 events

Sports Center hosted 23 events

Conway Expo and Event Center hosted 81 events

Conway Tennis Center hosted 13 events

Lake Beaverfork hosted 9 events along with weekly fishing tournaments and Police K-9 Training

Conway Station Park and City of Colleges Park hosted 41 events

The parks staff continues to do a wonderful job of keeping our city parks in pristine condition for the enjoyment of our citizens and the visitors that come to our great city. We look forward to continuing to provide these services to the citizens of Conway and soliciting high quality events that will help our local businesses in the upcoming year.



## Beaverfork Lake

Beaverfork Lake is located off Highway 25 in North Conway.

Beaverfork Lake has a large swimming area, as well as recreational boating, kayaking and fishing opportunities.

The park has several picnic tables, one large pavilion with a grill that can be reserved and one small pavilion near the fishing pier. There is a large handicap accessible fishing dock, a pedestrian bridge and two boat docks.

The park also includes a sand volleyball court, two large restrooms, one office/restroom facility, one lighted baseball field, a large open area used for a variety of activities, three large parking areas and an 18-hole disc golf course.

In 2022 Beaverfork Lake was used for the following significant events-

- UCA Beach Bears Disc Golf Tournament
- AHSB Classic Bass Fishing Tournament
- C2E Character Color Run
- Freedom Fest Fireworks Show
- CHS Cross Country
- UCA Cross Country
- Police Dog Training
- CYBL Baseball
- Weekly Bass Fishing Tournament
- Persimmon Ridge MDO Disc Golf Tournament
- RC Planes Event



### 2022

Daily Passes	617
Yearly Permits	184
Golden Age Permits	235
Arm Gate Tickets	691
	<b>1,727</b>

## Programs

The Conway Parks and Recreation Department oversees programming for both youth and adult programs.

Adult Programs are held at the Conway Sports Center and Don Owen Softball Complex.

Youth Programs are held at Conway Station Park, City of Colleges Park, Curtis Walker Park, Braves Field, Centennial Soccer Park and the Don Owen Complex T-Ball Fields.

### Youth Participation

	Participants	Teams
Summer T-Ball	258	26
Braves Baseball	67	6
Summer Softball	274	25
Summer Baseball	562	51
Flag Football	160	18
Fall Baseball	484	46
Fall Softball	257	24
Fall T-Ball	139	12
Braves Baseball	64	6
<b>Total Participants</b>	<b>2265</b>	<b>214</b>





Adult Participation		
	Participants	Teams
Summer Disc Golf	16	
Summer Softball	385	35
Kickball	247	12
Fall Softball	308	28
Volleyball	208	26
Winter Basketball	132	12
Fall Disc Golf	8	
<b>Total Participants</b>	<b>1304</b>	<b>113</b>



## Conway Expo and Event Center

The Conway Expo Center and Fairgrounds is located off of Highway 64 and opened in 2010. It is 40,780 usable sq. ft. and can hold a capacity of 2,719 people. The building is heated and cooled. There are 5 overhead doors with 12' clearance, restrooms and a ticket booth. Alcohol is not allowed in the building.

The outdoor Pavilion is 55,000 usable sq. ft. and has power and water.

The RV Park has power and water for 46 sites and a dump station available.

The Event Center continues to grow in use with approximately 6,000 square feet of meeting room space equipped with full audio and video capabilities and a fully equipped catering kitchen. It is perfect for small business meetings, and when combined with the Expo Center it is an ideal location for trade shows and conferences.

The Conway Expo and Event Center hosted more than 80 events in 2022 along with several internal city meetings and events. 2 years removed from the Covid-19 shut down we have returned to pre Covid volume and now look forward to continued growth. We have a full calendar of events for 2023 and hope to add more mid-week usage in the event center.

## 2022 List of Events

### January

Bella Rustina / Arkansas Blood Institute Blood Drive / Battle for the Rock Youth Wrestling Tournament / G&S Gun Show

### February

American Grappling Federation Championships / HR Pros Training Event / Douglas Companies Meeting / City of Conway – Faulkner Co. Extension Office / Entergy – Rick Riley Road Show / City of Conway – Police Academy Graduation / Rhea Lana's

### March

Conway Home Show / G&S Gun Show / Arkansas Cattleman's Association Conference / City of Conway – First Responders Meeting

### April

Central Baptist College 3<sup>rd</sup> Scholarship Gala / Commissioner of State Lands Property Sale / Antique Alley / City of Conway – Fire Department Entry Level Exam / Oath Law / Second Baptist Church Easter Service / City of Conway – Police Department Physical Test / Farm Round-Up / City of Conway – DOT Training / Baptist Health Emergency Preparedness Training / Bumper to Bumper

### May

Arkansas Connections Academy Aspire Testing / City of Conway – Police Department Physical Test / The Waggin' Ranch Free Hog Field Day / Church of God Rally / Faulkner Co. Master Gardener Plant Sale / Arkansas Bass Nation Meeting / First Convenience Bank Employee Training / Saline County Kennel Club Show / City of Conway – Police Department Retirement Celebration

### June

Arkansas Blood Institute Blood Drive / Conway Corp. Picnic / Arkansas School Nurses Association Conference / G&S Gun Show / 4H Beef Clinic / Oath Law / Child Safety Fair / American Grappling Federation Championship / 4H Clinic / Conway Corp. Meeting

### July

Faulkner County Fair Livestock Validation / City of Conway – Fire Department Hazmat Training / Bella Rustina / Rhea Lana's

### August

City of Conway – Police Department Retirement Celebration / Summit Utilities Picnic / Arkansas Blood Institute Blood Drive / G&S Gun Show / Arkansas Bass Nation Meeting / Conway Corp. Land Owner Meeting / Central Arkansas Train & Hobby Show

### September

City of Conway – Police Department Retirement Celebration / Bella Rustina / City of Conway – Fire Department Testing / Faulkner County Fair / Arkansas Blood Institute Blood Drive / Rural Fire Show / Rural Fire Training

### October

E-WASTE / Conway Business Expo / Klaasmeyer Construction 50<sup>th</sup> Anniversary Party / Galactic Douglas Kickoff / Oath Law / SCTE Razorback Chapter Conference / G&S Gun Show

### November

Faulkner Co. Juvenile Court Unity in the Community / Special Olympics Opening Ceremony / Bella Rustina / City of Conway – Police Department Physical Test

### December

Arkansas Bass Nation / Department Head Christmas Party / G&S Gun Show / City of Conway – Police Department Physical Test / Xylem Tree Experts New Hire Event / City of Conway – Employee Appreciation Event

## City of Conway Parks and Sports Complexes

Conway Parks and Recreation maintains 600 acres of park land and 1000 acres of water at Beaverfork Lake.

Our Parks include-

Airport Park, Bainbridge Park, Beaverfork Park, Cadron Settlement Park, Centennial Soccer Park, City of Colleges Park, Conway Station Park, Curtis Walker Park, Don Owen Sports Complex, Fifth Avenue Park, Gatling Park, Laurel Park, Pine Street Park, Pompe Park, Simon Park and Tucker Creek Walking / Bike Trail

### Curtis Walker Park

Is the home field for St. Joseph Baseball, the Optimist Pee Wee Football Program, and the Braves Handicap Accessible Field and Playground.

In 2022 Curtis Walker Park was used for the following significant tournaments-

- CASE Baseball Tournament (9)
- USSSA 14AA State Tournament
- USSSA Global World Series
- USSSA All Star State Tournament





## Conway Station Park

In 2022 Conway Station Park was used for the following significant tournaments and the Conway Parks and Recreation Sport Leagues-

- CASE Baseball Tournament (17)
- USSSA 12AA State Tournament
- USSSA All-Star State Tournament
- USSSA Global World Series
- USSSA Fall State Tournament



## **Don Owen Softball Complex**

In 2022 Don Owen Softball Complex was used for the following significant tournaments and the Conway Parks and Recreation Sport Leagues-

- CASE Baseball Tournament (12)
- USSSA All-Star State Tournament
- USSSA Global World Series
- USSSA Fast Pitch State Tournament





## **City of Colleges Park**

Is the home field for Central Baptist College and St. Joe

In 2022 City of Colleges Park was used for the following significant tournaments and Conway Parks and Recreation Sport Leagues-

- CASE Baseball Tournament (4)
- Hiland Dairy Fast Pitch Tournament
- USSSA State Fast Pitch Tournament
- USSSA Global World Series
- USSSA All Star State Tournament
- USA District State Tournament





## Conway Tennis Center

The Conway Tennis Center opened in April 2018. It has a front desk where players must check in to access the courts. There are 8 lighted post tension hard court tennis courts with courtside seating available for all 8 courts. With 2 heated and cooled "Viewing Rooms" spectators may watch matches without being in the elements. A composite backboard the width of 2 ½ courts is available free of charge for players to practice. Both restrooms have a shower for players wanting to play and change after their play has ended. Reservations for courts are not required but are encouraged, especially during peak times and on weekends. Reservations may be made not more than 3 days in advance.

2022 saw a continued growth across the board. We were down in tournament numbers due to other events being held in the state. Our Junior numbers rose in both participation and junior team tennis. Conway was again allowed to play their local matches with the Little Rock Central League, with matches hosted at Conway Tennis Center. This gave our local players a better competitive edge, and a knowledge of where they stood in play.



Listed below are the number of players at each level that were registered at the Conway Tennis Center.

Level	No. of Players
Women's 2.5 18 and Over	9
Women's 3.0 18 and Over	15
*Local League Champion, State Finalist	
Women's 4.0 18 and Over	14
Women's 3.0 40 and Over	22
*State Finalist	
Women's 3.5 40 and Over	16
*Local League Champion	
Women's 3.0 55 and Over	14
*Local League Champion, State Finalist	
Women's 3.5 55 and Over	12
Women's 6.5 Combo 18 and Over	14
*Local League Champion, State Champion, Sectional Champion	
Women's 7.5 Combo 18 and Over	14
Women's 6.5 Combo 40 and Over	28
*Local League Champion	
Women's 7.5 Combo 40 and Over	13
Men's 3.5 40 and Over	12
Mixed 7.0 40 and Over	14
Mixed 9.0 40 and Over	11
*State Finalist	
Women's Tri-Level 3.0, 3.5, 4.0 18 and Over	12
Women's Tri-Level 2.5, 3.0, 3.5 40 and Over	12
*State Champion	
Women's Tri-Level 3.0, 3.5, 4.0 40 and Over	12
Women's 3.5 Singles*	6
Women's 4.0 Singles*	5

\*Singles leagues are currently playing, so we do not have completed standings

### **Court Usage**

- Daily Reservations – 1,415 (this includes online reservations)
- Ball Machine Rental - 268
- Conway Tennis Center League - 158 players
- Conway Tennis Center Adult Events – 208 players
- Adult Sanctioned Tournaments - 160 players
- Lessons – 1,291 hours

## **Junior**

### Junior Team Tennis Spring League

Level	No. of Players
12 and Under Beginner – 6 teams	23
*Howell – Local League Champions	
14 and Under Beginner – 4 teams	17
*Lemieux – Local League Champions, State Finalist	
18 and Under Beginner – 6 teams	23
*Norman – Local League Champions, State Finalist	
*Lemieux – State Champion	

### Junior Team Tennis Summer League

Level	No. of Players
14 and Under Intermediate	8
*Local League Champions, 3 <sup>rd</sup> Place at State, 8 <sup>th</sup> Place at Sectionals	
18 and Under Intermediate	7
*Local League Champions, State Champions, 5 <sup>th</sup> Place at Sectionals	

- Junior Tennis Program - 556 players
- Junior Sanctioned Tournaments - 198 players
- Conway High School Practices and Matches - 1200 players

## **Miscellaneous**

UCA Tournament - 160 players

## 2022 Tennis Center List of Events

### January

- Winter Junior Program Session I

### February

- Sweet Heart Mixer
- Snowman Slam
- Kids Night Out

### March

- Men and Women Monday Evening Fixed Partner League Doubles League/Men's Tuesday Evening Singles League/Men's Thursday Evening Doubles League/Ladies Thursday Evening Doubles League/Ladies Friday Morning Doubles League
- SEC Calcutta Championships
- Spring Junior Program Session I

### April

- Adult Friday Night Out
- Kids Night Out
- CATA Conway Regional Adult Classic

### May

- Men and Women Monday Evening Fixed Partner League Doubles League/Men's Tuesday Evening Singles League/Men's Thursday Evening Doubles League/Ladies Thursday Evening Doubles League/Ladies Friday Morning Doubles League
- Junior Spring Program Session II
- CTC Junior Spring Classic

### June

- Men and Women Monday Evening Fixed Partner League Doubles League/Men's Tuesday Evening Singles League/Men's Thursday Evening Doubles League/Ladies Thursday Evening Doubles League/Ladies Friday Morning Doubles League
- Summer Junior Camps and Classes

### July

- Men and Women Monday Evening Fixed Partner League Doubles League/Men's Tuesday Evening Singles League/Men's Thursday Evening Doubles League/Ladies Thursday Evening Doubles League/Ladies Friday Morning Doubles League
- Summer Junior Camps and Classes
- Breakfast @ Wimbledon
- Kids Night Out
- CTC Adult Summer Classic

### August

- Fall Junior Tennis Program Session I

- Summer Junior Camps and Classes
- CTC Back to School Bash

### **September**

- Men and Women Monday Evening Fixed Partner League Doubles League/Men's Tuesday Evening Singles League/Men's Thursday Evening Doubles League/Ladies Thursday Evening Doubles League/Ladies Friday Morning Doubles League
- Kids Night Out

### **October**

- Fall Junior Tennis Program Session II
- CTC Adult Fall Classic

### **November**

- Winter Junior Program
- CTC Junior Fall Classic
- Men's Poker Night

### **December**

- Ladies Santa Claus Mixer



# Conway Park and Recreation

## Bike and Pedestrian Coordinator Annual Report

### 2022

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#### Mission

It is the mission of the Conway Parks and Recreation Department to provide leisure and recreational opportunities for the benefit of health, happiness and well being of our citizens. This mission is achieved for bike and pedestrian activities by providing enhanced opportunity and access for any citizen that desires to commute, recreate or participate in cycling via alternative transportation, protected bike lanes, designated routes, soft surface and paved bike and pedestrian trails for all to enjoy regardless of socioeconomic status.

#### All Kids Bike

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In 2022, I partnered with the NW Arkansas Trailblazers on a matching grant for local schools to create a kindergarten and 1st Grade bicycle PE program. More kids are growing up in a new generation of parents that do not ride bikes and it's important to have these PE programs to teach our community's youth how to ride.

The All Kids Bike Kindergarten PE Program boasts an inclusive, proven Learn-To-Ride curriculum that offers every child the opportunity to experience the joy of two wheels.

Initially two schools were approached for the program to be a "pilot" in the Conway Public School System. Jim Stone and Carolyn Lewis Elementary were chosen due to their ability to raise 50% of the funds needed quickly and also receive and store the bicycles. The program consists of 24 balance bikes with pedal kits, 24 helmets, an instructor bike and curriculum and a 5 year maintenance contract to implement the program into the school. Once the school reached raising 50% of the funds needed (2500.00). NWAR Trailblazers worked with Allkidsbike.org to pay the rest of the program fees and the programs were begun. Fundraising took place in Spring 2022. Bikes, equipment, and training were completed late summer 2022 and implemented the program into the schools in Fall 2022.

I am currently working to try and implement this program now across the entire Conway Public School system. The program has gone up to \$6,000; however, schools only need to reach \$3,000 in fundraising and then I turn over the rest to the NW Arkansas Trailblazers to work with Allkidsbike.org on the matching portion of fundraising.

Bike builds were done by local youth in the community coordinated by Bike and Pedestrian.



### Connect Conway

In 2021 and portions of 2022 I worked on route decisions and planning for the Connect Conway (RAISE) grant which was awarded to Conway in the amount of 24.6 Million. This will include 13 miles of paved bike trails that will connect East and West Conway. Additionally, the route will connect many school and higher learning institutions, and significant employers. This will create many new alternative transportation opportunities, safer recreation and more opportunity and more access for anyone to enjoy the community, health benefits both mentally and physically. Essentially a game changer. More people will want to live in Conway as a result and the talent will attract employers looking for communities that help them retain workers.

### The Meadows Tech Park

In 2022, Bike and Pedestrian partnered the City with the Conway Development Group (CDG) and the City's A and P commission. A 2.9 mile trail was mapped out at The Meadows Tech Park and CDG provided an easement worth nearly \$485,000 to allow a permanently



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built trail to be placed there with the intent that it is multi-user, attracts employers to the tech park and events as well as general recreation for the community. The City A/P commission voted and approved \$36,500 in funds to assist in the building of the trail which is a combination of professional trail builders and volunteers within the community.

Current Status: The trail builder is on site. Roughly 20% of their construction is completed and approximately 40% of the volunteer construction is completed, mostly done by Bike and Ped at this time. I have mapped and cleared 2 miles of trail corridor at the park in preparation for those efforts. We are planning on completion late winter /early spring 2023 and hope to host some cycling events out at the park during the summer. Currently coordinating volunteer work days post holidays.

Update: Currently trying to obtain funding for NICA events to improve overall trail construction for the entire project that will make it 3 miles that people will travel all over the state for. Requesting funding from WFF to improve this trail above and beyond what city a/p funds and volunteer building can provide.

## Cadron Settlement

In 2022, Bike and Pedestrian coordinated and maintained the 5 mile trail system including weed eating, trail work and maintenance. Post storm events required tree cutting, drainage repairs. Repairs were made from vandals and rogue trail builders creating unsafe conditions. I also managed the volunteer aspect and coordinated workdays.

During 2022 local volunteers donated nearly 800 hours of coordinated trail work in the Conway community on our various soft surface trails.

Update: As of early December the Cadron Ridge trail was on private land which was recently purchased and local mountain bikers have lost trail access to travel over the Cadron Ridge towards Cadron Settlement. I am currently working on solutions to this trail access issue with local land owners in hopes we can continue to use the Cadron Ridge Trail and still connect without traveling on hwy 64 or 319 to access Cadron Settlement via mountain bikes.



## Pompe Park

Near the end of 2021 the Pompe Park trail was completed. During 2022 I continued to coordinate maintenance of the trail and make routine repairs. This is a trail I designed and oversaw construction in 2021. Currently the trail is so popular it's ranked inside the top 40 trails in the entire state out of over 500 trails on [mtbproject.com](https://mtbproject.com). While small in size, folks travel from Searcy, Little Rock and other areas to ride the trail and enjoy the rest of the Tucker Creek Trail System.

Construction of the Veteran's Park Memorial at Pompe will impact the trail and I have talked with the trail builder and are prepared to reroute approximately 150 yards of the trail to avoid interruption of the experience of trail users and veteran park attendees.

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## Gatlin Park Pump Track

In spring 2022, Bike and Pedestrian completely rebuilt the Pump Track located at Gatlin Park. I coordinated the donation of Dirt from A and B Dirt Movers and equipment and rebuilt and enlarged the pump track, in addition to maintaining the condition.

## Events

In 2022, Bike and Pedestrian assisted or led various events that brought participants to the Conway Area. Specific events included:

Conway Criteriums: Circuit racing at The Meadows and UCA campus over the course of 4 weeks each Wednesday night. Assisted in risk management/course marking and logistics for the event with the Promoter.

Conway Cyclocross: Bike and pedestrian assisted in permits and planning for a cyclocross race that was held in October 2022 at Beaverfork Park. Part of the state series which brought participants from all over state.

The Ugly Gnome: Bike and Pedestrian acted as Race Director for this event. A mountain bike cross country race that hosted 219 participants from all over the state for the 2 day event held at Woolly Hollow State Park. Participants stayed in Conway due to the campgrounds being sold out due to the size of the event. This race was the 2nd largest in the state in 2022 as part of the Arkansas Mountain Bike Championship Series. 2023 will host the same event again on May 13th. The event is a fundraiser for the Conway High school mountain bike team and a major source of their funding to get more youth on bikes.



Celebrate Conway Cycling: Held in December 2022, we brought together all facets of Conway cycling for an end of season celebration to share fellowship and bring the community together and share what's in store for 2023.

NICA Leader Summit: Bike and Pedestrian is currently working towards bringing other events to Conway. The annual NICA Leader Summit will be held in Conway in June 2023. Nearly 300 coaches from all over the state will convene on Conway to learn more about their coaching and development. Part of the curriculum for 2023 is about Community. We will share how the community is developing more cycling opportunities through youth programming and how we developed these together with professionals and volunteer groups.

## Advocacy

In 2022, Bike and Pedestrian attended each Bicycle and Pedestrian Advisory Board meeting and acted as the City liaison between the board and the City of Conway. Assisting with agents and feedback on bike and pedestrian related topics.

Reviewed traffic accident reports involving bicyclists and pedestrians and researched how we can prevent accidents from happening by understanding why they occurred or how.

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Coordinated a city wide meeting at City hall with concerned cyclists and city officials, regarding aggressive drivers, dogs and other related topics to ensure clear and consistent communication to the community.

Weekly review of popular bike routes and road conditions. Reported maintenance concerns to the street department on bike lanes and other safety conditions to ensure safety of local commuters and citizens.

Provided quotes to University of Central Arkansas on bike lane cleaning equipment.

Working towards solutions on how to improve protected bike lanes and increase them in Conway in addition to advising on how we can provide a safety corridor without use or purchase of expensive bike lane specific cleaning equipment.

Provided several social media contents, TV interviews etc regarding bike and pedestrian enhancements in Conway to project the positive community image Conway deserves.

### Kinley Trail Extension

In 2021, Bike and Pedestrian assisted in planning and grant work on the Kinley Trail extension and was awarded 100k in RTP grants. In 2022 this project has somewhat stalled as we need a significant amount more for planning, design and construction. In 2023 I will coordinate better with Grant's writing department to move this project forward.

### Sign Kiosks

In 2022, Bike and Pedestrian has been designing and working on trail signage and kiosks to provide consistent branding of local trails around Conway and appropriate signage to notify trail users of information regarding trails, rules and conditions. Additionally, I maintained and notified trail users of conditions issues via social media channels/groupme etc.

### Other Projects

Additionally, other projects I am researching and looking for funding are building a bmx track at the S German St Trailhead for the Stone Dam Creek location. I have met with stakeholders in the bmx community who are prepared to run the track and looking for funding sources. I have approximately 200 acres of land city and conway corp with trail



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access. I am looking for funding to build soft surface trails for multi-users. Equipment purchase would help lessen the requirement to look for grants and also allow economical construction and maintenance going forward. There is a possibility of using electrical and gas line easements to connect Cadron Settlement to Dave Ward and almost to the airport.

Official Designated bike route creation of multiple routes including signage and mapping around Conway.

Bike Friendly Business designations and meeting with local businesses to get them more bike friendly. This will be important once the Connect Conway project is completed over the next 5-7 years.

We still have the clearance to build trails at the Blaney Landfill, however there is no connectivity to this land. Also, I would recommend these be hand built to lessen impact and be more cross country oriented trails to minimize the environmental impact.

2022 has been an amazing year with significant breakthroughs in the community in ways of funding large projects and community engagement. Conway Bike and Pedestrian activity is stronger than ever and just improving with the efforts of many from Bike and Pedestrian, through City Planning, Streets departments and Park and Recreation, it's been a total team effort and a pleasure to be a part of.



# PLANNING & DEVELOPMENT 2022 YEAR END REPORT

## PLANNING AND DEVELOPMENT DEPARTMENT STAFF

The following staff served the Planning and Development Department in 2022.

Director of Planning and Development – James Walden, AICP

Senior Planner – Beth Sketoe

Senior Planner – Ryan Robeson

Planning Technician – Lauren Hoffman

Long Range Planner – Kyle Kelly

GIS Manager – Matt Anderson

## PLANNING COMMISSION

Planning Department staff provided support for the Conway Planning Commission, including the coordination of monthly staff reports with reviews and recommendations for requests pertaining to subdivisions, rezonings, conditional use permits, annexations, zoning variance requests, and various code and plan amendments.

### Rezonings

22 rezoning requests were reviewed by the Planning Commission and the Planning & Development Department. The 10-year average of rezoning requests is 23 per year. 17 were approved as requested, 2 failed at Planning Commission, with 1 of those being appealed to City Council and denied. 1 application was withdrawn. 2 rezonings were still pending City Council review. A total of 357.65 acres were reviewed to be rezoned prior to the December 2022 Planning Commission Meeting. If the 2 outstanding rezonings pass at City Council, a total of 337.9 acres will have been reviewed to be rezoned in 2022.

Month	Location	Requested Zone Change	Acreage	Action
Jan	2005 Ott Memorial Blvd	Major PUD Modification	1.75	Approved
Jan	4300-4500 Block Dave Ward Dr	A-1 to C-3 & MF-2	31.12	Approved
Mar	3200 Prince St	Major PUD Modification	0.89	Approved
Mar	1 & 3 Azalea Ln & 65 Azalea Lp	A-1 to R-2A	0.88	Approved
Mar	3055 Stermer Rd	RU-1 to A-1	13.32	Approved
Apr	3547 Nutters Chapel Rd	R-1 to PUD	64.87	Approved
Apr	East of Intersection of Bill Bell Ln & Acuff Ln	R-1 to C-3 (dropped to C-2 at May PC)	3.88	Tabled in Apr; downzone failed in May- appealed to City Council and failed
May	East of Phases 1 & 2 12 Hundred Place multi-family development	I-3 to MF-3	21.37	Approved
Aug	1480, 1500, 1520 E Dave Ward Dr	I-1 & C-2 to C-2 & C-3	5.90	Approved
Aug	1310-1450 E Dave War Dr	C-2 to C-3	8.04	Approved
Aug	1445 Old Military Rd & 3612 Dena Ln	A-1 to MF-1	5.11	Approved
Aug	1375 LaCroix Ln	R-1 to PUD	0.59	Approved



Month	Location	Requested Zone Change	Acreage	Action
Sep	82 Lower Ridge Rd	A-1 to R2-A	1.28	Approved
Sep	4701 Westin Park Dr	O-2 to R-1	2.02	Approved
Oct	4106 Prince St	R-1 to C-3	0.10	Tabled in Oct; withdrawn by applicant in Nov
Oct	3455 Dave Ward Dr	A-1 to C-2	0.86	Failed
Oct	Central Landing PUD	Major PUD Modification	158.00	Approved
Nov	633 S Country Club Ln	O-1 to S-1	36.45	Approved
Nov	Northwest corner of Dave Ward Dr & S Country Club Rd	O-1 to C-2	5.56	Approved
Nov	Northwest corner of Dave Ward Dr & S Country Club Rd	O-1 to C-2	0.50	Approved
Dec	East of 1150 Dave Ward Dr	I-3 to C-3	10.02	Pending Council Approval, 1/10/23
Dec	2505 Prince St & 963 Farris Rd	O-3 & R-1 to O-1	1.43	Pending Council Approval, 1/10/23

By and large, most rezonings were fairly split between those concerning commercial use and residential use with numerous zonings from the A-1 Agricultural. This zone is intended to serve a dual role as a rural zone and “holding zone” for future development. Areas are often zoned A-1 when sewer is not available at the site. PUD zoning was also frequently used. The passage rate for rezonings declined for the third consecutive year.

### Rezoning Passage Rate (2012-2022)

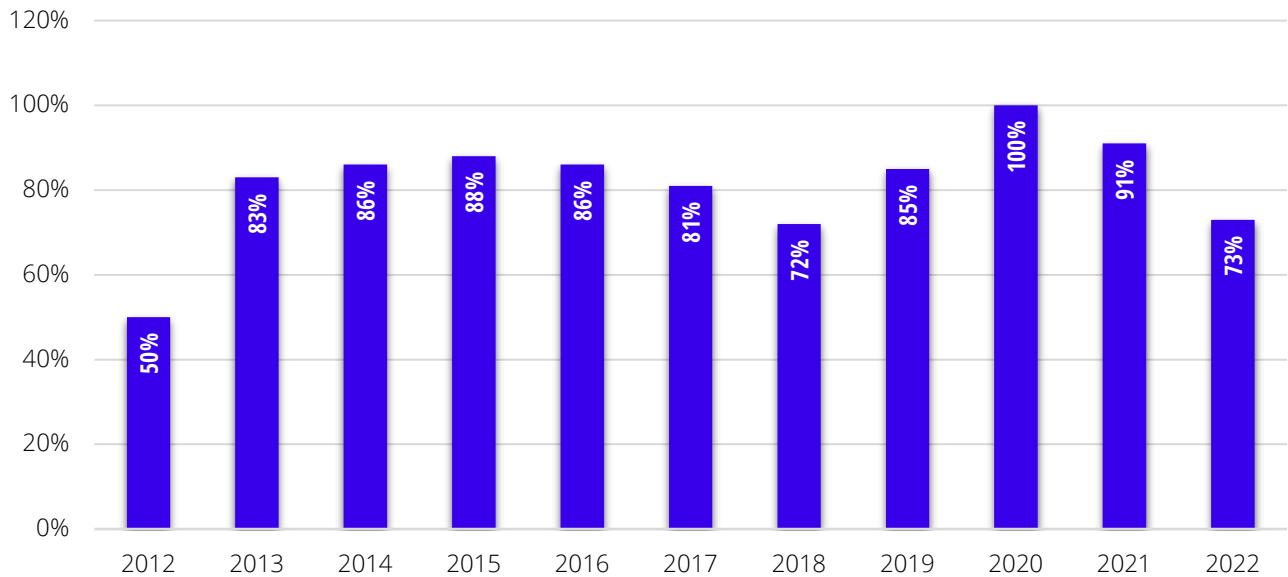


## Conditional Use Permits

17 conditional use permit requests were reviewed by the Planning Commission and the Planning & Development Department. The 10-year average of conditional use requests per year is 14. 11 requests were approved, 1 which was appealed to City Council was denied, 2 failed as a result of their parent application failing, 1 was denied and not appealed. Two other items are pending the January 10, 2023 City Council Date. A total of 67.42 acres were reviewed for conditional use prior to the December 2022 Planning Commission Meeting. If the 2 pending conditional use requests pass at the City Council level, a total of 75.23 acres will have obtained condition use permit approval.

Month	Location	Requested Conditional Use	Zone	Acreage	Action
Mar	700 Salem Rd	Modification of Health & Fitness Center to include Childcare Facility	O-1	3.42	Approved
Mar	2525 Prince St	Modification of General/Restricted Retail to include Drive-Thru Restaurant	O-1	3.98	Approved
Mar	725 2 <sup>nd</sup> St	To allow Accessory Use to Nonconforming Primary Use	C-3	0.34	Failed; no appeal to City Council
Apr	Intersection of Sherwood Ln & Donnell Ridge Rd	Religious Activities	A-1	3.69	Approved
Apr	611 Court St, Ste 6	Pool Sales & Supply Store	C-1	0.81	Approved
Apr	3450 Old Morrilton Hwy	Sand, Gravel, Earth Sales & Storage	TJ	4.09	Tabled in Apr; failed in May- no appeal to City Council
May	2545 Prince St	Modification of General Retail to include buffering requirements	O-1	1.44	Approved
May	East of Intersection of Bill Bell Ln & Acuff Ln	Mini-Storage	C-2	3.88	Not heard at PC as concurrent rezoning failed- appealed to City Council and failed
Jun	1215 Thomas G Wilson Dr	Automobile Body Shop	I-3	2.57	Approved
Jun	1919 South Blvd	Religious Activities	R-2A	0.56	Approved
Aug	300 Hogan Ln	Childcare Facility	O-2	1.50	Approved
Oct	82 Lower Ridge Rd	Up to 12 dwelling units/acre	R-2A	1.28	Approved
Oct	3455 Dave Ward Dr	Tire Shop without recapping	C-2	0.86	Not heard at PC as concurrent rezoning failed
Oct	1320 S German Ln	Publicly Owned Service Facility & Utility Facility	A-1	38.00	Approved
Nov	2005 Meadowlake	Duplex	C-2	1.00	Approved
Dec	Northwest corner of Dave Ward Dr & S Country Club Rd	Automobile Fueling Station	C-2	6.06	Pending Council Approval, 1/10/23
Dec	2515 & 2505 Prince St, 963 Farris Rd	Eating Place with Drive-Thru	O-1	1.75	Pending Council Approval, 1/10/23

**Percentage of Conditional Use Applications Approved by City Council (2012-2022)**



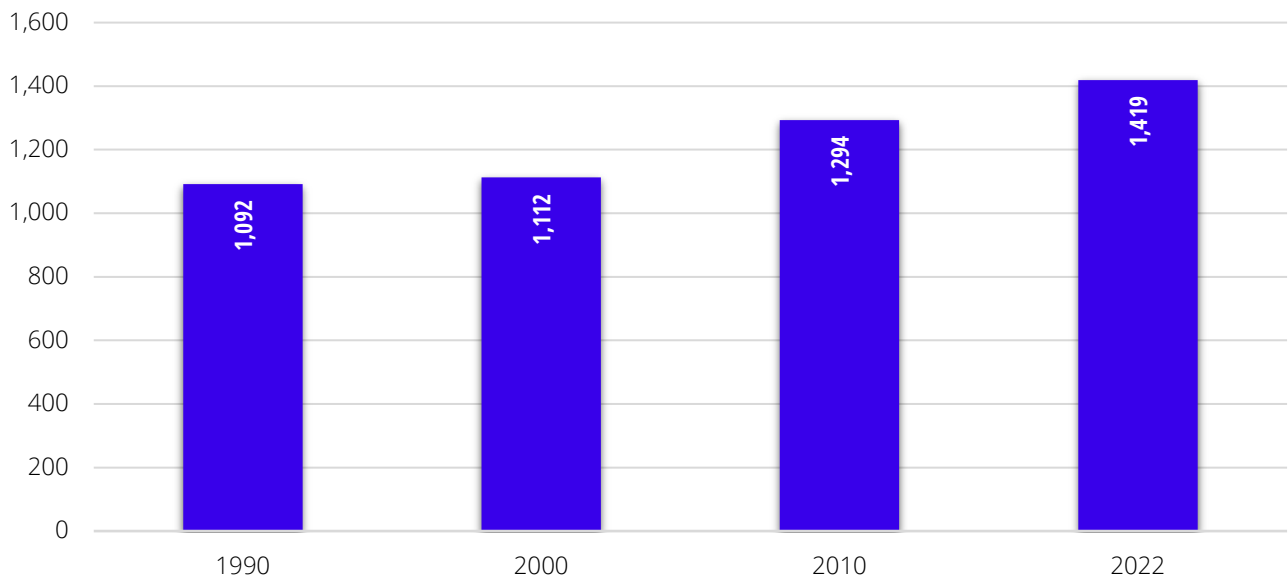
## Annexation

5 petitions for annexation were reviewed by the Planning Commission, the Planning & Development Department, and other City agencies. This totals 85.89 acres annexed into the City of Conway by the end of 2022, and 6.05 acres pending the 1/10/23 City Council date. If approved, that would total 91.94 acres for the overall year.

Month	Location	Zoning upon annexation	Acreage	Action
Jun	North of Emry Trl, South of Harbelle Dr, East of Old Military Rd	R-1	44.97	Approved
Jun	110-250 E Grandview Heights Dr	R-1	6.70	Pulled at City Council by applicant
Oct	48 Southshore Ln	R-1	1.98	Approved by PC- pending Council approval upon plat filing
Nov	Orchard Hills, Phase 3	R-1	32.24	Approved
Dec	J Hendrickson Dr	A-1	6.05	Pending Council Approval, 1/10/23

While annexation is often viewed in a positive manner, it comes with costs related to providing services for the annexed area. On the flipside, annexation can help aide city growth. Growth by annexation should not outstrip growth within the city's existing core to ensure Conway remains financially healthy. It is important to track annexation's impact on the city's overall density to ensure it is not occurring too rapidly, lest the city bear expensive burdens. A good measure of this health is population density. In general, Conway's population density has continued to climb as land inside the city is developed to the exclusion of relying solely on annexed lands for growth. The city had 1,092 people per square mile in 1990. This figure increase to 1,112 in 2000, 1,294 in 2010, and 1,372 in 2020. Regional peer cities such as Fayetteville, Rogers, Bentonville, and Little Rock all have higher population densities ranging from 1,687-1,797 people per square mile. At such densities, Conway could be home to 79,000-84,000 people, these additional people could help share the burdens of paying for the city's infrastructure and administration.

**Population Density - Persons/Sq. Mile (1990-2022)**



### Board of Zoning Adjustment

The Conway Planning Commission acts as the zoning variance review authority, the Board of Zoning Adjustment. 6 requests for zoning variance were reviewed by the Planning Commission and the Planning & Development Department. All requests were approved, affecting 6.17 acres.

Month	Location	Variance Requested	Zone	Acreage	Action
Mar	519 Mitchell St	Reduced exterior side setback	HR	0.25	Approved
Mar	812 Merriman St	Reduced secondary front setback	T4	0.81	Approved
Mar	1211-1217 Watkins St	Reduced lot area, lot width, reduced side setback, reduced front setback	R-2A	0.46	Approved
Jun	825 S Donaghey Ave	Reduced landscape setback	O-1	1.33	Approved
Aug	1255 Tsar Rd	Reduced front setback	R-1	0.28	Approved
Sep	266 Skyline Dr	Reduced side setback	C-3	3.04	Approved

### Vacation of Rights-of-Way and Easements

The following street, alley, and easement vacations were reviewed by the City Council in 2022.

Month	Location	Closure Requested	Zone	Acreage	Action
Jan	Block 16, Srygley Addition	14' alley running west-east of entire block	C-3	0.096	Approved
Mar	West of 3870 Friendship Rd	Abandoned ROW of Old Hwy 25	R-1	--	Approved
Nov	Lot 24 Round Mountain	Entirety of Court Z Street	R-1	0.19	Approved
Dec	East end of EW Martin Dr	Eastern portion of EW Martin Dr	I-3	--	Approved

## SUBDIVISION/REPLATS

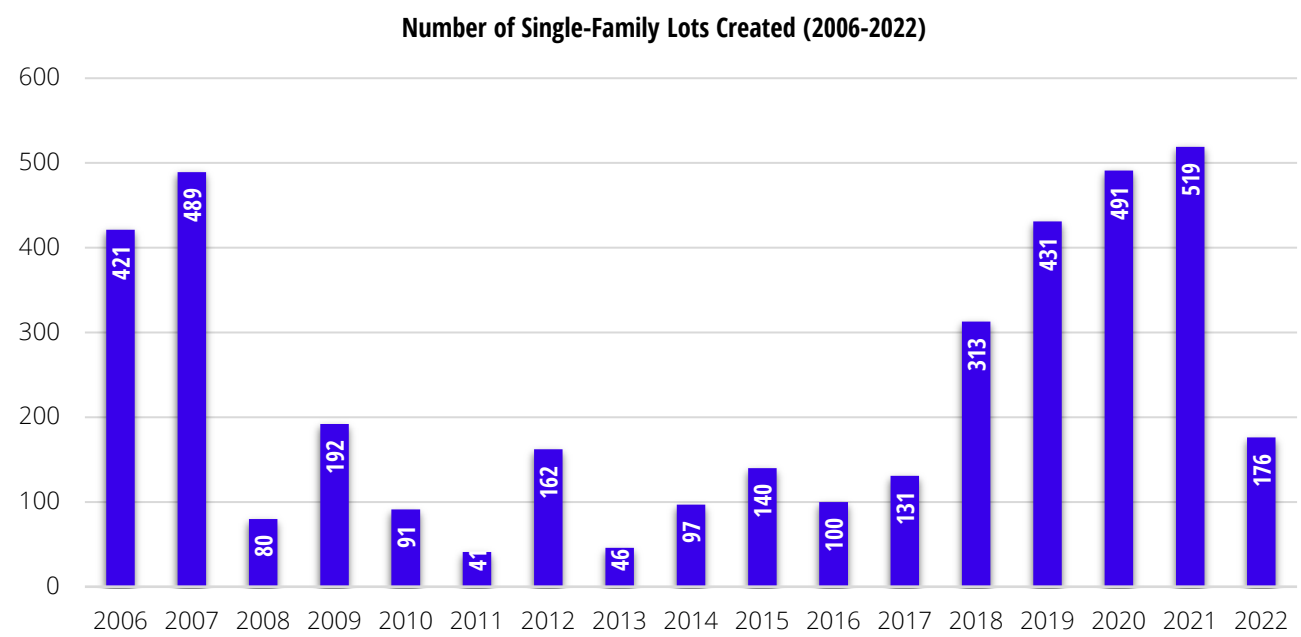
### Subdivision

Approximately 73 plats were submitted for review in 2022, 9 of which were preliminary major subdivisions requiring Planning Commission review, 62 represented minor subdivisions or replats that did not require Planning Commission review, and 2 were minor subdivisions or replats which required Planning Commission review due to engineering elements or requests for waivers. 2 previously approved preliminary plats were requested for

extension at Planning Commission, consisting of Miller’s Creek Phases 1 and 2. This is well above the 10-year average for annual plat reviews, being 51.

**Lot Creation**

The total number of lots created from plats filed in 2022 (including lots created from plats submitted for review in 2021) were 176 residential lots and 11 commercial (including multi-family lots). Based on platting activity from the last three years and economic conditions, it is likely that new single-family construction permits for 2023 will see a considerable decrease.



**DEVELOPMENT REVIEW**

Development review consists of the evaluation of non-one or two family site plans against city land use regulations. 29 development reviews were approved by staff (including reviews submitted in 2021). A total of 39 development review applications were submitted with 17 developments currently active in review; 2 submission were withdrawn.

Trends are difficult to establish from data on square footage of buildings approved through development review. 2016 was a significant year because it saw the coming of Lewis Crossing, a major power retail center in the city. Since that time, the adjacent Lewis Ranch was approved, but has built out more slowly. A theme for development in the city within recent years has been apartments, banking, service commercial, office, drive-through coffee, and mini-storage.

**Development Review Appeals heard by Planning Commission**

Month	Location	Requirement Requested	Zone	Acreage	Action
Jun	1075 Collier Dr	Reduced masonry requirement	C-3	2.53	Approved
Jul	3640 Dave Ward Dr	Architectural metal and CMU veneer greater than what is allowed	C-3	1.09	Approved

## CODE AND PLAN AMENDMENTS

### Zoning Code

The Conway Zoning Code was amended this year to modify the definitions and use table for Office, Banks, and Financial Institutions at the March Planning Commission meeting and approved at the April 12, 2022, City Council, O-22-39.

Section 515A was revoked. This amendment is requested to be revoked due to the fact it has not been utilized, and if enforced, would cause major impediment to local hospitals. This was first heard at the December Planning Commission meeting and is on the January 10, 2023, City Council meeting for final approval.

Article 5 was amended to add section 529. This amendment required tree planting for new single-family and two-family/duplex construction and was first heard at the July Planning Commission meeting and approved at the July 26, 2022, City Council, O-22-78. The ordinance amendment will take effect on March 1, 2023.

Article 5 was amended to add section 503. This amendment added regulations regarding Accessory Dwelling Units and was first heard at the December Planning Commission meeting and is on the January 10, 2023, City Council meeting for final approval. If passed, the amendment will take effect 30 days after passage.

Article 7 [Board of Zoning Adjustment] was modified to correct a state law requirement and allow for small special exceptions and enhanced review criteria for variances. This was first heard at the December Planning Commission meeting and is on the January 10, 2023, City Council meeting for final approval. If passed, the amendment will take effect 30 days after passage.

Section 802 and 803, addressing review procures for conditional use permits and zoning amendments applications, was reviewed at the September Planning Commission meeting and was approved on September 27, 2022, with O-22-111. The ordinance took effect on November 18, 2022.

In mid-December a recodified version of the Zoning Code was published. This change removed old language from the code which had been previously repealed and updated numerous tables throughout the document to make it more usable and accessible.

### Annexation Procedures

Annexation review procedures established by O-99-95 were amended by O-22-77. These changes clarified the process of annexation review pertaining to the Subdivision Ordinance and provided flexibility to the Planning Director and City Engineer to allow annexations that did not meet all previous criteria, but which were not intended to subvert the provisions of the Subdivision Ordinance.

### Sign Code

Sign Ordinance Moratorium passed at June 28, 2022 City Council, O-22-62. A rewrite of the Sign Ordinance was heard at the July Planning Commission meeting and was tabled. The issue was not subsequently brought up again for review.

### Master Street and Trail Plan

Amended in March Planning Commission to reflect the route of the proposed Connect Conway trail project. Approved by City Council on April 12, 2022, R-20-22.

## Public Art Plan as appendix to Comprehensive Plan

The plan was developed to provide a road map for future investments in public art across Conway with an eye towards fostering greater quality of life, reinforcing a Conway identity, and promoting an appreciation of arts and culture among residents and visitors to the city. Amendment passed on June 28, 2022, City Council, R-22-29.

## Boards & Commissions

Attendance Ordinance passed on April 12, 2022, City Council, O-22-38 for all Boards & Commissions in the City.

## GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The City's GIS division within the Planning and Development Department is responsible for all applications and maintenance of the City's GIS system and is the primary GIS Census contact for the City of Conway and Faulkner County. The division provides annual updates of new annexations to the Census to assist in population calculations and manages the city's addressing systems.

## OTHER PLANNING DEPARTMENT ACTIVITIES

### Sign Permits

The Planning & Development Department reviews applications and issues sign permits. A total of 216 sign permits were issued in 2022 by 12/27/2022, 48 of which were for temporary (banner) signs.



### Sign Variances heard by Planning Commission

Month	Location	Variance Requested	Zone	Action
May	554 Museum Rd	Off-premises interstate sign	C-3	Approved

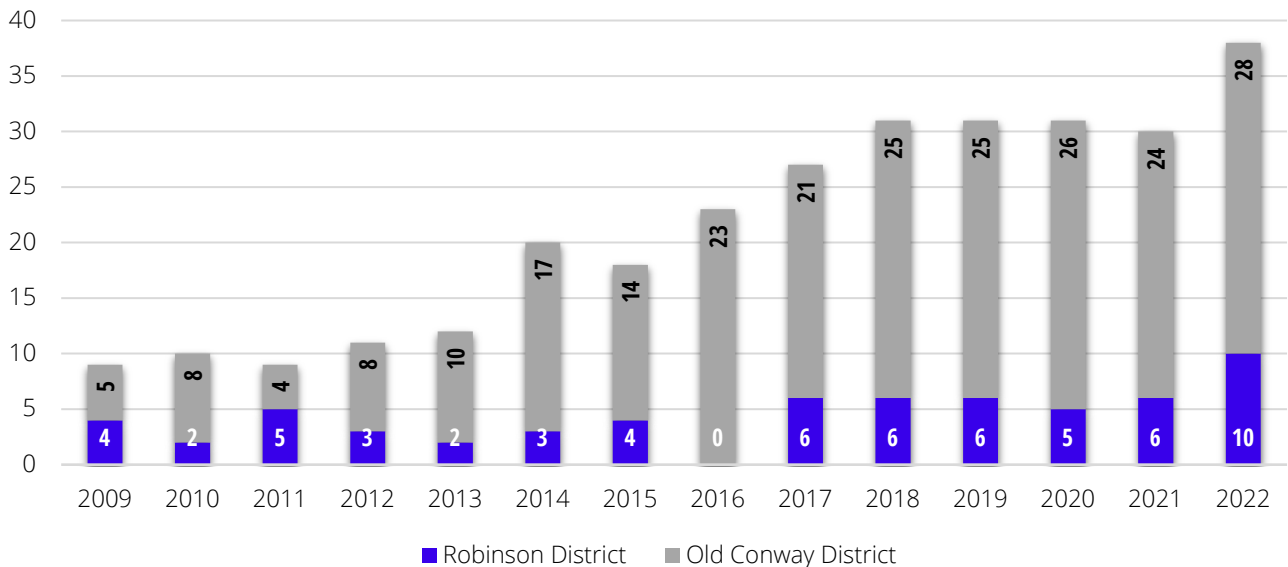


## OTHER BOARDS & COMMISSIONS

### Historic District Commission

The Planning Department acts as City staff for the Conway Historic District Commission (HDC). Planning staff reviewed 10 Robinson Historic District requests, 3 Markham Street Neighborhood Specific Plan requests, and 28 Old Conway Design Overlay District requests. The last three years have seen increasing amounts of review activity. This can be seen as an increase in development and building rehabilitation in the city's older neighborhood, a positive sign.

**Historic District Commission Reviews (2009-2022)**



Month	Location	Request	Zone	Acreage	Action
Jan	1832 Robinson Ave	Sign permit review	RHD	0.71	Approved
Jan	835 Faulkner St	Request for demolition	RHD	0.33	Approved
Jan	508 Oak St	New fueling station	OCDOD	1.59	Tabled in Jan; approved in Mar
Jan	1090 Spencer St	Commercial remodel	MSN-SP	0.16	Admin Approved
Feb	1820 Duncan St	Exterior modifications	OCDOD	0.47	Approved
Feb	1154 Donaghey Ave	Exterior modifications	OCDOD	0.31	Approved
Mar	911 Oak St	Fence	OCDOD	0.23	Denied
Mar	1145 Davis St	New detached garage	OCDOD	0.36	Approved
Apr	934 Center St	Exterior modifications	RHD	0.19	Approved
Apr	1724 Robinson Ave	Accessory structure addition & modification	RHD	0.48	Approved
Apr	1110 Neal St	New single-family residences	OCDOD	0.30	Approved
Apr	1919 South Blvd	New non-residential religious use	OCDOD	0.57	Approved
May	1904 Robinson Ave	Rear addition	RHD	0.40	Approved
May	2022 Jefferson Ave	New two-family construction	OCDOD	0.27	Approved
May	2022 & 2024 Weems St	New single-family residences	OCDOD	0.15(2)	Tabled

Month	Location	Request	Zone	Acreage	Action
May	1837 Simms St	New detached garage	OCDOD	0.20	Approved
Jun	1925 Cross St	Carport enclosure	OCDOD	0.18	Approved
Jun	1014 Front St	Commercial remodel	MSN-SP	0.05	Admin Approved
Aug	1516 & 1518 Caldwell St	Exterior modifications	RHD	0.19	Tabled in Aug until 2023
Aug	511 Center St	Exterior modifications	OCDOD	0.28	Approved
Aug	320 Ash St	Exterior modifications	OCDOD	0.19	Approved
Aug	814 Chestnut St	Exterior modifications	OCDOD	0.08	Approved
Aug	800 Chestnut St	Exterior modifications	OCDOD	0.13	Approved
Sep	1915 Robinson Ave	New circular driveway	RHD	0.98	Approved
Sep	835 Faulkner St	New non-residential office	RHD	0.33	Approved
Sep	311 Ash St	Residential addition	OCDOD	0.29	Approved
Sep	824 Front St	Exterior modification	OCDOD	0.32	Approved
Sep	953 Watkins St	Carport addition and exterior modifications	OCDOD	0.24	Approved
Sep	1929 Scott St	Garage conversion to living quarters	OCDOD	0.37	Approved
Sep	519 Second St	New accessory structure	OCDOD	0.30	Approved
Sep	1120 Harrison St	New commercial accessory structure	MSN-SP	0.38	Admin Approved
Oct	2125 Robinson Ave	Exterior modifications	OCDOD	2.64	Approved
Oct	1828 Mill St	New single-family residence	OCDOD	0.18	Approved
Nov	2024 Weems St	New single-family residence	OCDOD	0.15	Approved
Nov	2022 Weems St	New single-family residence	OCDOD	0.15	Approved
Nov	1922 Weems St	Remodel of existing single-family residence	OCDOD	0.49	Approved
Nov	1919 South Blvd	Roof material change	OCDOD	0.57	Approved
Dec	1201 Oak St	Tinting	OCDOD	0.37	Pending
Dec	812 Davis St	New accessory structure and fence	RHD	0.23	Pending
Dec	1724 Robinson Ave	Fence	RHD	0.25	Pending
Dec	709 Pine St	New institutional construction	OCDOD	0.68	Pending

## Bicycle & Pedestrian Advisory Board

In 2022 the Bicycle and Pedestrian Advisory Board discussed a range of issues related to cycling and pedestrian safety, infrastructure, and advocacy in the city. They addressed concerns about parking in bike lanes, visibility at intersections, uneven enforcement of sidewalk parking rules, and safety enhancements on Markham Street. They also approved the formation of a committee to provide feedback on a grant application for the Arkansas Recreational Trail Enhancement Program (RAISE) and discussed the renewal of the Bicycle and Pedestrian Coordinator position.

The BPAB also focused on preliminary ideas for a program to promote bike-friendly businesses in the city, particularly along current designated bike trails. They discussed creating a bike-first map, encouraging businesses to act as the start or end point of group rides, and distributing information on how to apply for bike-friendly business status. They also addressed

the need to update the city's bike plan and proposed improvements to various intersections and roads, including Donaghey and College, Hairston, and Hogan. The board also discussed the importance of advocacy for cycling and pedestrian issues and the need for education on cycling laws, as well as the possibility of re-establishing a bike share program on the University of Central Arkansas (UCA) campus.

## Tree Board

2022 was Conway's 17th year as a Tree City USA member and accomplished the following in coordination and support of City Departments, Conway Corporation, Chamber of Commerce, Faulkner County Extension Office, and Arkansas Forestry Division and community stakeholders.

- March 18 - 600 native trees given to Conway residents for planting during a two hour Free Tree Giveaway event.
- March 21 - Planted 200 trees at McGee Center for community garden pollination and water filtration management with the help of 23 community volunteers.
- March 30 - Partnership with UCA Science Wednesday community panel discussion The Science of UrbanTrees. 75 attendees online/in-person.
- April 22 - Hosted Yoga Under the Trees community event at Laurel Park for Earth Day
- April 23 - Community education event at Conway EcoFest for 250 attendees
- May 3rd - Tree ID Walk at Tucker Creek Walking Trail
- June 14 - Tree Planting for Conway Noon Lions Club in 5th Avenue Park
- July 26 - Ordinance 0-22-78 amending the Conway zoning code establishing standards for tree planting for all new construction of single-family and two-family/duplex dwellings approved in partnership with community stakeholders and the city planning department.
- September 6 - UCA Volunteer Fair recruitment for Arbor Day
- October 18 - Conway Scene Podcast to promote Conway Tree Board and Arbor Day information
- October 26 - UCA Be Well Walk and Learn Tree ID Walk for staff and community members
- November 5 - Arbor Day Festival 2022 in Laurel Park with 7 tree plantings to replace Celebration Trees removed from Prince Street.
- Installation of brick pavers for Laurel Park Celebration Tree Grove pending from 2022 for Conway Corp project completion in Laurel Park.
- ARDOT and Chamber of Commerce Interstate Beautification Project pending completion.

With leadership, professional expertise, and support of Krista Quinn, Advisor, the Conway Tree Board was also represented for the following activities. Information provided by and used with permission of Krista Quinn via the Faulkner County Extension office annual report October 1, 2021- September 30, 2022:

### Urban Forestry

- Serve as advisor to the Conway Tree Board
- Completed the Tree City USA application for Conway
- Assisted the planning and coordination of tree planting projects at Conway Station Park, Laurel Park, 5th Avenue Park, and the McGee Center
- Provided tree selection and care recommendations to the Planning & Development Dept., Physical Plant, Transportation Dept., and Parks and Recreation Dept.
- Worked with the Arkansas Forestry Division Urban Forestry Program to conduct a tree inventory at Laurel Park- Information from the inventory was used to develop a tree management plan to keep the existing tree canopy healthy and plan for new plantings
- Conducted tree risk inspections at Laurel Park, 5th Avenue Park, in the Prince Street median, and on several private properties and made recommendations to ensure public safety
- Assisted Milestones, Inc. to prepare a grant application which was funded to provide removal of a hazardous tree and pruning of other trees on their playground

#### Educational Programs:

- Presented four virtual programs on tree care for the public with more than 1300 registrants
- Conducted monthly “Grow Your Own Groceries” virtual seminars with presentations on how to grow and cook fresh fruits and vegetables- Attendance at the live programs averages about 140 and about 500 people receive a link to watch the recorded programs each month
- Conducted five “Learning to Grow” virtual seminars featuring Firewise landscaping, herb gardening, container gardening, growing houseplants, and general gardening advice from Master Gardeners with over 2000 registrants
- Conducted bi-monthly public workdays to educate the public about home vegetable gardening at the Teaching Garden at Freyaldenhoven Nursery with 295 participants
- Conducted hands-on demonstrations on rose pruning, planting asparagus, installing a drip irrigation system, building a compost bin, and seed starting

#### Contacts:

- 11,186 direct contacts (personal consultations and attendees at educational programs & meetings)
- 954 phone calls and e-mails to provide horticultural recommendations
- 51 plant samples sent to the University of Arkansas Plant Health Clinic for diagnosis
- 680 soil tests conducted

### Public Art Advisory Committee

In 2022, based on recommendations from the completed Public Art Master Plan, the Planning and Development Department formalized their administrative support role by connecting the PAAC with various city departments as necessary for collaboration on public art projects. Likewise, an internal committee consisting of staff from different city departments was also formed to discuss potential future art projects and locations in order to increase communication within the city regarding public art. Additional aspects from the Public Art Master Plan, including a \$50,000 investment of taxpayer funds, will hopefully be implemented in the future on a rolling basis. New resolutions and ordinances were also passed by the City Council in order to streamline and clarify the PAAC processes and financing structure, with public art now considered during the yearly city budgeting process. This arrangement is being tested with a proposal for new artwork at the roundabout near Hendrix College. In the meantime, the Poetry Project, a partnership between the PAAC and the Creative Institute, will see original poems from Conway citizens posted by various means around Conway. The Underground Art Walk will also continue along the newly constructed walking and biking trails, including the Stone Dam Creek Trail Extension. Finally, the PAAC will continue to be active in current art collaboratives in Conway such as the Arts Walk.



2022

# CONWAY POLICE DEPARTMENT ANNUAL REPORT



City of Conway Arkansas

1-3-23

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## Conway Police Department – 2022 Annual Report

This document is a report of not only crime statistics, but activities and services conducted by the police department in the protection and service to the citizens of this community. While this is a comprehensive report of services required, it does not include the many incidents of police personnel assisting members of the community that did not result in a report filed or arrest made. This report is encouraging considering the ever-increasing demand on police services by a growing community and the high turnover rate experienced in the Communications Center and Patrol Division. In 2022, we experienced a 16% turnover rate in sworn officers and an 64% turnover rate in the Conway Emergency Operations Center.

Special Operations worked twelve (12) special events resulting in 825.5 total man-hours. SWAT reported being utilized nineteen (19) times during 2022. Five (5) utilizations were for arrest/search warrants for the Criminal Investigation Division. Five (5) utilizations were to assist the Faulkner County Sheriff's Office and the 20<sup>th</sup> Judicial Drug Taskforce with arrest/search warrants. Six (6) utilizations were for barricaded subjects that were all resolved peacefully and one (1) utilization to assist in the apprehension of a homicide suspect. The Investigations Division worked a total of 1,604 cases, a 1.5% increase from 2021. The Narcotics Division worked 427 cases a 2.89% increase from 2021. Department wide, there were 3,809 adult arrests and 254 juvenile arrests made in 2022. This is a 10% increase in adult arrests and a 14% increase in Juvenile arrests when compared to the previous year. Conway Emergency Operations Center processed 90,981 for an average of 251 calls per day. There were 27,410 Emergency 911 calls received, which is an 8% decrease compared to the previous year. The average response time for Patrol Officers for Priority 1 calls from Dispatch to Arrival was 4:34 minutes. Animal Welfare Unit reported a total intake of 1,140 animals, a total of 671 adoptions and rescues, and 2,003 licenses issued. The euthanasia rate for animals brought into the Conway AWU was 19% in 2022 and 21% in 2021. A total of 734 citations and warnings were issued. There was a total of 32,735 hours of training for officers in 2022; these hours included Basic Police Academy Training, K9, SWAT, Field Training as well as De-escalation, Crisis intervention Training, and Duty to Intervene.

The City of Conway has experienced a dramatic increase in the number of mental health calls over the last several years. As a result, the Conway Police Department has taken a proactive approach in addressing these types of calls. Two Crisis Intervention Training (CIT) classes were conducted this year, with more planned in 2023. The goal of the CIT program is to provide a 40-hour week of training to all officers to allow officers to better serve individuals with mental illness. The training focuses on education of officers on mental illness, education on de-escalating individuals with mental illness, and opportunities to practice de-escalation techniques. In addition, the first of two Community Crisis Response Teams (CCRT) were deployed this year. In conjunction with Counseling Associates/Arisa Health, CPD paired one officer with one social worker to create the first full time true co-response team in the state of Arkansas. This team responds to calls made to dispatch involving individuals in crisis. The team then attempts to de-escalate the situation, assess the needs of the individual or situation, and then assists individuals in accessing resources to address those needs.

The members of the Conway Police Department are dedicated professionals proud to serve and protect our community.

Chief William Tapley



# Conway Police Department – 2022 Annual Report

## CRIME INFORMATION

**Violent Crimes**, overall, experienced a 7% increase from 2021 to 2022. There were 299 violent crimes reported in 2022 versus 280 violent crimes reported in 2021. The violent crimes in Conway for 2022 are broken down as follows:

- There was a 700% increase in Murders with 7 reported in 2022 and 0 reported in 2021.
- There was a 18% decrease in Rapes with 31 in 2022 and 38 reported in 2021.
- There was a 52% decrease in Robberies with 16 in 2022 and 33 reported in 2021.
- There was a 17% increase in Aggravated Assaults with 245 in 2022 and 209 reported in 2021.

**Property Crimes**, overall, experienced a 5% decrease from 2021 to 2022 with 1,759 property crimes reported in 2022 versus 1,844 property crimes reported in 2021. The Property Crimes in Conway for 2022 are broken down as follows:

- There was a 4% decrease in Burglaries with 168 in 2022 and 175 reported in 2021.
- There was a 3% decrease in Thefts with 1,473 in 2022 and 1,523 reported in 2021.
- There was a 20% decrease in Motor Vehicle Thefts with 112 in 2022 and 140 reported in 2021.
- There was a 0% change in Arsons with 6 in 2022 and 6 reported in 2021.

The below table depicts reported incidents over the past eight years. This demonstrates that there has been no significant rise in crime.

	2015	2016	2017	2018	2019	2020	2021	2022
Murder	2	5	1	6	2	3	0	7
Rape	26	35	25	42	37	45	38	31
Robbery	85	89	63	56	51	30	33	16
Burglary	394	343	315	245	175	158	175	168
Theft	2,482	2,379	1,797	1,793	1,413	1,607	1523	1473
Motor Vehicle Theft	149	186	144	91	100	122	140	112
Estimated Population							64,134	67,828



# Conway Police Department – 2022 Annual Report

## Conway Police Department Divisions

### ADMINISTRATIVE DIVISION

The Administration Division consists of 2 sworn officers and 31 non-sworn who are assigned to the following sections: Office of Professional Responsibilities, Conway Emergency Operations Center, and the Conway Animal Welfare Unit. The following Administration Division statistics were reported for 2022:

#### **Conway Emergency Operations Center**

The Conway Emergency Operations Center processed a total of 90,981 telephone calls in 2022 for an average of 251 calls per day. Of those, 2,544 were from landline and VoIP 9-1-1 calls, 24,866 were from wireless 9-1-1 calls, and 63,571 were non-emergency administrative calls. This is a decrease of 63.2% in landline and VoIP 9-1-1 calls, an increase of .3% in wireless 9-1-1 calls, and a 2.5% increase in non-emergency administrative calls. Overall call volume decreased by .6% from the previous year. Of the 9-1-1 calls processed by the Conway Emergency Operations Center in 2022, 97.6% were answered within 10 seconds, 99.2% were answered within 15 seconds, and 99.6% were answered within 20 seconds.

#### **Conway Animal Welfare**

Animal Welfare impounded 1,141 animals in 2022 as compared to 1,042 in 2021. Dogs/Cats adopted or placed at a rescue center during 2022 were 671, a 16% increase over 2021's 579. Conway residents purchased 2,003 dog and cat licenses during 2022, a 13.8% decrease from 2,324 licenses the year before. These licensees along with half of the adoption fees brought in \$30,176.00 in 2022 as compared to \$32,190.00 in 2021. These funds allow for the spay/neuter account to continue with healthcare needs of shelter animals. (There is a different licensing fee based on altered vs unaltered animals.) The euthanasia rate for dogs/cats brought into the Conway AWU was 19% in 2022 and 21% in 2021. This percentage rate is well below the national average of 65%. The adoption/rescue rate for dogs/cats brought into the AWU in 2022 was 55% as compared to 53% in 2021. The national adoption rate is 25%. AWU officers issued 734 warnings and citations in 2022, a decrease of 32% from 2021. Calls for service were 2,687 in 2022 and 2,749 in 2021, a decrease of 2%.



# Conway Police Department – 2022 Annual Report

## PATROL DIVISION

The Patrol Division consists of 81 sworn officers and 2 non-sworn. The following statistics were reported for 2022:

- Patrol Division has 16 pillars of training that each officer must complete. As of the end of 2022, the Patrol Division has maintained an 89% completion ratio for the 16 training courses which include Naloxone Training, Basic Crime Scene Processing, Emergency Vehicle Operations, Standardized Field Sobriety, and Diffusion/De-escalation.
- There were 3,809 adult arrests made in 2022 in comparison to 3,472 in 2021: a 10% increase. There were 254 juvenile arrests in 2022 in comparison to 223 juvenile arrests in 2021 resulting in a 14% increase.
- Patrol reported 32 police pursuits, down from 36 in 2021, a 11% decrease. They also worked 2,333 accidents on the roadway along with 938 Private Property Accidents in 2022 resulting in a total of 3,271 accidents worked. This represented a 6% decrease from 2021.
- 124 DWI/DUI arrests were made in 2022 in comparison to 124 in 2021; a 0% increase. 13 No Seat Belt citations were issued in 2022, a 32% decrease from the 19 citations issued in 2021. 18 No Child Passenger Restraint citations were issued in 2022, a 0% decrease from the 18 issued in 2021.
- Fleet Maintenance received nine (9) new vehicles that were backordered from 2021. Four (4) of them have been put in service and the other five (5) are currently being upfitted. In 2022 six (6) new Tahoes were purchased from our upfitter due to not being able get any from Chevrolet. One (1) of them went to admin and the other five (5) are in line to be upfitted for Patrol. Two (2) new trucks became available and were purchased for the Crisis Response Teams using grant funds. They are waiting to be upfitted. Six (6) vehicles were sold at auction for \$15,107.50.
- The K-9 Unit was utilized 324 times throughout the year for vehicle searches, building searches, and narcotic searches, a 159.2% increase from 2021. The Unit seized a street value of \$2, 324,148 in illegal narcotics in 2022, a 12.07% decrease from 2021. They also performed 10 public demonstrations throughout the year for schools, civic groups, and other community events, a 0% change from 2021.



## **Conway Police Department – 2022 Annual Report**

### **Special Weapons and Tactics (SWAT)**

SWAT reported being utilized nineteen (19) times during 2022. Five (5) utilizations were for Narcotic's operations. Two (2) utilizations were for arrest/search warrants for the Criminal Investigation Division. Five (5) utilizations were to assist the Faulkner County Sheriff's Office and the 20<sup>th</sup> Judicial Drug Taskforce with arrest/search warrants. Six (6) utilizations were for barricaded subjects that were all resolved peacefully and one (1) utilization to assist in the apprehension of a homicide suspect. Each SWAT officer averaged 312 training hours in 2022 and, the team accumulated 6,260 training hours. At the end of this year, 10 members of the SWAT team were fortunate enough to attend a 92-hour Law Enforcement Counter Terrorism Course at the Direct-Action Resource Center (DARC) in Little Rock, AR.

### **Crime Suppression Unit (CSU)**

Due to the COVID pandemic and officer shortage, the Crime Suppression Unit was suspended in 2022 and officers assigned to the unit were placed in the Patrol Division.

### **INVESTIGATIONS DIVISION**

The Conway Police Department Criminal Investigation Division consists of 31 sworn officers and 1 non-sworn who are assigned to Investigations, Narcotics, Narcotic K9 and School Resource. The following CID statistics were reported for 2022:

- Criminal Investigations worked a total of 1,604 cases, a 1.5% increase from 2021. Narcotics reported 427 cases opened a 2.89% increase compared to 2021; \$4,749,792.80 worth of illegal drugs seized, a 117.86% increase compared to 2021; and 25 search warrants served, a 13.63% increase compared to 2021.

### **PROGRAMS**

#### **Health and Wellness Program**

The Health and Wellness Program continued to develop this year. With the significant increase in new officers, the mentor program has been a vital part of the program. Education and training for officers within the identified 5 core areas of health- mental, physical, spiritual, financial, and domestic/social- has continued this year as well. A physical fitness test for all officers was re-implemented this year with plans to continue this annually. Resources within the community that are available to address the 5 core

areas of health continue to be added and vetted for use. The program continues to provide informal in-house “counseling” to officers and staff as well as referrals to outside therapists that provide services for low or no cost.

The use of a Wellness app to help further address officer health has been discussed and hopefully will be implemented in 2023. This app will help collate resources as well as provide additionally education and training for officers.

The Chaplain program was restarted this year but has not been fully implemented. Two of the planned five chaplains were involved in several events at or within the department. This will continue in 2023 and will be aided by the app implementation.

The Crisis Intervention Team (CIT) and Community Crisis Response Team (CCRT) programs continued development this year. Two CIT trainings were conducted with more planned for 2023. The goal of the CIT program is to provide a 40-hour week of training to all officers to allow officers to better serve individuals with mental illness. The training centers around education of officers on mental illness, education on de-escalating individuals with mental illness, and opportunities to practice de-escalation techniques. Further development and expansion of the CIT program will continue in 2023.

The first of two CCRT teams was deployed this year. In conjunction with Counseling Associates/Arisa Health, CPD paired one officer with one social worker to create the first full time true co-response team in the state of Arkansas. This team responds to calls made to dispatch involving any individual in crisis. The team then attempts to de-escalate the situation, assess the needs of the individual or situation, and then assists individuals in accessing resources to address those needs. A full 4 weeks of training was provided to the team prior to launch and ongoing training of the team continues. A steering committee of local resources/stakeholders was developed in conjunction with this to aid the program in development and to assist in further training of the team(s). A second CCRT team has been created with their training beginning the second week of 2023. It is expected that the second team will be fully operational by the end of January 2023.

### **Drug Take Back Program**

Conway Police Department maintains a permanent drop box for citizens to dispose of their unused prescription drugs. In 2022, 611.5 lbs. of prescription medications were collected and disposed of safely through this program.





# Conway Police Department – 2022 Annual Report

## SUPPORT DIVISION

The Support Division consists of 7 sworn officers and 9 non-sworn who are assigned to the following sections: Training, Warrants, Property and Evidence, Records, and Information Technology. The following Support Division statistics were reported for 2021:

- The Training Unit reported a total of 32,735 hours of training in 2022, a 52% increase from 2021. These hours included Basic Police Academy training, Field Officer Training, PowerDMS training, along with other specialty classes such as Crime Scene Technician, School of Law Enforcement Supervision, Drug Recognition Enforcement Officer, and Instructor Development.
- Warrant Officers totaled 2,568 warrants served in 2022 (12.9% increase). They also spent 381 hours (7.8% decrease) conducting prisoner transports throughout the state with 15,535 total miles driven (3.87% decrease). Warrant Officers spent 5 hours acting as Conway District Court Bailiffs (95.7% decrease). This decrease is due to Conway District Court hiring their own bailiff. Warrant Officers processed 162 recalled warrants (68.75% increase). Total number of warrants served by officers in the Conway Police Department was 3,762 warrants (14% increase). Total number of warrants issued in 2022 was 3,927 (0% change).
- The Network Systems Administrator successfully replaced eighteen (18) desktop computers, seven (7) Surface Tablets, five (5) XPS Desktop and seventy-two (72) monitors throughout the police department. In 2022, the police department acquired a new building for the Community Crisis Response Team (CCRT) and Fleet Maintenance. The Network Systems Administrator installed network cable, network cabinet, and a network switch in the new building. Four (4) tablets and eight (8) monitors were setup for the new CCRT officers and Care Coordinators. Six (6) laptops and six (6) Cradle Point modems were installed in the new 210x PD mobile units. The Cradle Point modems will allow faster and more reliable network connection than the older Rocket modems. Three (3) cameras at the police department and one (1) camera at the Conway Emergency Operations Center were replaced with newer cameras which will use less space when recording video because of H.265 compression. The Network Systems Administrator also completed the migration of remaining police department personnel to OneDrive. There were 292 logged Helpdesk requests completed for 2022.
- Evidence and Property received 12,638 items in 2022, of which 1,242 were transported to the Arkansas State Crime Laboratory for processing. 1,827 items were destroyed per court order and 393 items were processed and released to the owner/other. 527.5 pounds of prescription drugs were taken in for disposal. In October, 910 pounds of illegal drugs and drug paraphernalia were taken to the Clean Harbor Incineration Facility to be incinerated.
- The Records Section processed 9,784 incident reports, 3,301 collision reports (943 collision reports processed in RMS and 2,358 reports processed in eCrash), 2,610 citations and 5,338 warnings were processed in eCite for 2022. Records Section also entered 534 citations into RMS (250 UCA PD citations, 263 Parking Enforcement citations and 41 Animal Welfare citations).

# Conway Police Department – 2022 Annual Report

## CONWAY POLICE DEPARTMENT SWORN TURNOVER RATE 2016-2022

Year	Auth. Sworn Officers	Officer Departures	Officer Turnover Rate
2016	127	11	9%
2017	127	10	8%
2018	127	16	13%
2019	127	11	9%
2020	127	21	16.5%
2021	127	17	13.3%
2022	131	21	16%

## CONWAY COMMUNICATIONS CENTER TURNOVER RATE 2016-2022

Year	Auth. Sworn Dispatchers	Departures	Dispatch Turnover Rate
2016	22	11	50%
2017	22	7	32%
2018	22	6	27%
2019	22	6	27%
2020	22	8	43%
2021	22	17	77%
2022	22	14	64%



## Conway Police Department – 2022 Annual Report

### SWORN MANPOWER DISTRIBUTION BY RACE-GENDER-RANK

	Chief	Asst Chief	Major	Lieutenant	Sergeant	Officer	Total	Percentage
WM	1	1	3	9	11	66	91	69.47%
WF					3	14	17	12.98%
BM				1		8	9	6.87%
BF							0	0.00%
NAM							0	0.00%
NAF							0	0.00%
HM						2	2	1.53%
HF						1	1	0.76%
Vacant						11	11	8.40%
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>131</b>	<b>100%</b>

### NON-SWORN MANPOWER DISTRIBUTION POLICE, ANIMAL WELFARE, CEOC

	FT	PT	Total	Percentage
WM	7	1	8	15.7%
WF	27	2	29	56.9%
BM				
BF	3		3	5.9%
NAM				
NAF				
HM	1		1	2%
HF				
Vacant	10		10	19.5%
<b>TOTAL</b>	<b>48</b>	<b>3</b>	<b>51</b>	<b>100%</b>



# Conway Police Department – 2022 Annual Report

## **PERSONNEL STRENGTH CHART**

Effective 12/31/2022

### **PART I--SWORN-FT**

Authorized Sworn	131
On Hand (authorized minus vacancies)	120
Physically Available for Duty @ CPD (authorized minus vacancies and activated officers)	120

### **PART II--NON-SWORN-FT**

Authorized Non-Sworn (CPD-18, AWU-8, CEOC-22)	48
On Hand (Vacancies- CEOC- 10, AWU- 0, Evidence-0, Parking-0)	38

### **PART III--Non-Sworn-PT**

Authorized Non-Sworn-PT (CEOC)	3
On Hand	3

### **PART IV--TOTAL STAFF-ALL (F/T & P/T) CATEGORIES**

Authorized	179
On Hand	158

### **PART V--CURRENT VACANCIES**

Sworn positions	11
Non-Sworn positions	10

<b>PART VI--ACTIVATED OFFICERS</b>	0
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# **Purchasing Department 2022 End of Year Report**

Jamie Brice



## 2022 End of Year Report

### Mission:

The Purchasing Department's Mission is to provide direct support to all City Departments in obtaining products and services of high quality, at the lowest cost, and in the time needed.

### Major objectives:

- **Ensure the City receives the best value obtainable for each tax dollar spent**
- **Promote free, open competition and equal opportunity for all vendors who seek to conduct business with the City**
- **Monitor vendor performance to insure reliability**
- **Stay well-informed of current developments in the field of purchasing, prices, market conditions, and new products**



# Summary

As the City of Conway continues to grow and thrive, the Purchasing Department continues to maintain a high level of professionalism and efficiency in the procurement of goods and services. To address efficiency and compliance the department is constantly evaluating operations, modernizing bid processes, updating policy, providing high levels of customer service and training to continue to develop a top-notch Purchasing Department. The Purchasing Department started entering renewable contracts in 2019 and 2020, this allowed the City to lock in prices on several commodities before the recent high inflation increases. This has decreased the amount of bid solicitations and has been a proven significant financial savings to Conway.

# Statistics

During 2022 the Purchasing Department

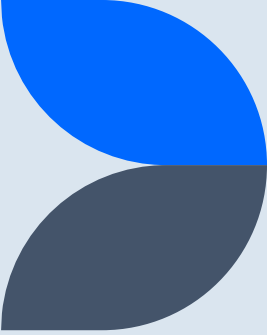
- Processed 9,099 Purchase Orders for a total of \$29,412,774.28
- Solicited 10 Bids
- Solicited 8 RFP/RFQs
- Aided City Departments with projects and solicitations (See 2022 Top 20 Projects List attached)
- Reconciled and managed procurement cards
- Manage and oversee all City Travel – 46 travel trips city wide in 2022

### ***Training:***

The Purchasing Department has connected with Government Procurement Officials on state and national levels through the National Institute of Government Procurement (NIGP). These connections provide a great deal of support and guidance for the Purchasing Department. Jamie Brice currently serves as the historian for the Arkansas Chapter of NIGP.

### ***Fixed Asset Management:***

The Purchasing Department has worked with many departments to help procure and sale fixed assets. Most assets are sold on GovDeals. Since 2017, the City of Conway has made \$698,752.83 from selling assets on GovDeals. During 2022, the City received funds in the amount of \$53,138.31 from the sale of fixed assets on GovDeals.



### ***Procurement Cards:***

The Purchasing Department manages procurement cards and provides training for all procurement card users. During 2022 City received about \$7,800 in rebates from procurement cards.

Top 20 Purchasing Department Solicitations and Projects			
	Project	Bid #	Status
1	Ready Mix	2022.01	Complete, will Re-bid in 2023
2	Concrete Pipe	2022.02	Complete, renewing contract 2023
3	Concrete Work	2022.03	Complete, renewing contract 2023
4	Harkrider Sidewalk	2022.04	Under Construction
5	Overnight Emergency Shelter	2022.05	Under Construction
6	Markham Phase II	2022.06	Pending ARDOT notice to proceed
7	Animal Welfare Exterior Remodel	2022.07	Complete
8	Pompe Park	2022.08	Under Construction
9	Oak Street Light Synchronization	2022.09	Under Construction
10	Middle Road Bridge	2022.10	Under Construction
11	Conway Community Center	2022.2001	Design Phase
12	Soccer Complex	2022.2002	Design Phase
13	Fire Station 3	2022.2003	Under Construction
14	Storm Drainage Survey	2022.2008	Pending Council approval
15	Micro Transit		Ongoing, add vehicles to Fleet
16	Chestnut Street		Utility Construction underway
17	College Farris Roundabout		2023 Project, Utility relocation underway.
18	College Bridge (over Tucker Creek)		McClelland working on design
19	Hogan Hwy 64 Roundabout		2023 Project
20	Stone Dam Creek Trail		Complete

# City of Conway, Arkansas DEPARTMENT OF SANITATION

## 2022 Year-End Report

Please note that all 2022 year-end figures are estimated as of 12/12/2022.



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# About Us

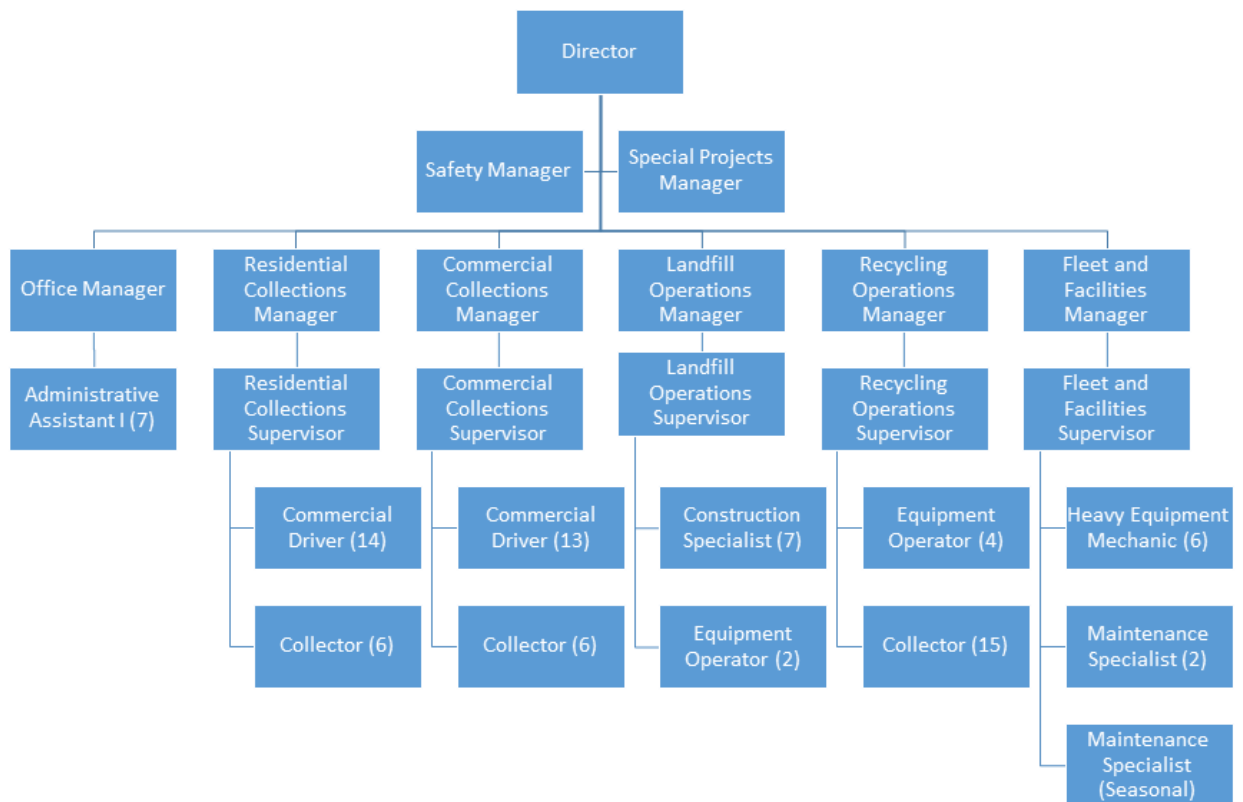
## Our Mission

It is the mission of the Conway Department of Sanitation to make Conway an environmentally friendly and attractive place to live and work, protect natural resources, provide the highest quality of service, continue to improve efficiency and effectiveness, and to be the professional department that is expected and deserved by the citizens of Conway.

## Our People

The Conway Department of Sanitation is made up of a friendly, hardworking, and knowledgeable group of 95 full-time employees with a commitment to provide quality of life service to the community.

## Our Organization



# ADMINISTRATION



The administration division provides leadership and direction to department personnel. Administrative staff manage and coordinate administrative functions for all department programs to include customer service, clerical support, public outreach, safety, dispatch, and scale house operations.

## **Customer Care**

Our customer care team consists of a small office staff, all sharing the same value... to provide the best customer service to the citizens of Conway.

In 2022, office staff processed 1,018 payables and provided customer service to approximately 29,166 citizens via phone this year. Scale attendants entered and processed roughly 145 transactions per day. Industrial dispatch organized delivery of (on average) 27 containers per day with an additional average of 616 roll-off pick up and returns each month.

Assisting those citizens with strict mobility/medical needs, the department's tote out service—where the carts and glass bin are collected from closer to the home—aided 34 residential homes on an ongoing basis. A letter from the resident's medical provider is required for program consideration.

## Community Outreach

### Recycling & Waste Education

The Conway Department of Sanitation's public outreach efforts continued to show positive growth. With more schools and organizations allowing in person visitors, we saw increased interest in both facility tours and in person educational experiences throughout the city. The department experienced continued social media growth in both followings and engagement across all platforms.

- [Facebook](#)
  - "Followers" increased from 4,350 to 5,077 (16.7%).
- [Twitter](#)
  - "Followers" increased from 530 to 621 (17.2%).
- [Website](#)
  - Received more than 66,000 page views throughout the year.
- [Recycle Coach App](#)
  - A total of 3,552 users interacted with the mobile and/or web-based app services more than 280,952 times in 2022. This is a 15.4% increase in users over the previous year, and an increase of 11.2% in engagement.
  - There were 474 new subscribers registered.
- [Google Business](#)
  - Users "Googled" the department for more than 16,000 searches. The current rating is 3.7 out of 5 stars, with 25 user reviews.
  - The top search terms were "Conway sanitation" and "Conway Landfill." Of



note, the negatively connotated "Conway dump" no longer appears in the top five searched terms.

Understanding not all residents prefer online outlets, announcements and department information were also published/presented through the following:

- *Log Cabin Democrat*
- Conway Schools presentations
- Cinemark Movie Theater (Towne Centre)

An important part of our community outreach program is to provide hands on experiences and learning opportunities to the public. This year our department participated in the following events:

- Toad Suck Daze (May)
- City of Conway Job Fair (May)
- Sanitation Worker Appreciation Week (June)
- Meet The Machines (June)
- Conway Safety Fair (June)





- ‘Rise and Shine’ program with PBS (July)
- Conway Business Expo (October)
- Keep Arkansas Beautiful’s “Great Arkansas Cleanup” (October)
- Arbor Day Event (November)
- 14 school visits and tours with interactions with 1,027 individuals (April-Dec).

## Litter Prevention

The Conway Department of Sanitation continues to oversee the city’s litter prevention and control efforts. This programming includes a department-staffed litter abatement crew (see Facility Operations-Recycling); the Conway Adopt-A-Street initiative; and the utilization of a third-party crew, local Renewal Ranch, to assist as needed.

Crews have collected...

- Department Crew / 18,040 lbs
- Renewal Ranch / 3,720 lbs
- Adopt-A-Street / 2,160 lbs

The number of groups participating in the Adopt-A-Street program increased by 7 and is now at 62 groups.

Additionally, the Conway Department of Sanitation is an active participant in the Arkansas Department of Transportation’s Adopt-A-Highway program. In 2022, department staff picked up more than 1,080 lbs of litter along Old Morrilton Highway (U.S. 64).

## Safety Programming

The Conway Department of Sanitation is committed to conducting operations in a manner that protects the health and safety of the Department employees, contractors, vendors, the public, and the environment. The department is committed to conducting business in accordance with all applicable regulatory requirements while striving to continuously improve safety and environmental performance.

### **Employee Training**

Employees receive job specific training as well as periodic training covering various health, safety, and environmental topics. Throughout the year, 40 individual safety trainings were completed, with topics including heat stress, cold stress, fall protection, powerline safety, railroad crossing safety, and ladder safety. An additional 4 specialty trainings were conducted. These included:

- Active shooter
- Fire hazards
- Low hanging power lines
- Tornado preparedness

### **Additional Safety Measures**

Additional safety signage was erected around property to increase employee and citizen safety while on grounds.

### **Environmental Monitoring**

It is important to manage stormwater runoff to prevent contamination of rivers, streams, and tributaries. Quarterly inspections are performed and documented to identify and strengthen stormwater protection measures. Stormwater monitoring consists of collecting, analyzing, and reporting stormwater effluent values for regulatory review. Monthly discharge reports were consistently filed and quarterly comprehensive inspections were performed in accordance with EPA regulations.

### **Incident/Accident Reporting**

Incident and accident reporting is an important tool utilized to share information, hazards, and experiences. The information is very useful in investigating root cause and implementing best practices or safeguards to prevent reoccurrence. There were nine accidents investigated that required treatment of first aid or greater.

### **Staffing Trends**

The Conway Department of Sanitation is comprised of a friendly, hardworking, and knowledgeable group of drivers, collectors, operators, and communicators. The Department of Sanitation operates with the city's third largest department staff.

The following Conway Department of Sanitation employee retired in 2022:

- Moses Maestas, Equipment Operator  
20 Years of Service

### **Recruitment**

The department continued to face hiring and turnover challenges. However, it should be noted that the 30% turnover rate was a 6.3% decrease from the previous year.

To help combat this, we participated in the following Workforce Development community career fairs:

- City of Conway Job Fair (May)
- Sponsored Indeed job postings (October - December)
- Specific/Targeted Facebook and Social Media posts.



# FACILITY OPERATIONS



Welcoming citizens from greater Faulkner County each day, the Conway Department of Sanitation oversees three waste facilities— landfill, yard waste, and material recovery. To ensure a clean and healthy community, multiple collection services are provided specifically to citizens within the Conway city limits.

## **Collections**

The collections division is responsible for providing efficient, unmatched collection of solid waste for the residents and businesses of Conway, and to ensure excellent customer service levels are maintained.

### **Residential Collections**

In 2022, residential collection crews collected 13,577.3 tons of garbage and 2,156 tons of recyclable material from more than 23,000 households in Conway.

### *Yard Waste*

Yard waste collection increased in 2022. Rear load, knuckle boom, and roll-off crews collected 3,330.6 tons of yard waste.

Staff currently utilize both rear load and knuckle boom trucks to provide daily curbside yard waste



collection. Employing both rear load and knuckle boom methods of collection for yard waste is highly effective.

### *Glass Recycling*

Currently, we collect glass 4 days per week, utilizing glass bins contained on yard waste trucks which are already in neighborhoods. With this added efficiency, separate glass routes are no longer needed. We have approximately 5,120 glass bins distributed throughout the city. Department personnel collected 155.8 tons of glass during the year, a 11.5% decrease from 2021. Gross revenue from the collection of glass is estimated at \$155.00.

### *Bulky Item*

Bulky item collection services have quickly become very popular throughout the city. Residents simply call or make an online service request to schedule a pickup of household items, such as furniture, appliances, rugs, and other household items that often clutter garages, yards, and neighborhoods. With 1,725 service requests, bulky item collection in yielded 112.9 tons in 2022.

The bulky item service utilizes knuckle boom trucks. The crane engineering of these trucks creates the added fleet benefit as contingency for major storm events.



### *Citywide/Countywide Cleanup*

The Conway Department of Sanitation participated in the Faulkner County Solid Waste Management District's countywide cleanup on October 7th and 8th, 2022. Cleanups are provided to enhance the beauty of the community by allowing residents an opportunity to dispose of household items such as furniture, appliances, carpet, toys, and other household debris. The 2022 cleanup yielded 92.3 tons countywide, with 14.1 of those tons collected at our Conway landfill facility.

### **Commercial Collections**

The commercial collections program is responsible for the efficient and timely collection of commercial refuse and recyclables from the businesses of Conway. Commercial garbage is collected 6 days per week, utilizing 3 front load and 2 rear load trucks. The front load trucks are operated solely by a driver, while the rear loads require a driver and 2 collectors to operate efficiently. Commercial collection crews collected 19,992.7 tons of garbage and 1,788.4 tons of source separated corrugated cardboard in 2022.

### **Industrial Collections**

The industrial collections division is responsible for the collection of large volumes of solid waste and recyclables from industrial complexes, businesses, and construction sites throughout Conway.

Industrial collections hauled 458.8 tons of cardboard from 16 “permanent” roll-off cardboard containers in 2022. “Permanent” roll-off containers were utilized for garbage collection at 140 businesses throughout the city. Throughout the year, 481 customers utilized “temporary” containers at construction sites accounting for 16,432 tons of the total solid waste stream. The industrial collections division hauled and sold 366 tons of scrap metal to local markets.

## Landfill

The sanitary landfill division is responsible for the operation of a 93-acre, state permitted, Class 1 sanitary landfill. The landfill also operates a yard waste processing site and customer convenience center, internally known as “The Wall.” The landfill processed a total of 62,862 tons of solid waste in 2022, a decrease of 1.2% from 2021. Approximately 85% of this total was collected by the residential, commercial, and industrial collections divisions. The remainder of the waste was delivered to the landfill by City of Conway and greater Faulkner County citizens.

For the year, equipment operators within the landfill division hauled 1,768 loads of

dirt for use as cover on the landfill working face. Operators also excavated and hauled 526 loads of rock and shale to build and maintain roads within the permitted landfill site, providing access to the working face. Approximately 1,219,000 gallons of water and 1,220 tons of gravel were applied to access roads, providing “all weather” access to the landfill and to assist with dust control as required by state regulations.

The Conway Department of Sanitation received 5,373 tons of yard waste in 2022, up 4.6% decrease from 2021. This material was ground or mulched and used as alternate daily cover on the landfill working face. Soil deficits at landfill sites are a common problem nationwide. We were able to use less dirt and save valuable landfill airspace by utilizing the processed yard waste and/or state approved plastic film. This also helped to reduce operational costs for excavation and hauling of soil.

## Recycling

The material recovery facility (MRF – pronounced “murf”) is responsible for the efficient operation of the city’s 35,000 square foot recyclables processing facility. The MRF receives, separates, and prepares recyclable materials for sale as raw materials to end users such as paper, cardboard, steel, aluminum, and plastic



manufacturers.

Recycling revenues for 2022 were slightly lower than previous years. Much of the decline can be attributed to the lower demand of materials that is used in packaging of consumer products. Demand for new products in the retail consumer market has taken a notable downturn in correlation to steady inflation rates over the past year. However, it should be noted that the current market prices are thought to have finally hit the price 'floor' and are expected to remain constant into, at least, mid 2023.

The Conway Department of Sanitation currently accepts plastic bottles and jugs (#1 and #2), paper, cardboard, aluminum cans, steel cans, and when bagged separately, shredded paper and Styrofoam in the curbside recycling program. Unfortunately, non-recyclable materials, such as plastics #3-7 and plastic film, continue to hinder our operations and create landfill-bound residual.

### *Recycling Cart Audits*

Routine cart audits continued throughout the community. This is an effort to educate citizens on an individual basis.

### **Total Projected Revenue from the Sale of Recyclables**

<u>Type of Material Sold</u>	<u>2020 (actual)</u>	<u>2021 (actual)</u>	<u>2022 (projected)</u>	<u>Net Inc/(Dec)</u>
Mixed Paper	\$ 30,084.85	\$ 102,012.74	\$ 91,083.00	\$ (10,929.74)
Old Corrugated Cardboard (OCC)	\$ 249,087.17	\$ 463,878.10	\$ 401,933.00	\$ (61,945.10)
Steel	\$ 25,473.28	\$ 50,567.87	\$ 43,083.72	\$ (7,484.15)
Glass	\$ 170.17	\$ 175.09	\$ 155.00	\$ (20.09)
Polyethylene Terephthalate (PET, #1)	\$ 14,537.81	\$ 57,033.81	\$ 63,135.00	\$ 6,101.19
High-Density Polyethylene (HDPE, #2)	\$ 25,617.80	\$ 81,151.40	\$ 64,966.00	\$ (16,185.40)
PP #5	\$ -	\$ -	\$ 15,256.82	\$ 15,256.82
Plastic Film	\$ 4,626.60	\$ 885.20	\$ -	\$ (885.20)
Aluminum	\$ 20,449.23	\$ 58,783.25	\$ 83,166.27	\$ 24,383.02
Reuse	\$ 3,224.29	\$ 752.60	\$ 798.15	\$ 45.55
Batteries	\$ 253.56	\$ -	\$ 765.20	\$ 765.20
Totals	\$ 373,524.76	\$ 815,240.06	\$ 764,342.16	\$ (50,897.90)

### **Total Recyclables sold by Weight (in tons)**

<u>Type of Material Sold</u>	<u>2020 (actual)</u>	<u>2021 (actual)</u>	<u>2022 (projected)</u>	<u>Net Inc/(Dec)</u>
Mixed Paper	1250.8	1254.9	1301	46.10
Old Corrugated Cardboard (OCC)	2355.6	2610.8	2445	(165.80)
Steel	1181	518.7	414	(104.70)
Glass	170.7	176.8	155	(21.80)
Polyethylene Terephthalate (PET, #1)	111.5	155.3	133.1	(22.20)
High-Density Polyethylene (HDPE, #2)	89.9	85.8	115.2	29.40
PP #5			19.5	19.50
Plastic Film	21	22.1	0	(22.10)
Aluminum	22.4	43.7	44.5	0.80
Reuse	3.3	0	0	0.00
Batteries			3.4	3.40
Totals	5206.2	4868.1	4630.7	(237.40)

### **Diverted Materials by Source and Weight (in pounds)**

<u>Source of Recyclables</u>	<u>2020 (actual)</u>	<u>2021 (actual)</u>	<u>2022 (projected)</u>	<u>Net Inc/(Dec)</u>
MRF/Wall Recyclables	5206.2	4868.1	4630.7	(237.40)
Yard Waste/Mulch	7617.6	4845.3	5428.9	583.60
Electronic Waste (E-waste)	66.7	80.7	47.1	(33.60)



### *Litter Abatement*

Two collector positions, specific to the duties of litter abatement, are included in the operations of the recycling division. The team's goal is citywide, daily litter collection. In 2020, these staff members removed more than 17,460 lbs of litter from the streets of Conway. This year saw a significant increase of the amount of litter collected by our program. We believe that this can attributed to having these collector positions filled more consistently throughout the year.

### **Fleet & Facilities**

The fleet and facilities division is responsible for the maintenance and repairs of all Conway Department of Sanitation vehicles, containers, and equipment. Additionally, this operational area is responsible for lawn care, facility litter control, and building maintenance in and around the campus. The Conway Department of Sanitation fleet includes 33 heavy trucks, 18 fleet vehicles, 25 heavy landfill and MRF equipment machines.

- Mechanics performed 788 jobs for sanitation vehicles/equipment of which 187 were preventative maintenance.
- Unfortunately, 2 of our automated trucks and 1 of our rear load trucks were destroyed in April by an overnight electrical fire.
- 2 new automated trucks were able to be located, purchased and were recently delivered. They are awaiting decals and will begin servicing our customers by the time this report is published.
- We are currently awaiting the arrival of a new rear load truck as well as a front load truck.



# IN REMEMBRANCE

*It was with the deepest sadness that our department lost two members of our work family in 2022.*

*Travis Howell and Harold "Van" Voorhies were both loved by their co-workers. Both men were exemplary employees who consistently proved their commitment to their job and city. Travis and Van will be missed greatly by all.*



Travis Howell was 45 years old and had worked with the Department of Sanitation for 12 years. He was a heavy equipment operator on the landfill. Travis was a devoted family man that loved supporting his children in softball and football.

Van Voorhies was 61 years old and had been with the Department of Sanitation for 15 years. Van worked as a CDL driver in the commercial division. He was well respected amongst his co-workers and left a significant void in the driving ranks.









City of Conway  
Transportation Department



# ANNUAL REPORT

FY 2022

# TABLE OF CONTENTS

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# GENERAL DESCRIPTION

## General Description

### MISSION STATEMENT

To provide professional, courteous services to the citizens of Conway, and bring value, efficiency, and quality to municipal operations through precision, discernment, and dedication.

### VISION STATEMENT

To provide the safest, most efficient transportation and storm water infrastructure systems in the state to every resident and visitor of Conway.

### PRIMARY FUNCTIONS

The City of Conway Transportation Department is solely responsible for maintaining over 365 miles of local roadways and approximately 60 traffic signals. In addition, the department provides engineering and construction inspection services for other departments within the City of Conway.

### STAFF

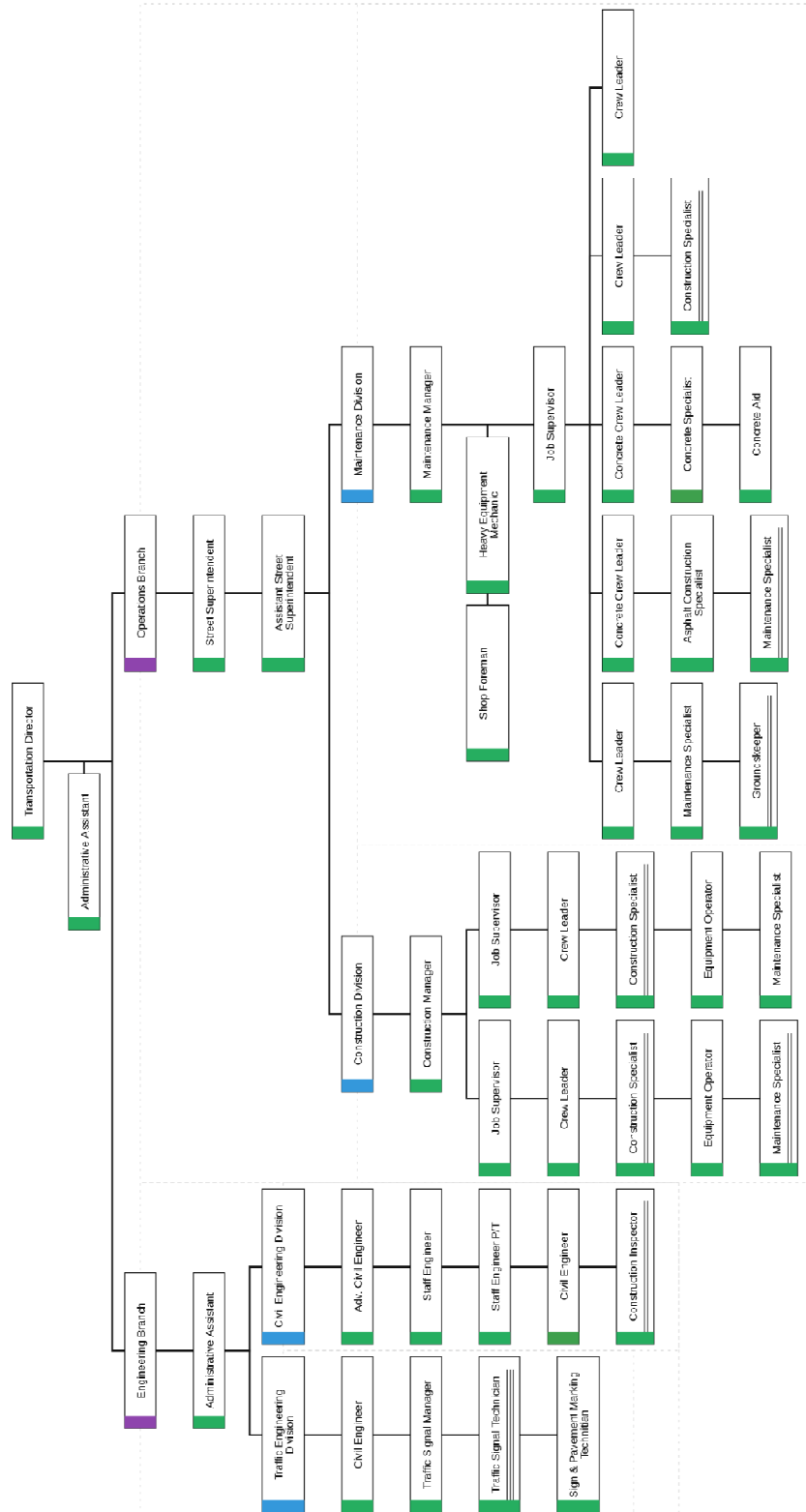
50 positions (forty-nine full-time, one part-time) were authorized for the Transportation Department for the subject year. An organizational chart is provided on the following page. These positions were categorized into the following sections:

#### DEPARTMENTAL DIVISIONS

DIVISION	# OF EMPLOYEES
Administration	5
Engineering	6
Traffic	6
Construction	14
Maintenance	19

In addition to the positions noted above, one contract employee provided construction inspection services.

# GENERAL DESCRIPTION



Confidential - Property of City of Conway Transportation Department

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# STREET FUND

## Street Fund

### REVENUE

Below is a summary of revenue for the subject fiscal year as of the date of publication of this report. For more information, please contact the Finance Department.

REVENUE		
SOURCE	BUDGETED	ACTUAL
Ad Valorem Tax	\$1,400,000.00	\$1,538,845.99
Sales Tax	\$325,000.00	\$357,288.35
<u>State Tax Turnback – Gasoline</u>	<u>\$3,000,000.00</u>	<u>\$2,647,340.13</u>
<u>State Tax Turnback – Sales</u>	<u>\$1,640,000.00</u>	<u>\$1,695,293.43</u>
<u>State Tax Turnback – Wholesale</u>	<u>\$460,000.00</u>	<u>\$367,994.75</u>
<u>Severance Tax</u>	<u>\$0.00</u>	<u>\$346,361.63</u>
Payments in Lieu of Tax	\$6,000.00	\$0.00
Licenses and Permits	\$0.00	\$0.00
Sign Permits	\$0.00	\$900.00
Engineering Fees	\$15,000.00	\$14,325.00
Interest Income	\$80,000.00	\$87,796.40
State Grant Revenues	\$0.00	\$0.00
Transfers from other funds	\$0.00	\$0.00
Insurance Proceeds	\$0.00	\$0.00
Fund Balance Appropriation	\$5,178,000.00	\$5,178,000.00
Federal Grant Revenues	\$0.00	\$0.00
Proceeds from Sale of Assets	\$0.00	\$0.00
Miscellaneous Revenues	\$0.00	\$464.21
<b>TOTAL</b>	<b>\$12,104,000.00</b>	<b>\$12,234,609.89</b>

The underlined funding sources shown above indicate state funds. December revenues are not included in this report due to the date that the report was created.

# MAJOR PROJECT FUNDING

## Major Project Funding

### STREET SALES AND USE TAX

The summary below reflects total revenue, expenditures, and budget of the Street Sales and Use tax for the subject fiscal year as of the publication date of this report.

#### SUMMARY

REVENUE	EXPENDITURES	BUDGET
\$7,331,027.00	\$745,048.74	\$6,500,000.00

Expenditures were low this year due to delays to the construction of Donaghey Phase 2 project. Remaining revenue will be carried forward to fund the continuation of the Donaghey Avenue improvements, Salem Road Bridge Reconstruction, Salem Road Improvements, and commitments to ARDOT for the Harkrider Street improvements, and Dave Ward Drive improvements.

### PAY AS YOU GO SALES TAX

The summary below reflects all revenues and expenditures processed during the subject fiscal year as of the date of publication of this report.

#### SUMMARY

REVENUE	EXPENDITURES	BUDGET
\$5,230,438.36	\$2,215,563.48	\$4,922,189.69.00

During the subject fiscal year, the Pay-As-You-Go sales tax funded the redevelopment of the old scrapyard, Court street improvement project and the Reedy road half street improvement project. Remaining revenue will be carried forward to fund commitments to ARDOT for the improvement of the Harkrider and Robins traffic signal and the construction of the Hogan and Old Morrilton roundabout. Also, Pay-As-You-Go will fund the Oak St. Adaptive signal project. For a detailed accounting of the Pay-As-You-Go account, please contact the Finance Department.



# MAJOR PROJECT FUNDING

## IMPACT FEE

The summary below reflects total revenues, expenditures, and balance of the Impact Fee account for the subject fiscal year as of the publication date of this report.

### SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$677,065.55	\$379,641.71	\$1,975,883.02

The Impact Fee fund is generally used to fund intersection improvements such as converting signalized intersections to roundabout operation. The Tyler & Salem roundabout was constructed early this year. The College and Farris roundabout is scheduled for construction in 2023. For more information, please contact the Finance Department.

## STORMWATER FUND

The summary below reflects the revenue, expenditures, and balance of the stormwater fund as of the date of publication of this report.

### SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$0.00	\$0.00	\$0.00

The Stormwater fund, also known as the in-lieu detention fund, does not generally generate enough revenue for large projects. It was last used in 2016 to hire a consultant to research and write the necessary language for a stormwater utility. Due to a change in the City's stormwater drainage ordinance, the option to pay the in-lieu fee rather than construct stormwater detention is now only allowed in very specific circumstances.

## SIDEWALK FUND

The summary below reflects the revenue, and expenditures, and balance of the in-lieu sidewalk fund as of the date of publication of this report.

### SUMMARY

REVENUE	EXPENDITURES	BALANCE
\$113,711.32	\$7,953.00	\$0.00

The sidewalk fund was last used to aid in the construction of the Tyler Street sidewalk from Gatling Park to Washington Avenue.

# CONSTRUCTION PROJECTS

## Construction Projects

- **Elm Street – Locust to College** – Improvement began on this road in 2021 and was completed in 2022. Funding provided by the Street Fund. Total cost of this project was \$92,279.02.
- **Court Street- Main to Oak**- Construction was completed summer of 2022. Total cost of this project was \$224,139.87.
- **Nutter Chapel Rd-Mattison to Pebble Beach**- Drainage improvements and overlay were completed in fall of 2022. Total cost of this project was \$339,070.53.
- **Tyler/Salem Roundabout**- Construction was completed early summer of 2022. Total cost of the project was \$493,966.96
- **MLK Square-Old Scrapyard**- Crow Paving Inc. completed the project in 2022. Total cost of the project was \$1,889,740.69. This includes design and construction.

# MAINTENANCE ACTIVITIES

## Maintenance Activities

### ROADWAY MAINTENANCE

Asphalt patching, mowing of street right of way and sweeping activities were performed daily. Other equipment and personnel were engaged full time on the designated street reconstruction projects listed in the previous section of this report. Typically, work requests are handled on a first come, first serve basis. However, some requests take priority over others due to severity.

### ASPHALT OVERLAYS

Asphalt overlays are an effective method of prolonging the life a roadway. The preparation of streets for asphalt paving required milling of the existing pavement prior to the placement of new pavement. An annual asphalt milling and paving contract was secured for the subject fiscal year with Rogers Group, and the work was supervised by the Transportation Department. The total amount billed by Rogers Group for the subject fiscal year for asphalt overlays was \$624,957.60.

### ASPHALT/CONCRETE REPAIR

A three-man asphalt patching crew, as well as a two-man concrete crew worked full time, removing and replacing pavement failures, filling pot holes, repairing broken curbs, repairing storm drain inlets and assisting the Conway Corporation with street cut repairs.

### RIGHT OF WAY MAINTENANCE

Street department personnel address maintenance issues within the street right of way on an as-needed basis as time allows. Common maintenance issues include tree trimming, debris removal, and minor drainage issues.

Trees are trimmed by department personnel to ensure proper lines of sight with signs and other vehicles if possible. If a dead tree within the street right of way poses a safety risk, a contract is secured with a tree cutting service for removal.

# MAINTENANCE ACTIVITIES

## SIDEWALK MAINTENANCE

Beginning in 2019 the Transportation department began devoting significant attention to the repair of the sidewalks in the Old Conway area. Labor was provided by JCI Construction, Inc., and Precision Safe Sidewalks Inc. Materials were provided by Mallard Ready Mix, SRM Concrete LLC, and Culverts Plus Inc. Sidewalks along the following streets were repaired or replaced in 2022. The cost for sidewalk repairs in 2022 totaled \$193,952.64.

- **Center Street**
- **Duncan Street**
- **Mitchell Street**
- **Scott Street**
- **Watkins Street**

## EMERGENCY RESPONSE

Utilizing three snow plows, two sand spreaders, and a motor grader, the street department personnel responded to emergency call out duties when a winter weather event created hazardous driving conditions on City Streets. The snow plows were utilized to remove the snow and slush from arterials and collectors to speed the clearing of the material from the roadway. The spreaders distributed sand and salt on steep hills and major intersections to enhance traction and speed melting.

Street department personnel also respond when severe weather causes tree limbs or other debris to fall in the roadway. Generally, the debris is cut into manageable pieces using chainsaws, stacked on the side of the road, and retrieved the following day.

## TRAFFIC SIGNS AND PAVEMENT MARKINGS

The traffic division utilized sign making equipment to make and install street marker signs in new subdivisions as well as replacement warning and regulatory signs as they are stolen, faded, or destroyed. A contract was secured with Contractor Specialty Service to provide pavement markings associated with asphalt overlays and construction projects. At a cost of \$98,513.74.

## MOWING STREET RIGHT OF WAY

While much of the street right of way within the city is maintained by adjacent landowners, there are still many miles of undeveloped land in town that must be mowed by the city to prevent accumulation of vegetation and maintain adequate lines of sight. Most of the mowing performed by the street department is on open ditch roadways in rural or undeveloped areas. Two men operating bush hogs dedicated themselves full time to mowing these areas.

A contract was secured with Olive Branch Landscape Management to maintain roundabout central islands, roadway medians, and sidewalk buffers at a cost of \$189,044.09. An ordinance requiring adjacent property owners to maintain ROW adjacent to their property would remove the need to mow sidewalk buffers and decrease this cost significantly.

# MAINTENANCE ACTIVITIES

## STREET SWEEPING

For most of the year two street sweepers were operating full time. One sweeper was primarily dedicated to keeping bike lanes free of debris, while the other one focused on the rest of the city. Sweepers were run overtime from September until December to aid in the removal of accumulated leaves and grass from roadway gutters.

The department maintains two different types of street sweepers, a mechanical broom model, and a regenerative air model. The first excels at removing large debris, while the second cleans smaller and lighter debris with less mess.

## DRAINAGE MAINTENANCE

Cleaning and repairing drainage ditches are essential to preventing blockages and upstream flooding problems. The most common request received from Conway's residents is for additional drainage maintenance. Unfortunately, there are several factors that prevent the department from adequately responding to these requests. First, personnel were only intermittently available for this type of maintenance when weather or other factors prevented them from working on construction projects. Additionally, much of this work is along narrow concrete or earthen channels between back yards, which significantly slows progress. Furthermore, many of the drainage ditches that require the most maintenance reside in drainage easements that are not part of the road right of way. As a result, maintenance of these easements is not a legitimate street fund expense according to state law. An alternate funding source, such as a drainage utility, is desperately needed to provide the necessary personnel and equipment necessary to adequately maintain the city's drainage easements.

Beginning in 2018, mulching of vegetation along major streams and waterways within the city began to decrease the potential for flooding. After an area is mulched by the Transportation Department crews, the vegetation is kept at bay by means of chemical weed control. For the subject fiscal year, Arkansas Weed & Brush was contracted to provide this service at a cost of \$46,481.

## Engineering Services

### DESIGN, CONSTRUCTION ENGINEERING, UTILITY COORDINATION, ROW ACQUISITION, ETC.

Design, project management, construction engineering, right-of-way acquisition, utility coordination and quality control were provided for all projects constructed by Transportation Department work crews. For transportation and drainage projects let to private contractors, project management, contract administration, utility coordination, right-of-way acquisition, and review of project quantities and pay estimates were generally provided. Additionally, civil design, including plans, specifications, and bid documents as well as construction engineering, were generally provided for all projects except those that included federal funding.

Approximately 25 miles of state highways are located within Conway's city limits. As a result, coordination with the Arkansas Department of Transportation is necessary regarding any updates to the state highway system. In addition, the City Engineer represents the city on Metroplan's Technical Coordinating Committee. Coordination with Metroplan, Central Arkansas' metropolitan planning organization, is essential regarding any projects receiving federal funds. Utility coordination with the Conway Corporation as well as other utility companies is also required on many projects to ensure that conflicts are avoided wherever possible. Lastly, coordination with property owners is often required when acquiring right-of way for improvements.

Engineering services as described were provided for the projects listed below during the subject fiscal year:

- **Prince and Country Club Roundabout** – *Roundabout* – Design began in 2022
- **Conway Community Center Streets** – *New streets for the Conway Community Center* – Design began in 2022
- **2022 Pavement Marking Program**
- **2022 Sidewalk Repairs** – *Sidewalks* – Consists of sidewalk repair to various areas throughout the city
- **Mitchell Street Sidewalks** – *Sidewalks* – New sidewalk construction along Mitchell Street
- **College Bridge over Tucker Creek** – *Bridge Replacement* – A grant was secured for design of a new bridge structure that will improve drainage and eliminate the at-grade crossing of Kinley Trail at College Avenue
- **College & Padgett** – *Intersection Improvements* – Design began in 2022 for improvements to the intersection of College and Padgett to correct a sight distance issue
- **Clifton Street Drainage** – *Drainage Improvements* – Installation of a new culvert off Clifton Street near the intersection of Mill Street to improve drainage in the area
- **Highway 64 and Highway 65 Signal Rewire** – *Traffic Signal* – Emergency rewire of the existing traffic signal at Highway 54 and Highway 65
- **Watkins Sidewalks** – *Sidewalks* – New sidewalks along Watkins Street
- **East German Lane Improvements** – *Street Improvement Project* – Design began in 2022 on a street and drainage improvement project from Oak Street to Hallous Street



# ENGINEERING SERVICES

- **Main Street Box Culvert** – *Drainage Improvements* – Design began in 2022 on a new drainage structure in the downtown area that will help reduce flooding issues in the downtown area
- **London Road Drainage Improvements** – *Drainage Improvement Project* – New culverts were installed along London Road to improve drainage in the area
- **Highway 286 Widening** – *ArDOT Improvement Project* – This is a partnering project with ArDOT that will continue the widening of East Dave Ward Drive from Thomas G Wilson Drive to East German Lane and includes intersection improvements to East Dave Ward Drive and East German Lane
- **2022 Pavement Management** – *Overlay* – An updated pavement assessment was completed in 2022 and will be used to develop the 2023 street overlay program
- **Highway 64 & Salem Road Signal** – *Traffic Signal* – This project consists of upgrades to the existing traffic signal at the intersection of Highway 64 and Salem Road
- **Harkrider & Robins** – *Intersection Improvement* – ARDOT signal improvement partnering project
- **Markham Street Improvements** – *Spruce to Van Ronkle* – Phase 2 of a Metroplan grant was bid in 2022
- **Markham Town Square** – *Old Scrapyard* – Arkansas Natural Resources Commission grant, which let in 2021, with construction completed in 2022
- **Stone Dam Creek Trail** – *Mimosa to Donaghey* – Funding provided by a \$453,000 in ARDOT RTP grants as well as parks impact fee – Construction completed in 2022
- **Oak Street Adaptive Signal Control System** – *Harkrider to E. German* – Metroplan grant, let in 2022
- **Hogan & Hwy 64** – *Intersection Improvement* – ARDOT partnering project
- **Highway 65B Traffic Study** – *Harkrider to I-40* – ARDOT partnering project
- **Highway 64/65 Connector Study** – *County* – ARDOT partnering project
- **Donaghey Avenue Improvements** – *Prince to Dave Ward* – Construction of phase 1, Dave Ward to College, completed in 2022 - Phase 2 construction to begin 2022
- **Salem Road Bridge** – *Tucker Creek* – A \$3,000,000 Metroplan grant was awarded in late 2020, construction scheduled to begin early 2023
- **Kinley Trail Expansion** – *Hogan to Lollie* – Future grant project
- **Harkrider Sidewalk** – *Bruce to Robins* – Metroplan grant awarded 2020 – Construction began in 2022
- **Salem & Tyler** – *Roundabout Installation* – Construction completed in 2022
- **Salem Road Improvements** – *College to Dave Ward* – Preliminary design plans prepared in 2020, construction to begin as funding allows
- **Nutters Chapel Road Improvements** – *Wineberry to TJ* – Preliminary design plans prepared in 2020, construction to begin as funding allows
- **Nutters Chapel Road Improvements** – *Mattison to Pebble Beach* – Drainage improvements and overlay completed in 2022
- **College Sidepath** – *Salem to Farris* – ARDOT grant awarded in 2021 – Design underway
- **York/Eggman Drainage Improvements** – *Unnamed Creek* – Preliminary design completed 2020

# ENGINEERING SERVICES

- **Downtown Drainage Study** – *Drainage Improvements* – FEMA grant application submitted 2020 – Study began in 2022
- **Willow Street & Garland Street** – *Spencer to Markham* – Future grant project
- **College & Farris** – *Roundabout* – Engineering completed in 2022 – Project will be let in 2023
- **Oak & Parkway** – *Locust to RR & Oak to Main* – Engineering began 2021
- **Elm Street** – *Locust to College* – Construction completed in 2022
- **Court Street** – *Oak to Main* – Construction completed in 2022
- **Reedy Road Sidewalk** – *Castlegate to Sylvia Springs* – Construction completed in 2022
- **College RRFB** – *Western* – Construction completed in 2022
- **Wayfinding Signage** – *Phase 1* – Construction completed in 2022
- **Towne Center Access** – *Lower Ridge Rd* – ROW acquisition underway – Construction to begin in 2023

# ENGINEERING SERVICES

## DEVELOPMENT REVIEW SERVICES

Engineering services were provided to the planning department for the review of all preliminary plats, final plats, and development plans to ensure compliance with federal, state, and local requirements as well as sound engineering design. Design review was completed for the following projects during the subject fiscal year:

- **Conway Soccer Complex**
- **Ferguson Subdivision**
- **Church of the Nazarene Expansion**
- **University Lofts PUD**
- **Don Pepe's**
- **12 Hundred Place Apartments – Phase 3**
- **Maly District Replat**
- **Goodard Conway**
- **South Sterling PUD – Phase 2**
- **501 Martial Arts Fitness**
- **Bell Valley – Phase 3**
- **Bell Valley – Phase 4**
- **Bell Valley – Phase 5**
- **Splash Carwash**
- **Hawks Homes**
- **1600 Place PUD**
- **Olive Garden**
- **Covington Multi-Tenant Buildings**
- **Maly Entertainment**
- **McBee's Coffee 'n Carwash**
- **Catholic Campus Ministry**
- **Orchard Hills – Phase 3**
- **ARcare Conway**
- **M.S.A. Replat**
- **Conway Fire Station #3**
- **New Airport Hangar**
- **Cardinal Valley – Phase 2**
- **Encore at Lewis Ranch**
- **Bell Valley PUD**
- **The Estates PUD**
- **Crain Buick GMC Carwash**
- **Shadwick Produce Stand**
- **Horton's Express**
- **Thielke Warehouse**
- **Crain Genesis of Conway**
- **The Woods Subdivision**
- **Crain Hyundai Addition**
- **Bill Hambuchen Warehouse**
- **Kum & Go Convenience Store**
- **Centerstone Lofts**
- **Robynmar – Phase 4**
- **Total Tire**
- **Moix RV Warehouse Expansion**
- **Eagle Grip Coatings System**

Upon completion, all improvements were or will be inspected by the Transportation Department to ensure compliance with the approved plans and specifications.

## SUBDIVISION CONSTRUCTION INSPECTION

Construction inspection and observation was provided for all subdivisions developed by private developers ensure that all required improvements were completed in accordance with plans and specifications as approved by the planning and engineering departments. These services were provided for the majority of the projects listed in the development review list above, as well as some projects from the previous year.

# ENGINEERING SERVICES

## STORM WATER POLLUTION PREVENTION

Engineering services as required by the Arkansas Department of Environmental Quality's NDPES Small MS4 General Permit No ARR040000 were provided by the engineering department. This permit authorizes the city to discharge storm water into approved receiving waters of the state. Requirements of this permit include:

- Annual Reporting
- Construction site inspection to monitor storm water runoff
- Maintain pollution prevention best practices for municipal operations

Storm Water Pollution Prevention Plans were developed and submitted to ADEQ for major construction projects within the City in compliance with this permit. In addition, assistance was provided to the Code Enforcement Department regarding properties that were in violation of this permit.

## FLOODPLAIN MANAGEMENT

The engineering staff provides Floodplain Management services as required by the city's Floodplain Development Ordinance and FEMA. These services included consideration of floodplain development permits and responding to public inquiries regarding information provided on floodplain maps. In addition, engineering staff monitors development in an effort to prevent unpermitted development within the floodplain.

## TRAFFIC SERVICES

Inspection and maintenance of the approximately 60 signalized intersections in Conway were provided by three full-time employees with oversight from the city engineer. This effort involves the repair or replacement of electrical components as required as well as routine updating of signal timing parameters. In addition, these employees provided routine maintenance of all signage and pavement marking within the city.

## TRAFFIC CALMING

Upon receiving a completed resident application, traffic counting equipment was placed and reports were produced indicating traffic volume and speed at locations where traffic calming was being considered. At locations approved by the Traffic Engineer, the following traffic calming devices were installed during the subject fiscal year.

- **Pickwickett St** – Speed hump
- **Wilmington Dr** – Speed hump
- **Gum St**– Speed Hump
- **April Dr**- Speed Hump
- **Sterling Dr**- Speed Hump

# ENGINEERING SERVICES

## ALTERNATIVE TRANSPORTATION

Providing or encouraging alternate forms of transportation is an important goal for both the City of Conway and this department. To this end, the city engineer serves as an ex officio member on the Bicycle and Pedestrian Advisory Board, which serves to advise the city on ways to remain an official bicycle-friendly, become an official walk-friendly community, and seek to achieve the federal and state goals of the safe routes to school program.

# IMPROVEMENT PROGRAM UPDATE SUMMARY

## Improvement Program Update Summary

### STREET SALES TAX PROJECTS

- **Donaghey Avenue Improvements** – *Prince to Dave Ward* – Phase 1 roadway construction was completed in 2021. Phase 2 is scheduled to begin in early 2023.
- **Salem Road Bridge** – *College to Dave Ward* – Construction is scheduled to begin early 2023.
- **Salem Road Improvements** – *College to Dave Ward* – Design, which is funded by a Metroplan grant, began in 2022.
- **Dave Ward Improvements** – *Harkrider to I-40* – ARDOT began a traffic Study in 2018. Construction is scheduled to begin in 2024.
- **Harkrider Improvements** – *Oak to Bruce* – Design began in 2021. Construction is scheduled to begin in 2023.

### STREET FUND PROJECTS

- **Nutters Chapel Road** – *Mattison to Pebble Beach* – Construction of a new box culvert was completed in the summer of 2022 along with a new overlay for this section.
- **2022 Overlay Program** – Rogers Group was able to complete about 75% of the planned overlays in 2022. The remaining 25% will be added to the 2023 overlay list.

### IMPACT FEE PROJECTS

- **Tyler & Salem** – *Roundabout Installation* – Construction was completed by early summer.
- **College & Farris** – *Roundabout Installation* – Utility relocation began late 2022, with construction to follow in late spring.
- **Prince & Country Club** – *Roundabout Installation* – Design was started in 2022.

### PAY AS YOU GO PROJECTS

- **Oak Street Adaptive Signal Control System** – *Harkrider to E. German* – System Engineering and design began in 2019 and was completed in 2021. Construction will begin early 2023.
- **Markham Street Improvements** – *Van Ronkle to Mill* – Phase 1 construction began in 2019 and was completed in 2021. Phase 2 construction should begin early 2023.
- **Markham Town Square** – *Old Scrapyard* – Construction began in 2021 and was completed in 2022.
- **Harkrider Sidewalk** – *Bruce to Robins* – Construction began in late 2022.
- **Harkrider & Robins** – *Intersection Improvement* – ARDOT design began in 2020. Construction is scheduled to begin in 2023.
- **Hogan & Hwy 64** – *Intersection Improvement* – ARDOT design began in 2020. Construction is scheduled to begin in 2023.

# IMPROVEMENT PROGRAM UPDATE SUMMARY

- **College Sidepath** – *College to Farris* – An ARDOT TAP grant was awarded in 2021. Construction should begin in 2023.
- **Middle Road Bridge** – *Gold Creek* – Design began in 2021. A partnership with Faulkner County was obtained to fund the construction, which started in late 2022.



# CONTACT INFORMATION

## Contact Information

City of Conway  
Transportation Department  
<https://conwayarkansas.gov/transportation>  
501-450-6165