

City of Conway, Arkansas CITY COUNCIL Agenda • May 23, 2023

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Elected Officials

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

Ward 1 Position 1 – Andy Hawkins

Ward 1 Position 2 – David Grimes

Ward 2 Position 1 – Anne Tucker

Ward 2 Position 2 - Shelley Mehl

Ward 3 Position 1 - Mark Ledbetter

Ward 3 Position 2 - Cindy Webb

Ward 4 Position 1 – Theodore Jones Jr.

Ward 4 Position 2 – Shelia Isby

5:30pm: No Committee Meeting

6:00pm: City Council Meeting • City Council Chambers • 1111 Main Street

Call to Order: Bart Castleberry, Mayor

Roll Call: Michael O. Garrett, Clerk/Treasurer

Minutes Approval: May 9th, 2023

Monthly Financials: Month Ending April 30, 2023

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

- 1. Consideration to approve the waiving of all three readings for the ordinances on the May 23rd City Council Agenda.
- 2. Ordinance approving the private club permit location for Nando's Mexican Restaurant of Conway, Inc. to be located at 955 Covington Way.
- 3. Ordinance to rezone ±1.87 acres located on the north side of Old Morrilton Highway between the Salem Road and Friendship Road intersections, from R-2 to O-1.
- 4. Ordinance to rezone ±0.55 acre located on the south side of Pike Ridge Road, from R-1 to C-3.

Adjournment



City of Conway, Arkansas

Monthly Financial Reports

April 30, 2023

City of Conway

Monthly Financial Report - General Fund

For the month ended April 30, 2023



		Month			(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Year to Date	Encumbered	Budget	Expend/Collect
Ad Valorem Tax	4,200,000	299,848	663,811		3,536,189	16%
Payments in Lieu of Tax	20,000	-	36,225		(16,225)	181%
State Tax Turnback	950,000	61,814	311,211		638,789	33%
Insurance Tax Turnback - LOPFI	1,300,000	-	-		1,300,000	0%
Sales Tax	28,200,000	2,192,987	9,413,091		18,786,909	33%
Beverage Tax	600,000	-	-		600,000	0%
Franchise Fees	3,829,200	88,016	1,468,365		2,360,835	38%
Office Space Leases	67,400	-	16,850		50,550	25%
Permits	560,500	72,999	188,802		371,698	34%
Public Safety	2,208,728	120,586	660,059		1,548,668	30%
Parks	630,000	52,140	273,131		356,869	43%
Insurance Proceeds	258,770	2,916	267,570		(8,799)	103%
Federal Grant Revenues	221,900	-	90,768		131,132	41%
State Grant Revenues	100,000	-	100,000		-	100%
Interest Income	123,000	1,410	290,634		(167,634)	236%
Proceeds from Sale of Assets	-	830	1,030		(1,030)	-
Donations	500	1,000	1,500		(1,000)	300%
Miscellaneous Revenues	120,750	37,760	96,349		24,401	80%
Transfers from Other Funds	820,000				820,000	<u>0</u> %
Total Revenues	44,210,748	2,932,307	13,879,396		30,331,352	31%
Expenditures						
Admin (Mayor, HR)	1,106,641	75,478	294,366	25,359	786,917	27%
Finance	509,830	25,114	101,032	651	408,147	20%
City Clerk/Treasurer	170,444	12,667	50,341	-	120,103	30%
City Council	99,297	6,866	19,846	-	79,451	20%
Planning	712,567	39,995	165,110	5,326	542,131	23%
Physical Plant	936,928	64,366	243,217	3,359	690,352	26%
Information Technology	1,836,982	63,450	425,627	23,083	1,388,273	23%
Permits and Inspections	574,676	35,854	140,174	1,805	432,697	24%
Nondepartmental	1,786,992	26,805	1,022,722	2,863	761,406	57%
Police	16,576,933	1,297,805	4,967,998	148,299	11,460,635	30%
CEOC	1,721,095	108,667	419,426	2,074	1,299,595	24%
Animal Welfare	651,043	37,358	143,906	78,036	429,101	22%
Municipal District Court	1,021,716	125,790	384,016	1,083	636,617	38%
City Attorney	650,696	42,152	169,911	1,611	479,174	26%
Fire	15,740,987	958,411	3,825,537	596,813	11,318,637	24%
Parks	3,791,949	327,054	1,138,110	37,150	2,616,689	<u>30%</u>
Total Expenditures	47,888,774	3,247,833	13,511,339	927,511	33,449,924	28%
Net Revenue/(Expense)	(3,678,026)		368,057			

*All figures are unaudited

Notes:

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

City of Conway General Fund 2023



Ordinance	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-23-16	2/14/23	Contribution to Non-uniform pension plan	570,000
O-23-27	3/28/23	District Court building repair	12,242
O-23-32	4/25/23	Police overtime for ballparks	120,000
			\$ 702,242



City of Conway Balance Sheet - General Fund As of April 30, 2023



Total Liabilities & Fund Balance	28,776,276
Fund Balance	23,147,327
Liabilities	5,628,950
Unearned Revenue - City Hall Lease	960,000
Deferred Revenue	4,388,312
Due to Other Funds	63,320
Held for Others - Performance Bonds	5,195
Held for Others - Crimestopper Reward	5,000
Event Deposits	4,800
Insurance and Benefits Payable	256,469
Accounts Payable	(54,147)
A D 1.1 -	(54.147)
Assets	28,776,276
General Inventory	585
Fuel Inventory	(9,060)
Due from Municipal Court	55,548
Due from Component Unit	252,255
Due from Street	116,460
Due from Other Funds	7,622
Accounts Receivable	4,904,585
Taxes Receivable	5,001,922
Petty Cash	715
Cash - Reserve	1,779,104
Cash - Operating	

^{*}All figures are unaudited

City of Conway Monthly Financial Report - Street Fund For the month ended April 30, 2023



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Ad Valorem Tax	1,500,000	115,457	249,724		1,250,276	17%
Payments in Lieu of Tax	6,000	-	-		6,000	0%
State Tax Turnback	3,000,000	247,716	911,150		2,088,850	30%
State Tax Turnback - Other	1,800,000	162,874	643,834		1,156,166	36%
Severance Tax	279,000	19,473	103,205		175,795	37%
State Tax Turnback - Wholesale	400,000	34,321	130,437		269,563	33%
Sales Tax	400,000	30,728	131,894		268,106	33%
Sign Permits	-	-	480		(480)	-
Engineering Fees	15,000	200	3,025		11,975	20%
Interest Income	100,000	-	54,408		45,592	54%
Proceeds from Sale of Assets	-	-	24,600		(24,600)	-
Miscellaneous Revenues		436	759		(759)	
Total Revenues	7,500,000	611,205	2,253,517	-	5,246,483	30%
Expenditures						
Personnel Costs	3,358,630	200,274	815,367	-	2,543,263	24%
Other Operating Costs	4,240,370	912,272	1,462,524	47,975	2,729,871	<u>34</u> %
Total Operating Costs	7,599,000	1,112,546	2,277,891	47,975	5,273,135	30%
Capital Outlay	902,022		150,751	281,369	469,902	<u>17%</u>
Total Expenditures	8,501,022	1,112,546	2,428,641	329,344	5,743,037	29%
Net Revenue/(Expense)	(1,001,022)	=	(175,125)			

^{*}All figures are unaudited

Notes:

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

City of Conway Street Fund 2023



Fund Balance Appropriations

OrdinanceDateDescriptionO-23-162/14/23Contribution to Non-uniform pension plan

Amount 110,000

City of Conway Balance Sheet - Street Fund As of April 30, 2023



Cash - Operating	3,468,357
Taxes Receivable	70,086
Accounts Receivable	2,171,818
Due from Other Funds	9,647
Assets	5,719,908
Insurance and Benefits Payable	(2,782)
Due to General	116,460
Deferred Revenue	1,614,736
Liabilities	1,728,414
Fund Balance	3,991,493
Total Liabilities & Fund Balance	5,719,908

^{*}All figures are unaudited

City of Conway Monthly Financial Report - Sanitation For the month ended April 30, 2023



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Sanitation Fee Rev-Residential	9,800,000	836,003	2,456,630		7,343,370	25%
Proceeds - Recycled Materials	350,000	28,068	111,048		238,952	32%
Landfill Fees - General	250,000	22,826	81,040		168,960	32%
Insurance Proceeds	-	-	166,042		(166,042)	-
Interest Income	200,000	-	266,765		(66,765)	133%
Proceeds from Sale of Assets			2,347		(2,347)	
Total Revenues	10,600,000	886,896	3,083,871	-	7,516,129	29%
Expenditures						
Personnel Costs	5,898,153	440,766	1,768,730	19,200	4,110,223	30%
Other Operating Costs	3,703,439	401,563	1,064,926	122,062	2,516,451	<u>29%</u>
Total Operating Costs	9,601,592	842,329	2,833,656	141,262	6,626,674	30%
Capital Outlay	2,765,316	291,073	723,358	1,612,194	429,764	<u>26</u> %
Total Expenditures	12,366,908	1,133,402	3,557,013	1,753,456	7,056,438	29%
Net Revenue/(Expense)	(1,766,908)		(473,142)	- :		

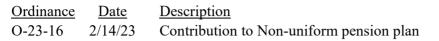
*All figures are unaudited

Notes

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

City of Conway Sanitation Fund 2023







Amount 310,000

City of Conway Balance Sheet - Sanitation As of April 30, 2023



Cash - Operating	14,135,380
Petty Cash	200
Post Closure Cash Account	6,373,580
Due from Other Funds	47,117
Due from Component Unit	938,781
General Inventory	2,122
Land & Buildings	2,325,821
Infrastructure	735,789
Machinery, Equipment & Vehicles	2,600,651
Deferred Outflows of Resources	1,333,878
Deferred Outflows of Resources-OPEB	263,454
Assets	28,756,773
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Accounts Payable	457
Insurance and Benefits Payable	4,896
Compensated Absences	229,958
Net Pension Obligation	12,456,380
Deferred Inflows of Resources	1,982,402
Deferred Inflows of Resources-OPEB	114,568
Net OPEB Liability	1,069,934
Due to Other Funds	4,104
Landfill Close/Post Close	8,362,165
Liabilities	24,224,864
Net Position	4,531,909
Total Liabilities and Net Position	28,756,773

*All figures are unaudited

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

City of Conway Monthly Financial Report - Airport For the month ended April 30, 2023



		Month	Year to		(Over)/Under	<u>%</u>
Revenues	Budget	Activity	Date	Encumbered	Budget	Expend/Collect
Sales Tax	25,000	3,905	14,550		10,450	58%
Airport Fuel Sales	1,638,224	174,652	633,887		1,004,337	39%
T-Hangar Rent	183,780	7,814	123,220		60,560	67%
Community Hangar Rent	48,000	4,000	15,000		33,000	31%
Ground Leases	20,257	-	-		20,257	0%
Misc Revenue - Non air	9,700	300	11,718		(2,018)	121%
Miscellaneous Revenues	20,090	1,858	6,155		13,935	<u>31</u> %
Total Revenues	1,945,051	192,529	804,531	-	1,140,521	41%
Expenditures						
Personnel Costs	408,999	29,484	105,041	-	303,958	26%
Fuel for Resale	1,100,000	147,165	519,632	-	580,368	47%
Other Operating Costs	191,300	9,208	50,995	22,213	118,092	<u>27%</u>
Total Operating Costs	1,700,299	185,857	675,668	22,213	1,002,418	40%
Capital Outlay	110,400		24,918		85,482	<u>23%</u>
Total Expenditures	1,810,699	185,857	700,586	22,213	1,087,900	39%
Net Revenue/(Expense)	134,352	-	103,944	• •		

*All figures are unaudited

Notes:

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

City of Conway Airport Fund 2023



Ordinance	<u>Date</u>	<u>Description</u>	<u>Amount</u>
O-23-16	2/14/23	Contribution to Non-uniform pension plan	10,000
O-23-31	4/11/23	Add a Line Technicial position	35,210
			\$ 45,210



City of Conway Balance Sheet - Airport As of April 30, 2023



Cash - Operating	308,349
Taxes Receivable	6,101
Accounts Receivable - Fuel Vendor	37,497
Fuel Inventory	97,444
Land	1,254,473
Buildings	3,172,952
Machinery & Equipment	121,754
Infrastructure	22,007,474
Deferred Outflows of Resources-OPEB	10,784
Assets	27,016,826
Compensated Absences	17,855
Net OPEB Liability	43,795
Deferred Inflows of Resources-OPEB	4,690
Due to General	1,429
Note Payable	600,000
Liabilities	667,769
Net Position	26,349,058
Total Liabilities & Net Position	27,016,826

*All figures are unaudited

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

City of Conway

Monthly Financial Report - Major Project Funds

As of April 30, 2023



Parks and Rec A&P Tax

Balance, 3/31/23	4,111,923
Receipts	405,632
Payments	(1,311,829)
Balance, 4/30/23	\$ 3,205,727

Pay as you go Sales Tax

Balance, 3/31/23	10,413,639
Receipts	450,639
Payments	(476,088)
Balance, 4/30/23	\$ 10,388,190

Street Impact Fees

Balance, 3/31/23	2,384,869
Receipts	29,386
Payments	(5,000)
Balance, 4/30/23	\$ 2,409,255

Parks Impact Fees

Balance, 3/31/23	590,261
Receipts	9,751
Payments	-
Balance, 4/30/23	\$ 600,012

Street Sales Tax

Balance, 3/31/23	21,561,954
Receipts	702,876
Payments	(62,751)
Balance, 4/30/23	\$ 22,202,079



City of Conway, Arkansas Ordinance No. O-23____

AN ORDINANCE APPROVING THE PRIVATE CLUB PERMIT FOR NANDO'S MEXICAN RESTAURANT OF CONWAY, INC. AND ALLOWING FOR THE APPLICATION OF THE REQUIRED PERMITS FROM THE ARKANSAS ALCOHOLIC BEVERAGE CONTROL DIVISION PER ARKANSAS CODE ANNOTATED §3-9-222 AS AMENDED

Whereas, Nando's Mexican Restaurant of Conway, Inc. has applied for a private club permit as required under Chapter 4.12.04 of the Conway City Code per Ordinance No. O-17-100 and A.C.A §3-9-222; and

Whereas, the application is limited and specific to Nando's Mexican Restaurant of Conway, Inc. located at 955 Covington Way, Conway, AR 72034; and

Whereas, the applicant has provided all the information required in the permit application process and met all the standards set forth by the Conway City Council; and

Whereas, the City Council for the City of Conway hereby approves the application for permit for the proposed location to operate a private club within the City limits of Conway; and

Whereas, this approval does not authorize the operation of a private club within the City of Conway but does function as an authorization to apply for a private club permit through the Arkansas Alcoholic Beverage Control Division per A.C.A §3-9-222.

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

Section 1. That the application for private club permit location is hereby approved for Nando's Mexican Restaurant of Conway, Inc. located at 955 Covington Way, Conway, AR 72034.

Section 2. That no private club operations will begin unless and until a permit to operate a private club is issued by the Arkansas Alcoholic Beverage Division.

Section 3. That the approval and permit are subject to suspension or revocation by the City in the event the applicant violates Conway City Code or State law.

Passed this 23 rd day of May, 2023.	Approved:
Attest:	Mayor Bart Castleberry
Michael O. Garrett	

City Clerk/Treasurer



City of Conway, Arkansas Ordinance No. O-23-

AN ORDINANCE AMENDING THE CONWAY ZONING DISTRICT BOUNDARY MAP REFERENCED IN SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE ±1.87 ACRES LOCATED ON THE NORTH SIDE OF OLD MORRILTON HIGHWAY BETWEEN THE SALEM ROAD AND FRIENDSHIP ROAD INTERSECTIONS, FROM R-2 TO 0-1:

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

Whereas, Proper public notice was given, and the Conway Planning Commission held a duly authorized public hearing on May 15, 2023, and adopted the amendments.

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

SECTION 1: The Zoning District Boundary Map of the Conway Land Development Code be amended by changing all the **R-2** symbols and indications as shown on the Zoning District Boundary Map in an area described as follows:

Lot 1A of UGH Group LLC Replat.

to those of **O-1**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

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

PASSED this 23 rd day May, 2023.	Approved:
Attest:	
	Mayor Bart Castleberry
Michael O. Garrett	
City Clerk/Treasurer	



1111 MAIN STREET CONWAY, AR 72032 (501) 450-6105

planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry cc: City Council Members

Re: REZ-0123-0006

From: Kris Paxton, Director of Planning & Development

Date: May 16, 2023

Re: Request for a property located at 2138 Old Morrilton Hwy to be rezoned from R-2 to O-1.

Faustino Hurtado, has requested the property to be rezoned from R-2 (Two Family Residential District) to O-1 (General Office District). The property is also described as:

Lot 1A of UGH Group LLC Replat

With a rezoning to O-1, the traffic impact could be significant. The highest traffic generating uses permitted by right in O-1 are associated with institutional uses such as schools and churches. Depending on the type and level of school, this type of use could yield more than 1,000 vehicle trips per typical weekday, however, no defined use has been provided at this time. The applicant has requested to rezone the ±1.87-acre property from R-2 to O-1. The land use plan designates this area as Planned Unit Development. O-1 is consistent with a type of development that may be found in a PUD. However, there are generally greater restrictions on rezoning to O-1. With the improvements to access to the I-40 corridor, this area will likely develop with higher intensity uses in the future. Sidewalks are required for all street frontages on new lots, including Old Morrilton Hwy. The request will not likely negatively impact adjacent property.

<u>Staff recommendation</u>: Staff recommends <u>APPROVAL</u> of the request. Rezoning to a general office district is consistent with projected future growth in this area. This rezoning will allow for appropriate use of the property and will not likely negatively impact adjacent properties.

The Planning Commission reviewed the request at its regular meeting on May 15, 2023 and voted 10-0 that the request be forwarded to the City Council with a recommendation for approval as presented.

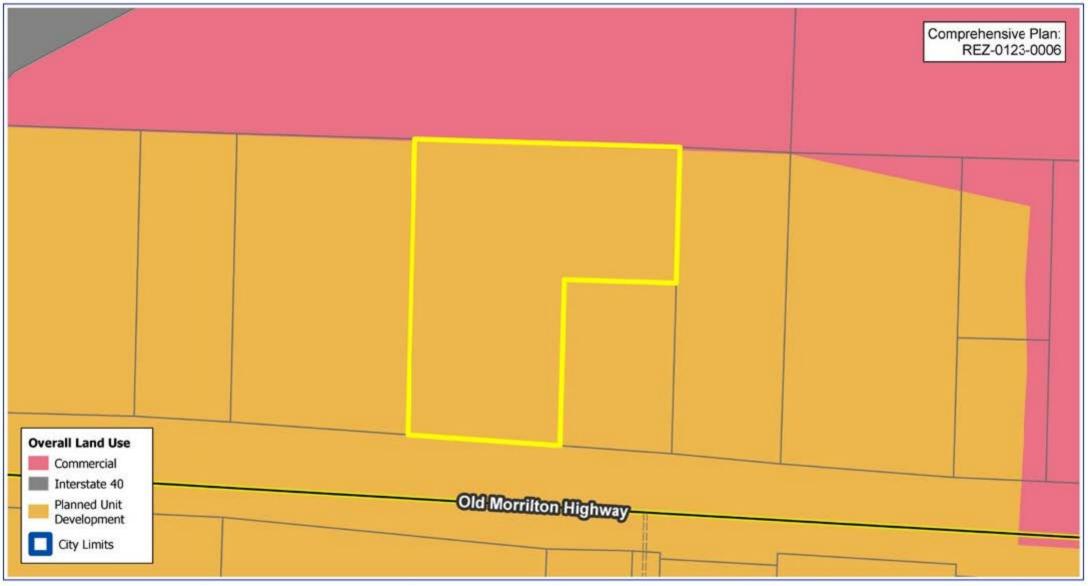
Please advise if you have any questions.

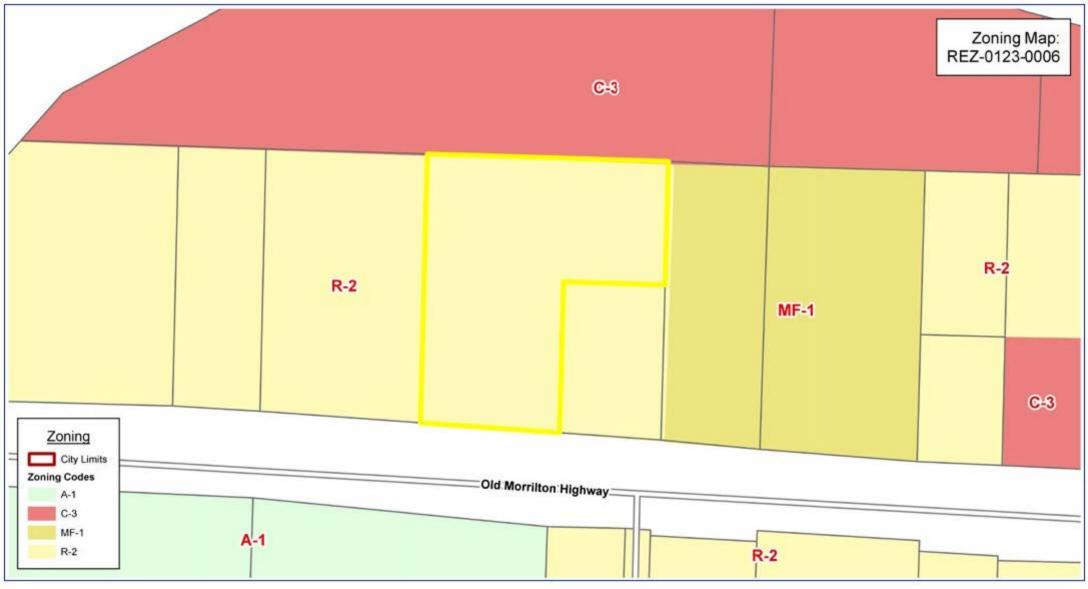
Thank you,

Kris Paxton, MGIS, CARPO, CFM Director of Planning & Development

City of Conway, Arkansas









City of Conway, Arkansas Ordinance No. O-23-

AN ORDINANCE AMENDING THE CONWAY ZONING DISTRICT BOUNDARY MAP REFERENCED IN SECTIONS 201.1 AND 201.3 OF THE CONWAY ZONING CODE TO REZONE ± 0.55 ACRE LOCATED ON THE SOUTH SIDE OF PIKE RIDGE ROAD, FROM R-1 TO C-3:

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

Whereas, Proper public notice was given, and the Conway Planning Commission held a duly authorized public hearing on May 15, 2023, and adopted the amendments.

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

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

Part of Lot 2 Ridgeland Subdivision.

to those of **C-3**, and a corresponding use district is hereby established in the area above described and said property is hereby rezoned.

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

PASSED this 23rd day May, 2023.

	Approved:
Attest:	
	Mayor Bart Castleberry
Michael O. Garrett	
City Clerk/Treasurer	



1111 MAIN STREET CONWAY, AR 72032 (501) 450-6105

planningcommission@cityofconway.org

MEMO

To: Mayor Bart Castleberry cc: City Council Members

Re: REZ-0323-0055

From: Kris Paxton, Director of Planning & Development

Date: May 16, 2023

Re: Request to rezone a property at 1575 Pike Ridge Road from R-1 to C-3.

Engage Management on behalf of Gene Salter Properties, Inc, has requested a rezone of a ± 0.55 -acre property located at 1575 Pike Ridge Road from R-1 (One Family Residential) to C-3 (Open Display and Highway Commercial). The property is better described as:

Part of Lot 2 Ridgeland Subdivision

The applicant has requested to rezone a ± 0.55 -acre portion of Lot 2 Ridgeland Subdivision [± 1.80 acres] to a comparable zoning. The requested zoning district is congruent with the Comprehensive Plan. The rezoning will not likely negatively impact adjacent property. The Comprehensive Plan calls for commercial use of this property. An accurate traffic impact is difficult to estimate for an undeveloped site given the wide range of uses allowed in the proposed zoning district. With a rezoning to C-3 and the site developed with the most intense use, the increase in traffic impact could be significant. The most intense use permitted by-right in the C-3 zoning district is considered to be a drive-through restaurant. A typical size drive-through restaurant can generate up to 1,039 vehicle trips per typical weekday. However, as the site only has frontage on Pike Ridge Rd, it is more likely that this ± 0.55 -acre property will be developed in conjunction with the remainder of the C-3 property to the west and the majority of trips distributed onto Old Morrilton Hwy. There is an ArDOT right-of-way to the north of this property which is not zoned and unlikely for future development.

<u>Staff recommendation</u>: Staff recommends <u>APPROVAL</u> of the rezoning request on the basis that it is congruent with the Comprehensive Plan and will allow for appropriate use of the property.

The Planning Commission reviewed the request at its regular meeting on May 15, 2023 and voted 10-0 that the request be forwarded to the City Council with a recommendation for approval as presented.

Please advise if you have any questions.

Thank you,

Kris Paxton, MGIS, CARPO, CFM Director of Planning & Development

City of Conway, Arkansas





