



City of Conway Council Agenda

Council Meeting Date:

August 11th, 2015

5:30pm – Committee Meeting:

Discussion of the Bicycle Master Plan &

Discussion of the City's Drainage

6:30pm - Council Meeting

Call to Order: Mayor Tab Townsell

Roll Call: City Clerk/Treasurer Michael O. Garrett

Minutes Approval: *July 28th, 2015*

Mayor Tab Townsell

City Clerk Michael O. Garrett

City Attorney Chuck Clawson

City Council Members

Ward 1 Position 1 – Andy Hawkins

Ward 1 Position 2 – David Grimes

Ward 2 Position 1 – Wesley Pruitt

Ward 2 Position 2 – Shelley Mehl

Ward 3 Position 1 – Mark Ledbetter

Ward 3 Position 2 – Mary Smith

Ward 4 Position 1 – Theodore Jones Jr.

Ward 4 Position 2 – Shelia Whitmore

1. Report of Standing Committees:

A. Community Development Committee (Planning, Zoning, Permits, Community Development, Historic District, Streets, & Conway Housing Authority)

1. Ordinance accepting and appropriating grant funds for the Bicycle and Pedestrian Advisory Board.
2. Ordinance to authorization approval of the destruction of accounting records for the Finance Department.

B. Public Safety Committee (Police, Fire, District Court, CEOC, Information Technology, City Attorney, & Animal Welfare)

1. Ordinance appropriating reimbursement funds from various entities for the Animal Welfare Unit.
2. Ordinance appropriating reimbursement funds from various entities for the CPD.
3. Ordinance authorizing a change in staffing levels for the Information Technology Department.

C. New Business

1. Consideration to enter into an easement agreement with Conway Community Services (Baptist Health-Conway).
2. Consideration to approve a quit claim deed for property located at Lot 1B Conway Community Services Campus (Baptist Health-Conway).

Adjournment



**BICYCLE & PEDESTRIAN
ADVISORY BOARD**
CITY OF CONWAY, ARKANSAS

City of Conway, Arkansas Bicycle Master Plan

Updated: 10-6-14



Acknowledgements

This update of the Bicycle Master Plan was written by a subcommittee of The City of Conway Bicycle and Pedestrian Advisory Board including:

Jim Bruce
Todd Ake
Peter Mehl
Greg Reddin
Adam Davis

The 2014 Bicycling and Pedestrian Advisory Board consists of:

Todd Ake – Chair
Amanda Potter Cole – Vice Chair
Greg Reddin – Secretary
Jim Bruce
Adam Davis
Erik Leamon
Peter Mehl
Jessica Henry Spayde
Michael Yoder

Table of Contents

- I. Introduction 4
- II. Benefits of Bicycling 5
- III. Summary of Existing Conditions 6
- IV. Projects and Activities at Present 10
- V. Bicycle Advocacy 12
- VI. Bicycle Infrastructure Plans..... 14
 - A. Bike Routes 14
 - B. Bike Lanes 16
 - C. Multi-Use Trails 17
- VII. Funding 20
- VIII. Goals and Objectives..... 21
 - A. Goal: Provide for the implementation of the bicycle master plan by providing support, resources, and staff responsible for coordination. 21
 - B. Goal: Develop bicycle routes, paved trails, and other safe physical facilities for bicycle transportation and recreation. 22
 - C. Goal: Implement a program of public awareness through city offices and departments coordinating with local organizations and institutions to develop programs to educate the public regarding Arkansas bicycle traffic laws and safe bicycle operation. 24
 - D. Goal: Support an active law enforcement program regarding Arkansas traffic laws with regard to the rights and responsibilities of bicyclists and motorists..... 24
 - E. Goal: Encourage the citizens of Conway to bicycle frequently as an alternative mode of transportation and for recreation..... 25
 - F. Goal: Provide funding to support the objectives of the Bicycle Master Plan. 26
- IX. Design Standards 27
- X. Appendix 28
 - A. Bicycle Route Network and Map 28

I. Introduction



In 2011 the League of American Bicyclists designated Conway, Arkansas, as a Bicycle Friendly Community at the Bronze level. This was in recognition of Conway's strong commitment to cycling as evidenced by the several progressive steps taken over the previous two years. At the time the League cited Conway for such achievements in engineering as its Complete Streets policy, facilities conforming to currently recognized safety standards, a bike parking ordinance in effect for existing and new development so that two-thirds of destinations had racks or storage units. Then, Conway

had more than 60 miles of roads with bicycle infrastructure and 3.5 miles of multi-use paths. Other engineering achievements included bike cut-throughs as well as most signalization at intersections being timed or equipped with bicycle-detecting video cameras.

In recognizing Conway's progress toward bicycle friendliness in 2011, The League mentioned such educational efforts as an active Safe Routes to School program, public information for both motorists and cyclists through various media such as utility bill inserts, newspapers columns, blog articles, website pages, and share the road signs. Noted also were the regularly offered Traffic Skills 101 classes. Conway was lauded for the **encouragement** of cycling by vigorously promoting a number of special events, including several during National Bike Month. Conway Advocates for Bicycling and The Ride full-service bicycle shop, both affiliated with the League, sponsored frequent community and cross-country rides for all skill levels. These and other bicycle-support organizations offered free bike maintenance classes, a university bike share program, and trail maintenance projects.

Enforcement efforts included the chief of police acting as an ex-officio member of the Conway Bicycle Advisory Board, now the Conway Bicycle and Pedestrian Advisory Board, and the identification of an officer who acts as the point person who interacts with cyclists and cycling organizations. **Evaluation and Planning** had focused on the development of ways to measure current and future bicycle mode share and the implementation of a specific program to reduce bicycle crash numbers.

The city of Conway continues to develop as a Bicycle Friendly Community. With three institutions of higher education, a progressive city government and a growing knowledge-based industry, Conway is poised to become the premier "green" city in Arkansas. On August 12, 2008, the Conway City Council passed Resolution R-08-24 setting the priority of Conway's becoming a Bicycle Friendly Community by adopting the League of American Bicyclists' **Action Plan for Bicycle-Friendly Communities**.

This Bicycle Master Plan was the first action taken to implement the full action plan to make Conway a Bicycle-Friendly Community. The original bicycle master plan was intended to address the years (2009-2019) but is revised as of August 2014 in order to encompass recent developments.

II. Benefits of Bicycling

Bicycling, used in place of other modes of transportation, offers a number of benefits to society and to individuals. It is important that government officials recognize these advantages and take steps to encourage the use of bicycles.

Benefits to Society

Bicycling is a non-polluting means of transportation. Automobiles, by contrast, produce 50% of the carbon monoxide; nearly 30% of the lead, nitrogen oxides, and volatile organic compounds; and nearly 20% of the particulate matter emitted in the U.S. Bicycling conserves non-renewable resources. Automobiles consume about 50% of the petroleum used annually in the U.S. At current rates of production, the U.S. supply of petroleum, including as yet undiscovered resources will be exhausted within 30-40 years.

Bicycling is a quiet mode of transportation. Automobile noise is a nuisance to persons living along residential streets, especially those with high traffic volumes. It is also bothersome to other users of the street who, unlike motorists, are not insulated from their environment.

Bicyclists present much less of a hazard to other road users than do motorists. Traffic accidents claim about 45,000 lives in the U.S. each year, including some 1,000 bicyclists. While serious injuries and even fatalities from bicycle collisions are not unheard of, no one would suggest that being struck by an automobile is preferable to being struck by a bicycle.

Bicycles and pedestrians require less space than automobiles. Automobiles can carry up to 750 persons per hour per meter of lane width on roads with uninterrupted flow, while the same lane width will carry twice as many bicyclists. Automobiles also require much more space for parking than do bicycles. Where the average parking space can accommodate one car, a bike rack that accommodates ten bicycles will fit in that same parking space.

Benefits to the Individual

Bicycling is less expensive than driving. According to figures published by the Motor Vehicle Manufacturers' Association, the average annual cost of operating an automobile is \$5,675. By comparison, a bicycle typically costs less than \$100 per year to own and operate.

Bicycling provides exercise. Bicycling to work and to other destinations offers an excellent way to incorporate regular exercise into one's daily routine without a major investment of time and financial resources.

Bicycling is less stressful than driving in traffic. According to a University of California study, commuting by car raises blood pressure, lowers frustration tolerance, and fosters negative moods. Bicycle commuters typically report that they enjoy their trip to work, even if the ride is not a particularly scenic one.

III. Summary of Existing Conditions

History

A. P. Robinson, who came to Conway shortly after the Civil War, founded the City of Conway. Robinson was the chief engineer for the Little Rock-Fort Smith Railroad (now the Union-Pacific). Part of his compensation was the deed to a tract of land, one square mile, located near the old settlement of Cadron. When the railroad came through, Robinson deeded a small tract of his land back to the railroad for a depot site. He laid out a town site around the depot and named it Conway Station, in honor of a famous Arkansas family. Conway Station contained two small stores, two saloons, a depot, some temporary housing and a post office.

Conway was designated the county seat of Faulkner County in 1873, the same year that the county was created by the legislature. In October 1875, Conway was incorporated and, at that time, had a population of approximately 200. When originally incorporated in 1875, Conway was just one square mile surrounding Conway Station on the Little Rock and Fort Smith Branch of the Cairo and Fulton Railroad. By 1959, Conway encompassed 6.9 square miles. During the next 30 years Conway grew rapidly annexing a total of 15.4 square miles. In the 1990's it grew even faster, adding 12.2 square miles. Conway now encompasses approximately 45.63 square miles. Almost all area annexed has been through petition by the property owners.

For many years Conway flourished as a trade center for a large rural agricultural area. Hendrix College was established in Conway in 1890. Three years later, in 1893, Central College for Girls was established, and Conway was on its way to becoming an educational center. The University of Central Arkansas was founded in Conway in 1907 as the Arkansas Normal School. Thus, the local economy was firmly established upon agriculture and the educational institutions until World War II.

After the war, Conway businessmen began diversifying the economy, and several small industries were attracted to Conway. Subsequently, additional state institutions were located in Conway, including the headquarters for the Office of Emergency Services, the Arkansas Human Development Center, and the Arkansas Educational Television Network.

Conway has a sizable industrial / technological base. Industry located in Conway includes Kimberly Clark (affiliated with the League), Hewlett Packard, Virco, Acxiom, and Snap-on. Computer database giant Acxiom calls Conway its headquarters.

Population characteristics

The city of Conway has grown rapidly (36%) over the last decade, and now has a population of over 60,000 people. Conway is also home to three colleges so the population swells during the school year.

However, accommodations for bicyclists have not grown accordingly and did not play a significant role in past development plans so consequently, Conway faces challenges in becoming an entirely Bicycle-Friendly Community.

Physical Characteristics

The City of Conway, elev. 320.6', is located in a relatively flat area north of Round Mountain, elevation 560 feet; and south of the Cadron Ridge, elevation 550 feet. The west side of the city is bordered by the Arkansas River. Lake Conway, an Arkansas Game and Fish reservoir, lies to the southeast of Conway and city-owned Beaverfork Lake lies northeast of Conway.

In general, the city's terrain is very suited for bicycling, with easy access to the county and beyond for serious recreational riding and relatively flat terrain for easy commuting in town. Conway has many quiet and wide neighborhood streets in "Old Conway." Cycling in the core of the city is relatively easy and does not involve crossing any major highways; one can get from downtown Conway to Hendrix College, Central Baptist College, the University of Central Arkansas, and some shopping areas on relatively wide streets with little traffic.

However some features of the city infrastructure obstruct safe, convenient bicycling including a Union Pacific railroad line that runs north-south through town, and Interstate 40 (with four interchanges and no bicycle specific accommodations) presents serious challenges for cyclists to get between the east and west sides of town. In addition, several major highways run through town: US65 (Harkrider Street), US64 (parts of Oak, Caldwell and Prince Streets), AR60 (Dave Ward Drive.)

Aside from these areas, cycling completely across the city from north to south does present some obstacles; to access the city on the north side, one must negotiate some major intersections, e.g. Donaghey/Washington and the Harkrider/Old Morrilton Hwy/Skyline intersections, and then toward the south side, crossing Dave Ward Drive is problematic.

Traveling from west to east has been improved with the reconstruction of Prince Street on the west side as a boulevard with wide right hand lanes and roundabouts.

Travel between the east and west sides of town present a challenge. To move between the two sides of the city, one must cross the interstate on Oak Street, a very heavy traveled commercial district with no bike lanes, or take Siebenmorgen Road, a narrow, heavily traveled road also unsafe for bicyclists.

However, Harkrider through the Hendrix College campus has been reconstructed with traffic calming features including two roundabouts, one at Siebenmorgen and the other at the entrance to the Hendrix Village. The Hendrix Village itself includes quiet residential streets with access to shopping and extensive athletic facilities. Nevertheless, much remains to be done to enable bicyclists to travel the outer edges of the growing city of Conway.

Existing Bicycling Facilities

Conway has been extending its network of bicycle facilities beyond its original few designated bicycle lanes and its original 1.2 mile long multi-purpose paved path (Tucker Creek Trail) on the west side of the city. The city now has over 20 miles of bike lanes and approximately 40 miles of roads signed as "sharrows." Conway still struggles to accommodate school children who wish to ride their bikes to school; the use of the bike lanes for parking and picking up during school hours defeats efforts to

encourage children to ride to school. Some other way to allow motorists to pick up children at school needs to be arranged.

The Tucker Creek Trail now 3.5 miles long has been a great success. It is sufficiently wide (12 ft) and safe to ride, if sometimes clogged with walkers and joggers. Although used mainly for family rides and walkers/joggers, it serves as the first phase of a planned network of paths that will help bicyclists get through the city without negotiating major roads. (See Bike Network map)

There is one biking/hiking trail at Cadron Settlement Park, three miles west of Conway, with approximately 6 miles of trails. The city leases and maintains the park, with volunteers helping to maintain the biking/hiking trails. The Conway City Council has given support for the development of the 105-acre Blaney Hill former landfill site as an off-road bicycle facility. The Central Arkansas Off-Road Group (COG) with financial support from the Conway Advocates for Bicycling (CAB) is directing the planning and development of this project on the north side of Conway.

The City of Conway with support from the Advertising and Promotion Commission purchased 65 custom-designed Conway bike racks. These inverted U racks are found throughout the city. By ordinance new developments must accommodate bicycle parking as well.



The city's three institutions of higher learning and local schools have tried to keep up with a growing demand for bicycle parking.

Central Baptist College (500 students) has a sufficient number of bike racks with at least four (10 bikes per rack). Hendrix College (1,400 students) has at least 16 bike racks and a count in February 2009 indicated over 150 bikes on campus. Mountain bikes are available for checkout by members of the Hendrix Community from the Hendrix Wellness and Athletic Center. And the center conducts multiple spin classes weekly. Cruiser bikes are available for checkout by students at the Hendrix Library. Faculty members teach cycling or tri-sport's classes in the Kinesiology Department.

The University of Central Arkansas (12,000 students) has a large number of bike racks, enough by one estimate to accommodate over 1200 bikes. The racks are spread throughout the campus and consist of U-racks embedded in concrete and more traditional self-standing racks that engage a front wheel of a bicycle. More have been added recently. Bicycle usage on campus has increased markedly. The University also wrote a successful grant to complete a half-mile portion of the paved trail network that runs through campus. The University of Central Arkansas Police department has one officer on a bicycle regularly, and as staffing allows will add additional patrols on bicycle.

The local public schools have limited bicycle parking facilities, most have only one rack to accommodate 10 bikes; the total number of bike racks at public schools in Conway is 18. Interestingly, our newly opened High School West has none. As in many municipalities in the nation, bicycling to school has fallen off in Conway, largely because it is not encouraged or accommodated by parents and school officials.

Legislation

The City of Conway has passed the following legislation regarding bicycling in the city:

Ordinance O-82-17	Restricts bicycles from being operated on sidewalks in the Central Business District (Zone C-1).
Resolution R-08-23 August 12, 2008	Dedicates all Natural Gas Severance Tax funds for alternative transportation facilities
Resolution R-08-24 August 12, 2008	Action Plan for (a) Bicycle Friendly Community
Ordinance O-09-56 April 28, 2009	Amending Master Street Plan & Adopting a Complete Streets Policy
Resolution R-09-20 April 28th, 2009	Formation of a Bicycle Advisory Board
Ordinance O-10-56	Providing for the regulation of off-street bicycle parking and loading facilities and to specify requirements for off-street parking and loading facilities.
Resolution R-12-05 February 28th, 2012	Formation of the Bicycle and Pedestrian Advisory Board
Resolution R-13-62	Supports the Bicycle and Pedestrian Advisory Board to be consulted for any new street construction projects designated collector or above.

IV. Projects and Activities at Present

Bicycle facilities:

The city designated funds from its budget to expand bicycle lanes and other bicycling facilities in Conway, and we made significant progress over the last few years in expanding bike lanes and sharrows. At present, there are a number of projects on-going. Washington street on the east side behind Hendrix College will be reconstructed with bike lanes, so going from the north side of town to downtown will be fully bike-friendly. As mentioned early we have over 60 miles of bike lanes or sharrows now. The City is committed to expanding the bicycle network significantly over the next five years; we plan to have approximately 100 miles of bike routes designated either with striped lanes or sharrows. All new city street projects must (per our complete streets ordinance) accommodate bicyclists.

The city's financial issues make expanding the Tucker Creek multi-purpose paved trail as planned a challenge. Currently the trail runs through the heart of Conway for a total distance of 3.5 miles; it has been fully connected. And two bike repair stations have been installed on the trail. There are plans for other multi-purpose paths throughout Conway. Mayor Townsell envisions a "series of paved trails away from motorist traffic connecting various parks and green spaces throughout the city." These will "serve as freeways for biking and foot traffic; the city roads with added bike lanes, better sidewalks for pedestrian-only traffic, offering further connectivity to destinations such as UCA, hospitals and schools."

Bicycle Projects and Educational Institutions

The Hendrix Bike Revolution, a group of Hendrix College students, continues to sponsor a bike loaner program called Bike Share; Students can check out bikes from Bailey Library in the same way books are lent. There are 5-10 functional bikes, with at least 3 or 4 of those checked out at any given point. One can check them out for 3 days, but many students keep them for longer. The Student Senate employs two student bike mechanics that not only service the bikes but also are available a few hours four days a week to repair students' bikes. Repair space is provided in Buhler Hall, a mostly abandoned academic building in the center of the campus. The Student Senate funds the Hendrix College Bike Share. The group is also working with Public Safety to conduct a campus wide bicycle registration system.

UCA has a similar program. The Student Government Association purchased 15 bicycles, which students can check out of the Health and Recreation center. UCA has also provided a garage for CAB to use for its Share and Repair program. To date the program has been a success with one to three bikes repaired each week and many more donated to citizens who cannot afford a new bicycle. Donated bicycles are repaired and distributed to those in need in our community.

The local public schools have begun to integrate bicycle safety instruction into the curriculum to various degrees ranging from a one hour-program with a follow-up bicycle rodeo/skills riding event, to a general overview of bicycle safety as part of a physical education class. Master LCI Tom Ezell taught a Bicycling 123 class co-sponsored by The Ride bicycle shop and CAB and funded by Conway SRTS in June of 2011 to encourage and prepare PE teachers. LCI Jim Bruce and local bike shop owners Erik Leamon and Tara Leamon have conducted several bicycle safety demonstrations and bike rodeos. To date over 1,200 local children have received such instruction.

Safe Routes to Schools

A Safe Routes to Schools program was part of the city's early bicycle and pedestrian improvement efforts. This program had a good start. Conway was given a significant SRTS startup grant, which was used to purchase and equip a bike rodeo trailer along with other startup components. In recent years, however, the program has lost much of its steam, and is currently in need of new energy.

V. Bicycle Advocacy



Local bicycle enthusiasts formed an advocacy group for bicycling in 2009: Conway Advocates for Bicycling (CAB). With 501(c)(3) status and over seventy-five dues-paying members, CAB has an eleven-member board that meets monthly. CAB hosts a website at www.cycleconway.org dedicated to advancing the interests of bicyclists. In addition, CAB communicates information and advocacy through its Facebook page.

To date, CAB has moved forward on a number of important projects that help to advance Conway's efforts to become a more Bicycle-Friendly Community.

CAB sponsors two League Cycling Instructors who regularly offer Traffic Skills 101 classes as well as organizing bike rodeos for schools and other community groups throughout the year. Forty-two people have successfully completed Traffic Skills 101 classes since 2009.

In addition to CAB, Conway has had three other organizations affiliated with the League of American Bicyclists: the Metropolitan Emergency Medical Service (MEMS) Riding Team, The Ride bicycle shop, and Kimberly-Clark's Conway facility.

Regular Bicycle Events and Activities:

CAB sponsors a monthly community ride on the last Sunday of each month; this event consists of a group of riders riding through Conway in a safe and civil fashion. During the summer months the ride is moved to an "after dark" ride taking advantage of cooler temperatures.

CAB sponsors a bicycle tour, the Conway Fall Classic, partnering with a local charity each year in September. The Conway Fall Classic attracts approximately 120 riders each year, and is still growing.

The Amazing Ride, also sponsored by CAB, has brought riders together for an afternoon of puzzle solving as they identify items to purchase and deliver by bicycle to several local charitable organizations.

CAB also awards special recognition to the City of Conway Bicycle Advocate of the Year: an individual who has been especially active in advancing cycling in the Conway community.

The Conway Advocates for Bicycling along with the University of Central Arkansas have created the Conway Bicycle Share and Repair (BSAR) garage where low income individuals can bring their bikes for repair. The BSAR also repairs donated bikes and distributes them to low-income individuals via a local charitable organization. In November and December BSAR focuses on "Bikes for Tykes" collecting, refurbishing, and distributing bicycles and helmets to local children. Approximately 20 bikes are distributed each year.

Besides the new events sponsored by CAB, for a number of years now, weekly organized rides have been held for the more serious amateur riders in Conway.

In addition, the local bike shop, The Ride, as well as regular bicycle safety classes. The Ride website (therdieonline.net) serves as a great resource for local bicyclists. More recently CAB has begun to organize "intermediate-pace" rides for area cyclists that are relatively new to cycling on county roads, but are able to ride at a moderate pace of 15-17 mph.

The Toad Suck Triathlon is an annual event held for those demonstrating their cycling skills along with swimming and running.

The annual Tour de Toad, a regular part of Conway's Toad Suck Daze spring festival, features short, medium and long rides in the countryside surrounding Conway. It is sponsored by the Literacy Action of Central Arkansas in early May.

Another regular event is the Conway Kids Triathlon, sponsored by First Security Bank and the Conway running club.

VI. Bicycle Infrastructure Plans

A. Bike Routes

Suitably designed bikeways can be designated as "Bike Routes." Bike routes are linked segments of roads that are designated with appropriate directional and informational markers. Designated Bike Routes should indicate a way that most bicyclists will feel comfortable using. The routes are not intended to link all possible locations, and bicyclists are not required to use these routes. New bicyclists, and bicyclists new to Conway, will find these routes useful for getting to know the area by bicycle.

There are several reasons for designating signed bike routes:

- The route provides continuity to other bicycle facilities such as bike lanes and multiuse paths.
- The road is a common route for bicyclists through a high demand corridor.
- The route extends along local neighborhood streets and collectors that lead to a destination such as a park, school, or commercial district.

Bike route signs may be used on shared streets, streets with bike lanes, and on multiuse paths.

Regardless of the type of facility or roadway where they are used, it is recommended that bike route signs include destination information.

"Bike Route" or "Share the Road" signage can be used to encourage bicyclists to use a given corridor and to remind motorists that they may encounter a bicycle. Bike Route signage should be placed at key decision points along a corridor and Share the Road signage should be spaced at regular intervals.

Conway has one signed bike route between the west side of town and the Hendrix College campus north of downtown that links The Tucker Creek Trail, Julie Lee Moore Elementary School, Ida Burns Elementary School, Conway High School West Campus and Gatlin Park.

Vision

The vision of the City of Conway Bicycle and Pedestrian Advisory Board is to create a signed bike route system that will direct cyclists throughout the city between these areas:

- Schools;
- The three colleges in the city;
- The Downtown area;
- City Parks;
- Major Shopping Areas;
- Industrial Parks;

Bike Routes

Route Name	Description	Destinations	Distance	Targeted Completion
Smoking Oaks Bike Route	Utilizing low volume streets this route forms a loop with the Tucker Creek Trail (TCT) with a connector to Hendrix College.	Hendrix College Julie Lee Moore School Ida Burns School Conway High West Tucker Creek Trail		Completed 2009
UCA TCT Connector	Leg from Tucker Creek Trail at Salem to Timberpeg, Bruce St., and the UCA Campus	Tucker Creek Trail UCA		2015
Downtown TCT Connector	Leg From Tucker Creek Trail at Adamsbrooke subdivision to Downtown via Adamsbrooke Dr., Colonial Dr., and Robinson St.	Tucker Creek Trail Laurel Park Downtown		2016
Hendrix to Hendrix Village	Route TBD with the collaboration of Hendrix College.	Hendrix College Hendrix Village		2017
Hendrix Village to Walmart	Steel & Ellis Ave. to Sanders Road	Hendrix Village Walmart Shopping area		2017

B. Bike Lanes

Bike lanes can be incorporated into a roadway when it is desirable to delineate available road space for preferential use by bicyclists and motorists, and to provide for more predictable movements by each. Bike lane markings provide greater comfort for bicyclists who are not used to operating on a roadway with other traffic.

Bike lanes should be one-way facilities and carry bike traffic in the same direction as adjacent motor vehicle traffic. On one-way streets, bike lanes should generally be placed on the right side of the street. However, bike lanes on the left side of the street may be appropriate when it will substantially decrease the number of conflicts, such as those caused by heavy bus traffic or unusually heavy turning movements to the right, or if there are a significant number of left turning bicyclists.

Curbside bike lanes and bike lanes adjacent to parking are common treatments. It is important that a curbside bike lane include at least 5 feet of space outside of the gutter pan to allow to discourage bicyclists from riding in the gutter pan. It is important that the bike lanes be maintained by keeping them free of debris and free of gravel, potholes, or other hazards.

Vision

The vision of the City of Conway Bicycle and Pedestrian Advisory Board is that bike lanes be installed on all major roads where speed difference between automobiles and bicyclists is significant (e.g. signed at 35 mph or greater) or when motor vehicular traffic volume is significant.

Streets to eventually have bicycle lanes should include (but is not limited to):

- Dave Ward Drive
- Middle Road
- College Avenue
- Prince Street
- Caldwell Street
- Oak Street
- Siebenmorgan Road
- Tyler Street
- Irby Street
- Lower Ridge Road
- Meadow Lake Street
- Hogan Lane
- Old Military Road
- Country Club Lane
- Mattison Road
- Donaghey Road
- S. Donaghey Ave
- S. German Ave
- Sturgis Road
- Harkrider Street
- Amity Road
- East German Lane
- Salem Road
- Reedy Road

C. Multi-Use Trails

History

The city of Conway built its first multi-use trail, the Tucker Creek Trail; a 1.2 mile path following Tucker Creek from Salem Road to Hogan Lane in 2008. The trail has been extended north to Gatlin Park on Tyler Street, providing the residents of Conway a safe recreational facility for walking, running, rollerblading, and bicycling. Due to the success of the Tucker Creek Trail, the city of Conway recognizes the value in providing such amenities and plans to expand such facilities for both recreation and transportation.



Vision

The vision of the City of Conway Bicycle and Pedestrian Advisory Board is to create a multi-use trail system that along with low volume streets will provide a safe alternative for pedestrians and bicyclists to travel throughout the city between these areas:

- Safe Routes to Schools;
- The three colleges in the city;
- The Downtown area;
- City Parks;
- Major Shopping Areas;
- Industrial Parks;

Along with a trail system connecting with the established Arkansas River Trail in Little Rock and that encircles the city.

By doing so it is expected the city's citizens will realize these benefits:

- A healthier community;
- Increased real estate values;
- An increased sense of community;
- Increased social interaction within the community;
- Increased visitors;
- An increased appeal for businesses to locate to the area;

Trails

Trail Name	Purpose(s)	Description	Distance	Targeted Completion
Tucker Creek Trail	Recreation	Trail runs from Hogan Lane to Gatlin Park on Tyler Street on the north side of the city.	3	2015
Stone Dam Creek Trail	Transportation	Trail Runs from Dave Ward Drive south to Mimosa Drive.	.5	Completed in 2014
UCA Trail	Recreation Transportation	Trail runs from Dave Ward drive north on the UCA campus.	.2	Completed in 2014
I-40 Overpass Bridge	Transportation	New bridge will contain a multi-use path providing safe crossing of the interstate while connecting the Conway Commons and Central Landing shopping centers.	.2	2016
Central Landing Trail	Transportation	Starting at Harkrider, paralleling Bruce Street to the south side of the Central Landing Development and connecting with the I-40 Overpass.	1	2016
Tupelo Bayou Trail	Recreation Transportation	Trail is expected to run from Hogan Lane (continuation of Tucker Creek Trail) to the Centennial Soccer Field Park	1	2018
Dave Ward Pedestrian Bridge at UCA	Recreation Transportation	Connector from Stone Dam Creek Trail to UCA Trail	.1	2020
Spring Creek Trail	Recreation	Trail is expected to run from Hogan lane north to Irby. This trail connected with the Tucker Creek Trail would form a 6 mile loop.	3.5	2020
Western Arterial Trail	Recreation Transportation	Trail is expected to parallel the Western Arterial Loop as it is constructed.		2025

Arkansas River Trail	Recreation Destination	Trail is expected to run from the Western Arterial Loop Trail connecting with the LR/NLR sections of the Arkansas River Trail		2025
Railroad Trail	Recreation Transportation Destination (when combined with Western Arterial & Tucker Creek trails)	Trail is expected to parallel the railway through Conway from north of Tyler Street to the Western Arterial Loop I-40 interchange; this trail combined with the Tucker Creek Trail and Western Arterial Loop Trail will form a loop of approximately ___ miles.		2030
Stone Dam Creek Trail extension	Recreation Transportation	Extending existing trail from Mimosa to Lake Conway with future connection to the Little Creek Trail		2030
Little Creek Trail	Recreation Transportation	Trail will follow Little Creek from the Middle Road vicinity extending northward behind Conway Commons and through City of Colleges ballpark and Curtis Walker Park. It will eventually meet with Lower Ridge Road and curve westward to Don Owens Sports Center.		2030

VII. Funding

To show commitment to meet the objectives as outline in the Conway Bicycle Master Plan, the Bicycle and Pedestrian Advisory Board feels it is important that the Conway City Council allocate line item funding for this purpose. The money that funds transportation projects in Conway comes from various sources. BPAB recommends that the city create a Transportation Fund that unifies all those sources and names them such that the funds can be used for the wider transportation purpose, rather than for the narrower purpose of building roads. BPAB also recommends that a small portion of this Transportation Fund be designated to bicycle and pedestrian projects. As the city develops plans and processes for implementing such projects, BPAB further recommends that this dedicated portion should gradually be increased to become a significant portion of the city’s transportation spending. The following funding sources have been identified to be included in the “Transportation Fund”:

Name of Funding Source	(2014) Estimated Amount
Street Department Budget	\$5.4M
“Pay as you go” sales tax	\$2.7M
Street impact fees	\$0.6M
TOTAL	\$8.7M

BPAB recommends that 7% of this “Transportation Fund” be allocated to alternative transportation initiatives. Possibly the most important of these initiatives is the personnel budget mentioned in the first item. Making this position a priority will ensure that the city can adequately meet the other objectives. Below are the proposed allocations for the bike/ped portion of the transportation. Note that the last two of these items are not specific to bicycling and fall outside of the Bicycle Master Plan, but they represent a holistic view of alternative transportation.

- Allocate 1% (approximately \$85,000) of the overall “Transportation Fund” to the full-time Bicycle/Pedestrian Director position.
- Allocate 2% (approximately \$170,000) of the overall “Transportation Fund” to implementing the on-street bicycle network infrastructure as outlined in this plan.
- Allocate 1% (approximately \$85,000) of the overall “Transportation Fund” to trail development. This amount will be matched by a certain amount from the Parks Department.

Initiatives not directly related to bicycling:

- Allocate 2% (approximately \$170,000) of the overall “Transportation Fund” to implementing pedestrian infrastructure as outlined in the Pedestrian Master Plan.
- Allocate 1% (approximately \$85,000) of the overall “Transportation Fund” to a mass transit savings fund with the view of implementing public transit services in Conway.

VIII. Goals and Objectives

These goals and objectives are designed to guide the city in advancing Conway as a Bicycle-Friendly Community. The hope is for Conway to become a Silver level bicycle-friendly community by 2020.

A. Goal: Provide for the implementation of the bicycle master plan by providing support, resources, and staff responsible for coordination.

1. Objective: The city shall assign staff, i.e. a Bicycle Program Manager, to implement the bicycle plan and increase the commitment of this position from approximately 5-10% of a full time position to a full time position by 2015.

Achievements to date :

- The city of Conway has identified a Bicycle and Pedestrian Program Manager as a portion of the Assistant City Planner's duties. Currently only 5-10% of this position is focused on implementing the bicycle Master Plan. To implement the vision of improving the bicycle friendliness of Conway as outlined in this Master Plan, it is felt a minimum of a half-time commitment is required.

Next Steps:

- Secure commitment from the City Council to fund and support the time commitment for the Bicycle Program Manger as outlined in the objective above.

2. Objective: The city shall appoint a permanent Bicycle Advisory Board (BAB) consisting of at least six volunteers (two of which should be associated with the local bicycle advocacy group) who work with designated city staff to implement the bicycle plan.

Achievements to date:

- The original board was appointed in 2009 and has been expand to include pedestrian and school-related issues, so it is now known as the Bicycle and Pedestrian Advisory Board (BPAB); the board includes 9 members, two of whom represent pedestrian interests, and two of whom represent school interests including Safe Routes to School.

Next Steps

- Ensure BPAB continues to be active in promoting the objectives of the Bicycle Master Plan.

3. Objective: The Bicycle Program Manager along with the Bicycle and Pedestrian Advisory Board shall annually review progress on its bicycle plan.

Achievements to date:

- The BPAB held a public forum in 2013, where approximately 100 citizens attended and completed a survey and visited with city officials about biking and walking concerns. In the future more annual reviews need to occur. A final annual report was completed by BPAB for 2013.

4. Objective: The city shall work with BPAB as it considers expenditures for development and improvement of bicycle facilities in Conway.

Achievements to date:

- The BPAB has a good working relationship with the streets department. A process for ensuring that the BPAB is consulted on any street projects was approved by resolution through the City Council in 2013.

5. Objective: The city will partner as appropriate with other institutions and agencies in Conway including, UCA, Hendrix College, CBC, Conway schools, Conway Chamber of Commerce, Faulkner County government, and the State of Arkansas to facilitate the planning and implementation of the Bicycle Master Plan.

Achievements to date:

- The City of Conway is working with UCA on the plan to develop Donaghey Street in front of the university.

Next Steps:

- BPAB and the Bicycle and Pedestrian Program Manager need to work with the schools to achieve goals of Safe Routes to School.

B. Goal: Develop bicycle routes, paved trails, and other safe physical facilities for bicycle transportation and recreation.

1. Objective: The city shall build and maintain infrastructure including designated bicycle lanes, multi-use trails, and signage for a bicycle network providing safe access to all of Conway as outlined below:

- Construct approximately 5 miles of bike lanes per year for a total 25 miles of additional on-street bicycle lanes by 2020.
- Complete the missing link of the Tucker Creek Trail, from College Avenue to Adamsbrook subdivision by the spring of 2015
- Construct approximately 2 miles of multi-use paths each year for a total of 10 additional miles of "transportation trails" by 2020.
- Construct a trail loop system of at least 30 connecting miles of trails by 2025 intended to attract visitors to the city.

- Support the construction of a trail system linking Conway to the Arkansas River Trail system by 2025.

Achievements to date:

- The city has constructed approximately 20 miles of bike lanes as of 2014.
- The Tucker Creek trail lacks approximately .5 miles from being a complete 3.5-mile trail from Hogan Lane to Gatlin Park on Tyler Street.
- The city has approximately .7 miles of trails thought to be used primarily for transportation (UCA students to apartment buildings.); the UCA and Stone Dam Creek trails. A bridge is needed over Dave Ward drive to connect these trails.
- The city has one designated bicycle route directing riders from the west side of the city to Hendrix College.

2. Objective: The city shall build the infrastructure to provide safe routes to all public schools. A pilot school should be identified and routes be developed in 2015. If successful, an additional school safe routes infrastructure should be completed each successive year.

Achievements to date:

- A member of the BPAB has been designated as the SRTS coordinator.

3. Objective: The city shall support the development of mountain bike trails including :

- Support the development and maintenance of the Blaney Hill Park (old landfill) Mountain Bike trail system.

Achievements to date:

- The city took over maintenance of the Cadron Settlement Park, a Corp of Engineering Park, which includes a 5 mile mountain biking trail.
- The City has officially designated Blaney Hill Park for the development of mountain bike trails.

4. Objective: The city shall work with BPAB to monitor progress on the objectives above on a yearly basis.

Achievements to date:

- Starting in 2014, BPAB began producing an annual report stating progress on achieving and improving the bicycle infrastructure within the city.

C. Goal: Implement a program of public awareness through city offices and departments coordinating with local organizations and institutions to develop programs to educate the public regarding Arkansas bicycle traffic laws and safe bicycle operation.

1. Objective: The Bicycle Program Manager shall coordinate with CAB, UCA, Hendrix and CBC to develop programs to educate and inform students about bicycle traffic safety. Include secondary schools, civic organizations, neighborhood organizations and other relevant parties.

Achievements to date:

- The BPAB sponsored some citywide signage to inform all of the new 3-foot law, (motorists must allow 3 feet when passing bicyclists). The Conway Advocates for Bicycling has assumed major responsibility for education, and it is deemed more appropriate for that organization to handle the majority of the educational initiatives and projects.
- Two League Certified Instructors have served as BPAB and CAB board members.

2. Objective: The Bicycle Program Manager shall seek out and develop opportunities to cooperate with local civic, business, and related groups to provide information and to promote observance of traffic safety laws, helmet usage, and other safe bicycling operating practices.

D. Goal: Support an active law enforcement program regarding Arkansas traffic laws with regard to the rights and responsibilities of bicyclists and motorists.

1. Objective: The city shall request that the Conway Police Department (CPD) adopt an active policy of enforcement with particular attention to both the rights and responsibilities of bicyclists and motorists.

Achievements to date:

- BPAB has met with the CPD as needed to discuss enforcement issues. Targeted enforcement has occurred during the past two years during the months of May.

2. Objective: The city shall encourage the CPD to adopt and enhance an on-going training program regarding bicycle specific traffic laws for all of the officers to complete.

Achievements to date:

- The CPD undergoes regular training on bicycle laws.

3. Objective: The city shall encourage the CPD to continue to improve and develop its officers on bikes program.

Achievements to date:

- The CPD officers on bikes program is no longer active. UCA PD does have an officer on a bike and plans to add more.

4. Objective: A member of the CPD shall serve as an ex-officio member on BPAB

Achievements to date: The BPAB has a member of the force regularly attending the monthly meetings regularly reporting bicycle and pedestrian related traffic incidents.

E. Goal: Encourage the citizens of Conway to bicycle frequently as an alternative mode of transportation and for recreation.

1. Objective: The Bicycle Program Manager shall work with the Conway Advocates for Bicycling (CAB) to implement events, activities and projects that increase bicycling, e.g. neighborhood rides, tours, educational events, bike-rack design competition, bicycle loaner programs, etc.

Achievements to date:

- The majority of the efforts to increase cycling activities have come from CAB and the owner of local bike shop, The Ride. The city has been supportive in these activities.

2. Objective: The City shall continue to adopt resolutions and ordinances which support bicycle usage, facilities and events.

Achievements to date:

- The city has continued to update ordinances and resolutions when asked by BPAB to do so (see chart above).

3. Objective: The Bicycle Program Manager shall devise means to encourage city employees to bike to work and ensure that all employees are aware of efforts to make Conway a Bicycle-Friendly Community.

- The city needs to make an effort during the next few years to encourage more bicycling by its own employees by providing such incentives as enhanced facilities and bike education opportunities.

4. Objective: The City shall work with the Conway Area Chamber of Commerce to encourage local businesses to implement bike facilities and to encourage bicycling.

- The city and BPAB need to implement ways to encourage local businesses to see the positive side of increasing cycling in Conway.

5. Objective: The city shall promote bicycling through the continued revision and publication of maps of bicycle facilities in Conway.

Achievements to date:

- Through the city and CAB a bicycle network map is regularly updated and published available for free to the citizens and visitors to the city.

F. Goal: Provide funding to support the objectives of the Bicycle Master Plan.

1. Objective: The city shall fund a Bicycling Program manager as identified above with the objective to grow this position to full time by 2015.

Achievements to date:

- The city named a member of the planning department as the Bicycling Program manager and roughly 5% - 10% of this employees time has been dedicated to bike/ped projects.

Next Steps:

- Expand the Bicycle Program Manager position to a full-time Bicycle/Pedestrian Director position.

2. Objective: The city shall identify a dedicated funding stream for bicycle infrastructure upgrades, e.g. dedicated bike lanes, lights, and signage, and establish it as a line item in the annual budget to support the objectives outlined in the master plan.

Achievements to date:

- The city dedicated the turnback funds from the state severance tax on natural gas production to alternative transportation projects in the early years of the bike-friendly community movement. These funds provided an early boost to the city's efforts, but they have since been rededicated to the general street fund.

Next Steps:

- Begin to build a multi-modal transportation budget by implementing the funding recommendations as outlined in the Funding Chapter of this plan.

3. Objective: The Bicycle Program Manager shall pursue grant opportunities that promote increased bicycling in Conway, e.g. Safe Routes to Schools and Robert Wood Johnson's Healthy Kids, Healthy Communities.

Achievements to date:

- The city did write and receive a second Safe Routes to Schools grant. But no other grants have been pursued in support of bicycling.

IX. Design Standards

The Conway City Street Department refers to both AASHTO and the Central Arkansas Regional Transportation Roadway guidelines published by Metroplan. Metroplan has served as the area's designated Metropolitan Planning Organization (MPO) since 1972. Its function as an MPO is to work with local governments, the state department of transportation, and local transit providers to determine transportation needs and funding priorities for federal transportation investments. Metroplan also provides general planning, mapping, and technical assistance to local governments.

In addition, the Street Department regularly consults with the Bicycle and Pedestrian Advisory Board for specific recommendations as projects are developed.

X. Appendix

A. Bicycle Route Network and Map

The Bicycle Route Network is a result of an extensive review of road conditions in Conway and creates a network of routes that will allow good access to all parts of Conway. It indicates preferred bicycle routes, prioritizing the development of a bicycle network over the next 10 years. The focus was on arterials and collectors, and connecting to major destinations. The draft map shows the current and future bike network in Conway. The core section of Conway is designated a "Bicycle-Friendly Area." The Network and Map is continually being reviewed and updated.



City of Conway, Arkansas
Ordinance No. O-15- _____

AN ORDINANCE ACCEPTING AND APPROPRIATING GRANT FUNDS FOR THE CONWAY BICYCLE AND PEDESTRIAN ADVISORY BOARD TO BE USED FOR OPERATING EXPENSES; AND FOR OTHER PURPOSES;

Whereas, donations in the amount of \$500 were received from the Kimberly Clark Foundation in support of the Conway Bicycle and Pedestrian Advisory Board.

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

Section 1: The City of Conway, Arkansas, shall accept donation funds in the amount of \$500 and appropriate said funds from the Donations Non Department account (001-119-4705) to the Planning and Development "Other Miscellaneous Expenses" account (001-105-5799).

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

PASSED this 11th day of August, 2015.

Approved:

Mayor Tab Townsell

Attest:

Michael O. Garrett
City Clerk/Treasurer



**City of Conway, Arkansas
Ordinance No. O-15-___**

**AN ORDINANCE PROVIDING FOR PROCEDURES FOR MUNICIPAL RECORD RETENTION;
REPEALING ANY ORDINANCES IN CONFLICT; AND FOR OTHER PURPOSES:**

Whereas, the City of Conway is in need of storage space currently occupied by records which are obsolete and unnecessary and which could be disposed of pursuant to state law.

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

SECTION 1. The City of Conway hereby declares pursuant to the Arkansas Annotated Code § 16-10-211 – Record retention schedule that it approves the destruction of the following financial records for any period prior to fiscal year ending December 31, 2010:

- Cancelled Checks
- Invoices
- Bank Statements and Reconciliations
- Permanent records (journals, ledgers, subsidiary ledgers and fixed asset records) for all years prior to December 31, 2010.
- Timesheets
- Obsolete Check Stock

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

PASSED this 11th day of August, 2015

Approved:

Mayor Tab Townsell

Attest:

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



**City of Conway, Arkansas
Ordinance No. O-15-____**

AN ORDINANCE APPROPRIATING REIMBURSEMENTS FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY ANIMAL WELFARE UNIT; AND FOR OTHER PURPOSES

Whereas, the City of Conway has received reimbursements funds from the following entities:

Pet Smart	\$ 5,753.36	Rescue Wagon Grant
Pet Smart	\$ 2,286.30	Rescue Wagon

Whereas, the Conway Police Department needs these funds to replenish their expenditure accounts.

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

Section 1. The City of Conway shall appropriate Rescue Wagon funds from Pet Smart in the amount of \$5,753.36 from 001.127.4705 to the State Grants Accountable Equipment expense account 399.121.5650.

Section 2. The City of Conway shall appropriate Rescue Wagon funds from Pet Smart in the amount of \$2,286.30 from 001.127.4705 to the AWU Spay/Neuter Miscellaneous expense account 223.127.5699.

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

PASSED this 11th day of August, 2015.

Approved:

Mayor Tab Townsell

Attest:

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



City of Conway, Arkansas
Ordinance No. O-15-_____

AN ORDINANCE APPROPRIATING REIMBURSEMENTS FUNDS FROM VARIOUS ENTITIES FOR THE CITY OF CONWAY POLICE DEPARTMENT; AND FOR OTHER PURPOSES

WHEREAS, the City of Conway has received reimbursements funds from the following entities:

Affair of the Heart	\$ 1,509.85	Extra Duty Services
Insurance Companies	\$ 1,125.48	Insurance Proceeds
AR State Police	\$ 2,406.43	DUI/Seat Belt Grant
District Court	\$ 26.10	Restitution

WHEREAS, the Conway Police Department needs these funds to replenish their expenditure accounts;

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

Section 1. The City of Conway shall appropriate funds from An Affair of the Heart in the amount of \$1,509.85 from 001.121.4185 to the CPD overtime expense account, 001.121.5114.

Section 2. The City of Conway shall appropriate insurance proceed funds in the amount of \$1,125.48 from 001.119.4360 to the CPD fleet maintenance expense account, 001.121.5450.

Section 3. The City of Conway shall appropriate funds from AR State Police DUI/Seatbelt Grant in the amount of \$2,406.43 from 304.000.4201 to the CPD overtime expense account, 001.121.5114.

Section 4. The City of Conway shall appropriate Restitution funds from District Court in the amount of \$26.00 from 001.121.4184 to the CPD uniform expense account, 001.121.5670.

Section 5. All ordinances in conflict herewith are repealed to the extent of the conflict

PASSED this 11th day of August, 2015.

Approved:

Attest:

Mayor Tab Townsell

Michael O. Garrett
City Clerk/Treasurer



**City of Conway, Arkansas
Ordinance No. O-15-___**

AN ORDINANCE AUTHORIZING A CHANGE IN STAFFING LEVELS FOR THE INFORMATION TECHNOLOGY DEPARTMENT; AND FOR OTHER PURPOSES:

Whereas, the Information Technology Department current staffing includes a Director, one Network Systems Administrator, one Communications Telecommunications Engineer, One Computer Support Specialist Supervisor, and one Computer Support Specialist, and one part time programmer / webmaster.

Whereas, the City Council has determined that the Information Technology Department is understaffed, and needs additional staffing to meet the needs of the city, to allow for shared responsibilities, and backup for critical positions. The increase in staffing includes, 1 additional full time Network Systems Administrator position, 1 additional full time Communications Telecommunications Engineer, and 1 additional full time Computer Support Specialist.

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

Section 1. The authorized staffing level in the Information Technology Department is increased by, 1 additional full time Network Systems Administrator position, 1 additional full time Communications Telecommunications Engineer, and 1 additional full time Computer Support Specialist

Section 2. The City of Conway shall appropriate a total amount of \$43,733, from General Fund Balance Appropriation (001.119.4900) to Salaries and Wages (001.108.5111).

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

PASSED this 11th day of August, 2015.

Approved:

Mayor Tab Townsell

Attest:

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



City of Conway Information Technology Department

MEMORANDUM

TO: Mayor, City Council

FROM: Lloyd Hartzell, Director Information Technology / CTO

DATE: July 27, 2015

SUBJECT: Mid-Year Staffing Request

The Information Technology Department is grossly understaffed. The current organizational chart has 1, Director/CTO, 1 Administrative Assistant, 1 Network Systems Administrator, 1 Communications Telecommunications Engineer, 1 Computer Support Specialist Supervisor, 1 Computer Support Specialist, and 1 part time Programmer / Webmaster

There is no backup for the Network Systems Administrator or Communications Telecommunications Engineer. For over the past five years now Jeff has gone on vacation with his laptop. The same with the Communications Telecommunications Engineer and Computer Support Specialist Supervisor. They are never off. Everyone receives calls after hours and on weekends. We are burning our employees out, 10-12 hour days, with no back up for days off, vacation, or if someone should leave. We recently had a part-time employee who was a student studying electronics who worked with our Communications Telecommunications Engineer who was very qualified. He recently graduated hoping to work for the city and was lost to the private sector because there were no positions available. We cannot afford to lose any of our key staff. Money is not the issue its being able to do our job, and having a life outside of work

I am asking your approval to reorganize the Information Technology Department by moving Robert (Bob) Blanchard to the position of Network Systems Administrator, and adding two positions. Moving Bob to a Network Systems Administrator position we would be taking advantage of his experience. This will give us two Network Systems Administrators. Adding another Communications Telecommunications Engineer will give us two Communications Telecommunications Engineers, and adding another Computer Support Specialist will give us two Computer Support Specialist. Making this change and adding three positions will allow for each position to have second person as a backup and to share the work load.

Authorize an additional Network Systems Administrator. Bob Blanchard who is currently the Computer Support Specialist Supervisor, is now a certified MCSE and would be moved to the new Network Systems Administrator position. This certification along with his experience makes him the logical choice for the new position. His current position as Computer Support Specialist Supervisor would not be funded until the 2017 budget year. He would continue to supervise the Computer Support Specialists until the Supervisor position is filled in 2017.

Authorize an additional Communications Telecommunications Engineer. The current job description for this position has responsibilities for all Radio Communications, Outdoor Emergency Sirens, and Telephones. If you break it down, the radio system is comprised of just less than 1,000 radios on the system, at least 700 of those radios are Police and Fire. 22 Outdoor Emergency Sirens. 11 phone systems that are networked city wide, and various remote systems at police and fire substations.

Authorize an additional Computer Support Specialist. The current job description for this position has responsibilities for installation, maintenance, and repair for all desktop and mobile computers. Data cabling, installing software, resolving customer service problems, and training end users.

Tyler Winningham, CFO was consulted to verify the funding proposal.

*The Computer Support Specialist Supervisor position will not be considered until the 2017 budget.

Budget Impact Analysis

2015 Budget Year

The impact to the general fund to complete the 2015 budget year (10 Pay Periods) is **\$43,733**.

2016 Budget Year

The personnel cost for budget year 2016 is \$105, 501. This amount will be offset by the reduction in Radio Maintenance Cost of \$57,500. Actual impact to the general fund for 2016 budget year will be **\$48,001**

2017 Budget Year

The personnel cost for budget year 2017 is \$105, 501. This amount will be offset by the reduction in Radio Maintenance Cost of \$115,000. Actual impact to the general fund for 2017 budget year will be **\$51,501**

With the new radio system we expect no Radio Maintenance Cost for at least 5 possibly 10 years based on the contract. This cost savings to offset the additional personnel cost is based on the 2015 Radio Maintenance Cost of \$115,000

Because of the estimated time frame (July of 2016) before the new radio system is operational we will have to maintain the maintenance contract on our current system for 6 months or less. Initially this will give us \$57,500 to offset the 2016 budget. 2017 Budget year the entire \$115,000 can be applied to personnel cost.

Cost Summary

2015 - \$43,733

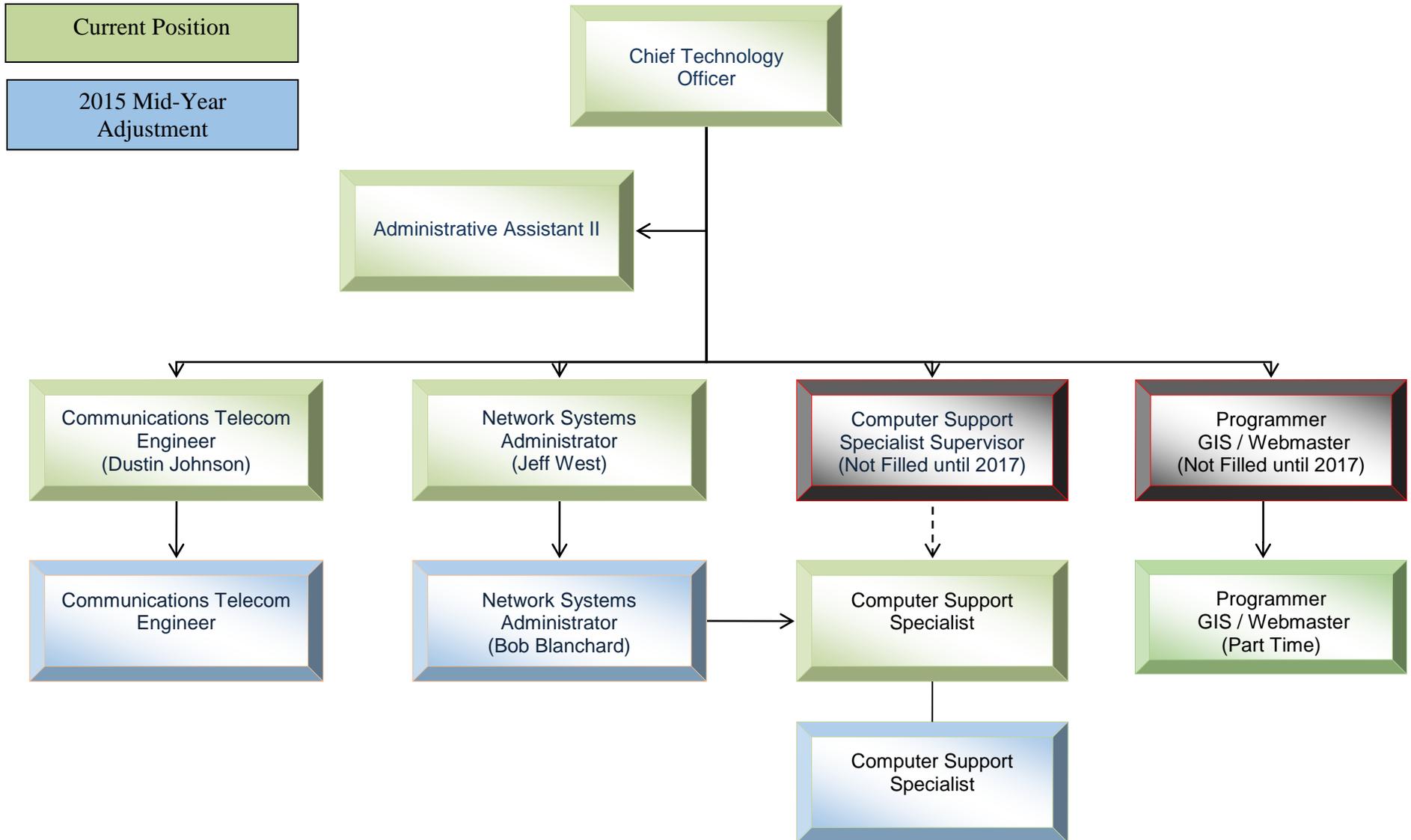
2016 - \$48,001

2017 - \$51,501

The 2017 amount will be consistent for future years without any additional personnel or salary adjustments.

INFORMATION TECHNOLOGY DEPARTMENT

2015 Mid-Year Adjustment Proposed Organizational Chart



**This Instrument Prepared By
and after Recording Return to:**
J. Cliff McKinney, Esq.
QUATTLEBAUM, GROOMS & TULL PLLC
111 Center Street, Suite 1900
Little Rock, Arkansas 72201
(501) 379-1700

HELIPAD EASEMENT

This Helipad Easement ("Agreement") is entered into on the date written below by and between **CITY OF CONWAY, ARKANSAS** ("City"), and **CONWAY COMMUNITY SERVICES**, an Arkansas non-profit corporation ("CCS"), as follows:

WHEREAS, City owns Lot 1B, Conway Community Services Campus Replat to the City of Conway, Faulkner County, Arkansas (the "Helipad Tract");

WHEREAS, CCS owns Lot 1A, Conway Community Services Campus Replat to the City of Conway, Faulkner County, Arkansas (the "CCS Tract");

WHEREAS, City wishes to grant to CCS a permanent easement over and across the Helipad Tract for the sole and exclusive benefit of CCS and the CCS Tract to utilize the Helipad Tract as a helicopter landing and take-off platform and heliport.

NOW THEREFORE, for Ten and No/100 United States Dollars (\$10.00) and other good and valuable consideration including the terms, conditions, covenants, and provisions contained herein, the receipt and sufficiency of which is hereby acknowledged, it is agreed as follows:

1. **Incorporation of Recitals.** The recitals set forth in this Agreement are not mere recitals of fact but are contractual in nature and incorporated into this Agreement by reference, except in the event of a conflict between the incorporated recitals and the numbered sections of this Agreement, the numbered sections of this Agreement shall control.
2. **Conveyance of Easement.** City does hereby immediately grant and convey to CCS, its successors and assigns, a permanent and exclusive easement over and across the Helipad Tract for uses as a helicopter landing and take-off platform and heliport. This easement includes the right to construct, reconstruct and maintain such facilities and improvements on the Helipad Tract as CCS may desire for the use and operation of the Helipad Tract. CCS's use of the Helipad Tract is exclusive and absolute, and City shall make no use of the Helipad Tract or grant any rights to any other parties that might in any way interfere with CCS's use of the Helipad Tract. CCS shall maintain the Helipad Tract in good order and repair.
3. **Binding Effect; Duration; Enforcement.** The easement granted by this Agreement shall: (i) touch, concern, encumber and run with the Helipad Tract in perpetuity; (ii) be binding upon all successor owners of the CCS Tract and the Helipad Tract; (iii) be enforceable by CCS, City and all subsequent owners of the CCS Tract and the Helipad Tract; and (iv) be modified or terminated only by written agreement executed by CCS and City, such

modification thereafter being recorded in the real estate records of Faulkner County, Arkansas. CCS may assign or otherwise delegate its rights hereunder to any lessee or operator of a portion or all of the CCS Tract.

- 4. **Severability.** If any part of this Agreement or any other agreement entered into pursuant hereto is contrary to, prohibited by or deemed invalid under applicable law or regulation, such provision shall be deemed inapplicable and deemed omitted to the extent so contrary, prohibited or invalid but the remainder hereof shall not be invalidated thereby and shall be given full force and effect so far as possible.
- 5. **Governing Law.** This Agreement shall be governed by the laws of the State of Arkansas and any disputes arising hereunder shall be adjudicated in the State of Arkansas.
- 6. **No Oral Agreements.** This written agreement may not be contradicted by evidence of prior, contemporaneous or subsequent oral agreement of the parties. There are no unwritten oral agreements between the parties. Each of the parties hereto hereby acknowledges no other party, or agent or attorney of any other party, has made any promise, representation or warranty whatsoever, express or implied, not contained herein concerning the subject matter hereof, to induce the other party to execute this Agreement or any of the other documents referred to herein and each party hereto acknowledges it has not executed this Agreement or such other documents in reliance upon any such promise, representation or warranty not contained herein.
- 7. **Counterparts.** This Agreement may be executed in counterparts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of this ____ day of _____, 2015.

CONWAY COMMUNITY SERVICES,
an Arkansas non-profit corporation

By: _____
Doug Weeks,
Senior Vice President of
Hospital Operations

STATE OF ARKANSAS)
)ss:
COUNTY OF PULASKI)

ACKNOWLEDGMENT

On this ____ day of _____, 2015, before me, a Notary Public, duly commissioned, qualified and acting, within and for the said County and State, appeared in person the within named Doug Weeks, to me personally well known, who stated that he is the Senior Vice President of Hospital Operations of CONWAY COMMUNITY SERVICES, an Arkansas non-profit corporation, and is duly authorized in such capacity to execute the foregoing instrument for and in the name and behalf of said corporation, and

further stated and acknowledged that he had so signed, executed and delivered said foregoing instrument for the consideration, uses and purposes therein mentioned and set forth.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this ___ day of _____, 2015.

Notary Public

My Commission Expires:

(S E A L)

CITY OF CONWAY ARKANSAS

By: _____

Name: _____

Title: _____

STATE OF ARKANSAS)

)ss:

ACKNOWLEDGMENT

COUNTY OF FAULKNER)

On this ____ day of _____, 2015, before me, a Notary Public, duly commissioned, qualified and acting, within and for the said County and State, appeared in person the within named Doug Weeks, to me personally well known, who stated that he/she is the _____ of CITY OF CONWAY, ARKANSAS, and is duly authorized in such capacity to execute the foregoing instrument for and in the name and behalf of said city, and further stated and acknowledged that he/she had so signed, executed and delivered said foregoing instrument for the consideration, uses and purposes therein mentioned and set forth.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this ___ day of _____, 2015.

Notary Public

My Commission Expires:

(S E A L)

**This Instrument Prepared By
and after Recording Return to:**

J. Cliff McKinney, Esq.
QUATTLEBAUM, GROOMS & TULL PLLC
111 Center Street, Suite 1900
Little Rock, Arkansas 72201
(501) 379-1700

QUITCLAIM DEED

CONWAY COMMUNITY SERVICES an Arkansas non-profit corporation ("Grantor"), for and in consideration of the sum of Ten and No/100 United States Dollars (\$10.00) and other good and valuable consideration in hand paid by **CITY OF CONWAY, ARKANSAS** ("Grantee"), the receipt and sufficiency of which is hereby acknowledged, does hereby grant and quitclaim unto Grantee, and unto its successors and assigns forever, all its right, title, interest and claim in and to the real property situated in Faulkner County, Arkansas, described as Lot 1B, Conway Community Services Campus Replat to the City of Conway, Faulkner County, Arkansas.

TO HAVE AND TO HOLD the Property unto Grantee, and unto its successors and assigns forever, with all appurtenances thereunto belonging in "AS IS, WHERE IS, WITH ALL FAULTS AND WITHOUT ANY REPRESENTATION OR WARRANTY WHATSOEVER, EXPRESS OR IMPLIED" condition and subject to all matters of record or fact.

EFFECTIVE this 24th day of July, 2015.

CONWAY COMMUNITY SERVICES,
an Arkansas non-profit corporation

By: 
Doug Weeks,
Senior Vice President of
Hospital Operations

I certify under penalty of false swearing that documentary stamps or a documentary symbol in the legally correct amount has been placed on this instrument. This transaction is exempt because no consideration is paid and the grantee is a governmental entity.

GRANTEE OR AGENT: City of Conway, Arkansas
GRANTEE'S ADDRESS:

GRANTEE'S SIGNATURE

STATE OF ARKANSAS)

)ss:

ACKNOWLEDGMENT

COUNTY OF PULASKI)

On this 24th day of July, 2015, before me, a Notary Public, duly commissioned, qualified and acting, within and for the said County and State, appeared in person the within named Doug Weeks, to me personally well known, who stated that he is the Senior Vice President of Hospital Operations of CONWAY COMMUNITY SERVICES, an Arkansas non-profit corporation, and is duly authorized in such capacity to execute the foregoing instrument for and in the name and behalf of said corporation, and further stated and acknowledged that he had so signed, executed and delivered said foregoing instrument for the consideration, uses and purposes therein mentioned and set forth.

24th IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal this
day of July, 2015.

Delisa Rader
Notary Public

My Commission Expires:
02-11-2019
(SEAL)

