

# ***AGENDA***

**FORT SMITH BOARD OF DIRECTORS  
STUDY SESSION**

***July 26, 2011 ~ 12:00 NOON***

**FORT SMITH PUBLIC LIBRARY  
COMMUNITY ROOM  
3201 ROGERS AVENUE**

1. Review employee cost comparison ~ *Requested by Director Tyler at the June 21, 2011 regular meeting ~*
2. Review 2012 outside agency funding
3. Review South 67<sup>th</sup>, 68<sup>th</sup> and Fern Street Issues (Part of 2011 Street Overlays/Reconstruction Project 11-03-C) ~ *Requested by Director Weber at the July 19, 2011 regular meeting ~*
4. Review preliminary agenda for the August 2, 2011 regular meeting



July 19, 2011

Interoffice Memorandum

To: Ray Gosack, City Administrator

From: Kara Bushkuhl, Director of Finance

Re: 2011 Employee Costs

A handwritten signature in black ink, appearing to read "Kara", written over the "From:" line.

Per review of the 2011 Budget, the average salary and benefits costs for each employee is \$62,681. The average cost per sworn employee is \$78,636 and per non-sworn employee is \$54,947. The attached schedule reports the average costs by division and major programs.

The difference in employee costs between sworn and non-sworn employees is due to the higher retirement contribution rates for sworn employees, the larger allocation of merit pay for sworn personnel, and other benefits provided to sworn personnel that are not provided to non-sworn personnel such as education incentive pay, clothing/laundry allowances, and SWAT/training allowances. Attached are schedules that reflect the city contribution rates for retirement and the cost of merit pay.

If you have any questions or require more information, please let me know.

pc: Jeff Dingman

**2011 Employee Costs  
Using 2011 Budget  
Summary by Division**

	<u>Positions</u>	<u>Wages &amp; Benefits</u>	<u>Average Cost</u>
<b>Policy &amp; Administration Services Division:</b>			
Mayor	1.00	62,510	62,510
Administration	3.00	385,460	128,487
Economic Development	2.00	143,490	71,745
Internal Audit	1.00	98,900	98,900
Sub-total	7.00	690,360	98,623
District Court/Prosecutor	21.00	1,173,930	55,901
Sub-total	28.00	1,864,290	66,582
<b>Management Services Division:</b>			
Human Resources	4.00	324,540	81,135
City Clerk	3.00	215,490	71,830
Finance	33.00	2,026,900	61,421
ITS	9.00	699,310	77,701
Sub-total	49.00	3,266,240	66,658
<b>Development Services Division:</b>			
Engineering	19.00	1,365,930	71,891
Planning & Zoning	7.75	583,480	75,288
CDBG	4.25	283,660	66,744
Building Safety	11.00	712,340	64,758
Neighborhood Services	8.00	409,260	51,158
Sub-total	31.00	1,988,740	64,153
<b>Police Services Division:</b>			
Sworn Members	169.00	12,208,204	72,238
Non-Sworn Members	59.75	2,962,294	49,578
Sub-total	228.75	15,170,498	66,319

Fire Services Division:			
Sworn Members	129.00	11,225,315	87,018
Non-Sworn Members	<u>3.00</u>	<u>180,754</u>	60,251
Sub-total	<u>132.00</u>	<u>11,406,069</u>	86,410
Operation Services Division:			
Streets & Traffic Control	64.24	2,951,110	45,939
Water & Sewer	189.19	10,577,420	55,909
Parks & Recreation	39.10	1,453,790	37,181
Sanitation	78.00	4,433,400	56,838
Transit	<u>36.00</u>	<u>1,692,890</u>	47,025
Sub-total	<u>406.53</u>	<u>21,108,610</u>	51,924
Convention Center:	<u>13.50</u>	<u>723,330</u>	53,580
Advertising & Promotion:	<u>5.00</u>	<u>320,070</u>	64,014
Total	<u>912.78</u>	<u>57,213,777</u>	62,681
Sworn Personnel	298.00	23,433,519	78,636
Non-Sworn Personnel	<u>614.78</u>	<u>33,780,258</u>	54,947
Total	<u>912.78</u>	<u>57,213,777</u>	62,681



City of Fort Smith, Arkansas  
 Cost of Merit Pay  
 2006 - 2010 and 1st Quarter of 2011

	2006	2007	2008 (Note A)	2009	2010	1st Quarter 2011	2nd Quarter 2011
Police	92,450	103,415	20,980	115,838	55,210	23,222	14,848
% of Total	34%	38%	85%	36%	58%	49%	73%
Fire	76,572	44,497	1,609	89,617	15,165	12,642	753
% of Total	28%	16%	6%	28%	16%	27%	4%
Police and Fire Combined	169,022	147,912	22,589	205,455	70,375	35,864	15,601
Total General Fund Budget Cost	269,696	270,433	24,771	320,915	94,932	47,437	20,317
% of Total General Fund Budget	63%	55%	91%	64%	74%	76%	77%
Total Operating Budget Cost	479,133	565,770	33,280	576,028	138,186	75,502	44,059
% of Total Operating Budget	35%	26%	74%	36%	69%	48%	46%

Note A: Pay for performance increases were not granted for 2008; however, there were some increases effective for 2007 that were not processed until 2008.

Note B: The amounts reported on this schedule are the actual costs incurred for each year and do not reflect annual costs for the increases.

# SS2



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## MEMORANDUM

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**TO:** Ray Gosack, City Administrator  
**FROM:** Tracy Winchell, Communications Manager  
**DATE:** 7/6/2011  
**CC:** Kara Bushkuhl, Director of Finance  
Christy Deuster, Administrative Coordinator

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### OUTSIDE AGENCY PANEL – 2012 PREPARATIONS

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Action items for the board during this study session include:

**1. Determining how to set percentage allocations for each category.**

For the 2010 process, the board set the percentages based on a 5-year history of how outside agency funds had previously been allocated (prior to the development of this program). The allocations were, as follows:

- Recreation – 37%
- Arts & Humanities – 30%
- Social/Community Services – 33%

For the 2011 funding cycle, allocations were made based on the number of applications in each category. In other words, the category with the most applications received a higher percentage than the category with the fewest applications. This, coupled with the reduction of actual funds available to this program, meant some organizations received much less funding than in previous years. This early into the budget planning process – especially since this program is an item from the general fund – it is difficult to determine the dollar amount that may be available. A tentative figure should be available by the time the panel begins to review the completed applications in September.

When the contracts were approved by the board in December, there was discussion about having the board set the allocations.

**2. Determining whether or not to include the following language – or something similar – as part of the 2012 applications:**

- All organizations requesting funds for utilities will submit bills to finance for monthly reimbursements
- The addition of the following statement to the application:  
*The city's internal auditor may choose to randomly select applications each year for internal review at the close of the year for which the funds are awarded. Funds may be forfeited or must be returned if the auditor determines that a deliberate misrepresentation has been made on the application.*

**3. Addressing the recreation vacancy on the panel**

**4. Any other items – particularly regarding the workshop agenda – deemed appropriate by the mayor and board**

### History

This process has its origins in a February 2008 board of directors' retreat, and has included input from a citizen task force in 2009. Recommendations from the citizen task force were adopted by the board in late 2009. The 2010 awards were made in the spring of 2010. In the fall of 2010, the OAF review panel awarded the 2011 funds. With each funding cycle, applicants, staff, and review panelists learn lessons on how to improve the process.

### Funding

Declines in general fund revenues, coupled with the need to maintain essential services operated from the general fund (police, fire, and parks comprise the bulk of general fund expenditures) continues to be a concern regarding this program. During the 2010 funding cycle, as in previous years, \$227,700 was available for allocation among eligible organizations. For 2011, \$202,700 was available.

### Citizen Review Panel

This process is time consuming – for applicants, for staff, and for the 9-member review panel. Even so, in the face of potentially-declining funds available for distribution, members of the citizen panel last fall indicated their willingness to volunteer their time and their talents because they believe in this process – that, for as long as public funds are available for distribution to outside agencies in exchange for the valuable services they provide to Fort Smith citizens, the process should be fair, equitable, and transparent.

### Supplemental Materials

Attached to this memo are a number of supplemental items intended to recap the purpose of the outside agency program and to aide in the decision-making process for the 2012 round of funding.

### For review

1. Program goals & objectives
2. 2011 Application
3. 2011 Summary of applicants, awards, and rationale, including:
  - a. Previous year's requests, awards, and the difference
  - b. One sheet for each of the program's 3 categories (recreation, arts & humanities, and social/community services) and the panel's rationale for reconciling the differences between requests and funds available

### Planning for 2012

1. Action timeline for releasing information to potential applicants, with updates on tasks already underway or completed
2. Roster of citizens serving on the outside agency panel – including one vacancy in the recreation specialty
3. DRAFT of a proposed agenda for the mandatory workshop scheduled for **Thursday, August 4 at 9am**  
*Elm Grove Community Center at Martin Luther King, Jr. Park*

## APPENDIX A

### OVERALL PROGRAM PURPOSE AND GOALS

The purpose of partnering with local service agencies is to enable and assist non-profit organizations providing specialized services to citizens. These services are deemed by the City of Fort Smith Board of Directors to be either necessary or beneficial to the economic, social or cultural well-being of Fort Smith, its citizens and guests of the community.

**Contracts** should allow the agency to accomplish at least one of these objectives:

1. **Improving, expanding, or enhancing citizen services**
2. **Achieving an important step in the organization's business model**
3. **Meeting an unexpected demand for services or facilities construction or repair**

*Beyond these overarching goals for the entire program, it is recommended that the board of directors adopt a set of similar criteria for each category, providing more specific parameters by which each committee recommends award of contracts to applicants.*

#### ***Arts & Humanities Purpose and Goals***

**Contracts** should encompass at least one of the following objectives:

1. Recruitment and retention of knowledge-based workers
2. Recruitment and retention of health care professionals
3. Increasing accessibility of arts & humanities programs to the entire community, including non-traditional populations

#### ***Recreation Purpose and Goals***

**Contracts** should encompass at least one of the following objectives:

1. Enhancing an organization's ability to serve youth recreation leagues for current and future generations
2. Expanding a facility to accommodate larger regional events
3. Providing permanent facilities enhancements for recreational programs for all ages

#### ***Social & Community Services Purpose and Goals***

**Contracts** should encompass at least one of the following objectives:

1. Improving an organization's ability to provide niche services for citizens with special needs
2. Expanding an organization's ability to train local service agency employees, volunteers, and board members to better fulfill service and self-sustainably objectives

**OUTSIDE AGENCY SERVICES CONTRACT PROPOSAL  
CITY OF FORT SMITH 2011 BUDGET**

For service providers seeking City of Fort Smith General Fund dollars in exchange for services, the following form and required attachments must be completed and submitted to the City Finance Department no later than 4:30p.m. on Thursday, September 2, 2010. **Requests received after this date and time will not be reviewed nor submitted for consideration by the Awards Committee.**

**ORGANIZATION:** \_\_\_\_\_

**CONTACT PERSON: (ALL QUESTIONS AND NOTICES WILL BE DIRECTED TO THIS PERSON AT THE ADDRESS LISTED BELOW DURING THE APPLICATION PROCESS AND REVIEW) :**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**\*E-MAIL ADDRESS:** \_\_\_\_\_

**\*Please use an address where e-mail is checked frequently**

**NUMBER OF YEARS SERVICE TO COMMUNITY:** \_\_\_\_\_

**AWARD CATEGORY: (Refer to Overall Program Purpose & Goals for Description of Category Parameters)**

\_\_\_\_\_ **ARTS AND HUMANITIES**

\_\_\_\_\_ **RECREATION**

\_\_\_\_\_ **SOCIAL & COMMUNITY SERVICES**

## SECTION 2

Section 2 is divided into three sections. Please complete *ONLY* the section corresponding with the category in which your organization is applying. These questions must be answered "yes" or "no" as designated by a "Y" or an "N." The section is worth a maximum of 70 points. The questions are designed so that it is difficult, if not impossible, for any one organization to achieve a perfect score on this section. You will have an opportunity to address exceptions and other qualities unique to your organization in Section 3.

### Arts & Humanities

#### ARTS & HUMANITIES PURPOSE AND GOALS

Contracts should encompass at least one of the following objectives:

1. Recruitment and retention of knowledge-based workers
2. Recruitment and retention of health care professionals
3. Increasing accessibility of arts & humanities programs to the entire community, including non-traditional populations

If applicant seeks a partnership contract as an arts & humanities organization, answer these questions as Yes or No Y/N:

- Fixed admission fee?
  - Free admission days to the public?
  - Discounts admissions to senior citizens?
  - Discounts admissions to students?
  - Accepts private donations?
  - Applies for outside grants (this funding not included)?
  - Engages in at least one annual fund raising campaign activity – for capital or operating expenses?
  - Will the requested funds through the City of Fort Smith be depleted before the end of the year or project for which they are requested?
  - Is one person responsible for continuity in decision-making and fiduciary responsibilities?
  - Does this organization use volunteer staff?
  - Does this organization have facilities for corporate and community meetings?
- Circle best response: 50 or fewer – 50 or more**
- Does this organization offer any programs designed for school presentations?
  - Does this organization offer an attraction to entice companies or industry to our area?
  - Is your facility – or are your services - available more than 5 days per week or evenings?

(5 points each)

## SECTION 2 *continued*

Section 2 is divided into three sections. Please complete **ONLY** the section corresponding with the category in which your organization is applying. These questions must be answered "yes" or "no" as designated by a "Y" or an "N." The section is worth a maximum of 70 points. The questions are designed so that it is difficult, if not impossible, for any one organization to achieve a perfect score on this section. You will have an opportunity to address exceptions and other qualities unique to your organization in Section 3.

## Social & Community Services

### SOCIAL & COMMUNITY SERVICES PURPOSE AND GOALS

Contracts should encompass at least one of the following objectives:

1. Improving an organization's ability to provide niche services for citizens with special needs
2. Expanding an organization's ability to train local service agency employees, volunteers, and board members to better fulfill service and self-sustainability objectives

**If applicant seeks a partnership contract as a social & community services organization, answer these questions as Yes or No Y/N:**

- Accepts private donations?
- Applies for outside grants (this funding not included)?
- Engages in at least one annual fund raising campaign activity – for capital or operating expenses?
- Is one person responsible for continuity in decision-making and fiduciary responsibilities?
- Does this organization use volunteer staff?
- Serves, specifically, the senior or frail population?
- Serves, specifically, persons with special needs
- Is your facility accessible to persons with disabilities?
- Will the requested funds through the City of Fort Smith be depleted before the end of the year or project for which they are requested?
- Is the program being applied for unique in Fort Smith?
- Does the program have a measurable impact on children and families with special needs?
- Does the program make a significant and sustainable change?
- Does the agency work in partnership with communities, governments, businesses and other non-profits?
- Does the organization train its board members and volunteers?

(5 points each)





**DEPARTMENT OF FINANCE**

Kara Bushkuhl, CPFO

Director of Finance

August 2, 2010

**To All Outside Agency Service Contract Applicants:**

Included in this packet you will find: Checklist of Required Items, Application for Funding, Business License Application, and a Budget Summary Sheet necessary for requesting funds from the City of Fort Smith for the calendar year 2011.

There is a **MANDATORY** workshop for all agencies applying for funds from the 2011 budget cycle. In order to submit an application for funding, attendance by at least one representative from prospective agencies **MUST** attend the workshop. A copy of the News Release is included.

Thursday, August 12th  
9am-11:45am  
Elm Grove Community Center

The deadline for submission of completed packets is 4:30 p.m., Thursday September 2, 2010. No applications received after that date/time will be evaluated. No emailed submissions will be accepted. Five 3 hole punched, unbound copies with documents in order as listed on the checklist should be delivered to:

City of Fort Smith  
Finance Department  
Christy Deuster  
623 Garrison, Room 512  
Fort Smith, AR 72902

Please note that all applications meeting the initial funding criteria will be scored by an independent awards committee. As part of the process, required audits/cash disbursement reports will be reviewed by the City's Internal Auditor.

You will be notified during the budget process of board meetings/study sessions where funding will be discussed.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

Christy Deuster  
Administrative Coordinator

623 Garrison Avenue, Suite 512  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 784-2286  
FAX (479) 784-2467  
[cdeuster@fark.com](mailto:cdeuster@fark.com)

**OUTSIDE AGENCY CONTRACT PROPOSAL  
CITY OF FORT SMITH 2011 BUDGET  
SUBMISSION REQUIREMENTS CHECKLIST**

**Agency Requesting Funding:** \_\_\_\_\_

**Completed Application:** \_\_\_\_\_

**Cover Letter Requesting Funding:** \_\_\_\_\_

**Most Recent Financial Audit:** \_\_\_\_\_

**Audits must be no more than 1 year old**

**Cash Receipt & Disbursement Audit OR**

**Audit Review/Compilation every two years & must provide quarterly reports for those 2 years  
(for agencies with a total operating budget of less than \$25,000.)**

**Form 990 filed with the IRS in the previous 12 months** \_\_\_\_\_

**Budget Summary Sheet:** \_\_\_\_\_

**501 (c) (3) non-profit designation** \_\_\_\_\_

**Registration with the Secretary of State** \_\_\_\_\_

**City of Fort Smith Business License** \_\_\_\_\_

**Federal Identification Number** \_\_\_\_\_

**Administrative Profile** \_\_\_\_\_

- a. Administrative Staff Qualifications
- b. Agencies Organizational Chart
- c. List of Current Board Members

**Copy of board of directors'  
minutes or resolution authorizing  
request for funding.** \_\_\_\_\_

**OFFICE USE ONLY**

Account Number \_\_\_\_\_  
 Class Code \_\_\_\_\_

**CITY OF FORT SMITH**  
**BUSINESS REGISTRATION APPLICATION**  
 (PLEASE TYPE OR CLEARLY PRINT ALL INFORMATION  
 AND RETURN TO: PLANNING DEPT. 623 GARRISON AVE. FT. SMITH AR 72901)

APPLICATION ID: \_\_\_\_\_

Business Status  New  Relocating  (Optional) I am a Minority and/or Women Owned Business. Please include my business in the Minority & Women's Business Directory.

DATE				BUSINESS ADDRESS		
CORPORATE BUSINESS NAME				PREVIOUS BUSINESS ADDRESS		
BUSINESS NAME						
NAME	<input type="checkbox"/> OWNER <input type="checkbox"/> CEO			MAILING ADDRESS (IF DIFFERENT)		
APPLICANT NAME				EMAIL (optional)		
NUMBER OF EMPLOYEES		BUSINESS PHONE		CELL PHONE		
ALTERNATE PHONE		FAX NUMBER		EMERGENCY PHONE		

**PREVIOUS USE OF STRUCTURE**

PLEASE PROVIDE A DETAILED DESCRIPTION OF YOUR BUSINESS INCLUDING A LIST OF THE PRODUCTS OR SERVICES OFFERED

WILL THIS BUSINESS BE OPERATED OUT OF A RESIDENCE (HOME)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WAS THE PREVIOUS USE OF THIS STRUCTURE A HOUSE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THIS BE A SEXUALLY ORIENTED BUSINESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THIS BE A FOOD SERVICE BUSINESS? (REQUIRES HEALTH APPROVAL)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THIS BE A PAWN SHOP? (SEE COLLECTIONS MANAGER)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THIS BE A PRIVATE CLUB? (SEE COLLECTIONS MANAGER)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THIS BE A CHILD CARE SERVICE? (REQUIRES DHS APPROVAL)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL THIS BE A FLEA MARKET? _____ INDOOR _____ OUTDOOR	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WILL ALCOHOL BE SERVED OR ALLOWED AT THIS BUSINESS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
IS THIS BUSINESS A HUMAN/PET CREMATORIUM? (SEE COLLECTIONS MANAGER)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

NOTICE: IF RUNNING MORE THAN ONE BUSINESS OUT OF THE SAME STRUCTURE, YOU ARE REQUIRED TO FILE OUT SEPARATE APPLICATIONS FOR EACH BUSINESS. BUILDING/USE PERMITS REQUIRED FOR REMODELING/ADDITIONS AND SIGNS.

BY SIGNING THIS DOCUMENT, I UNDERSTAND THAT ANY FALSE STATEMENTS MADE IN THIS APPLICATION SHALL RESULT IN DENIAL. I FURTHER UNDERSTAND THAT VIOLATION OF ANY LOCAL, STATE, OR FEDERAL LAW, MAINTAINING A NUISANCE OR UNDESIRABLE PREMISES, OR OPERATING A BUSINESS CONTRARY TO THAT PERMITTED BY THE APPROVED BUSINESS REGISTRATION SHALL BE CAUSE TO REVOKE THE BUSINESS LICENSE.

DATE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

APPLICANT  OWNER

Overview  
**2011 Outside Agency Applications**  
**28 Total Applications**

Allocation %  
 based on # apps  
 in ea category

Agency

**\$ Allocation**  
**\$ 202,700**

**2011 Allocation Process**  
**Requested    Awarded    Difference**

Agency	Allocation %	\$ Allocation	Requested	Awarded	Difference
<b>RECREATION</b>					
<b>5 Applications</b>					
1st Tee		\$	\$ 10,000	\$ 5,429	\$ (4,571)
Bost Inc.			\$ 30,920	\$ 0	\$ (30,920)
Fort Smith Boys & Girls Clubs			\$ 44,000	\$ 7,239	\$ (36,761)
Girls Inc.			\$ 20,000	\$ 10,859	\$ (9,141)
Lincoln Youth Service			\$ 18,000	\$ 12,669	\$ (5,331)
<b>Total</b>			\$ 122,920	\$ 36,196	\$ (86,724)

Agency	Allocation %	\$ Allocation	Requested	Awarded	Difference
<b>ARTS &amp; HUMANITIES</b>					
<b>8 Applications</b>					
Fort Smith Chorale			\$ 6,000	\$ 4,800	\$ (1,200)
Fort Smith Heritage Foundation			\$ 10,000	\$ 5,000	\$ (5,000)
Fort Smith Little Theater			\$ 6,782	\$ 6,250	\$ (532)
Fort Smith Museum of History			\$ 20,000	\$ 10,000	\$ (10,000)
Fort Smith Regional Art Museum			\$ 6,782	\$ 6,250	\$ (532)
Fort Smith Symphony			\$ 14,500	\$ 11,600	\$ (2,900)
Second Street Live			\$ 10,000	\$ 9,215	\$ (785)
Western Arkansas Ballet			\$ 6,000	\$ 4,800	\$ (1,200)
<b>Total</b>			\$ 80,064	\$ 57,915	\$ (22,149)

Allocation %  
based on # apps  
in ea category

Agency

**SOCIAL & COMMUNITY SERVICES**

15 Applications

53.57%

\$ 108,589

**\$ Allocation**  
\$ 202,700

**2011 Allocation Process**  
Requested      Awarded      Difference

Alzheimers Association	\$5,000	\$5,000	\$0
Bost Inc.	49,160	0	-\$49,160
Children's Emergency Shelter	\$30,000	\$16,170	-\$13,830
Community Dental Clinic	\$6,800	\$3,665	-\$3,135
Community Service Clearinghouse	\$25,000	\$13,475	-\$11,525
Crisis Intervention Center	\$15,000	\$15,000	\$0
Don Reynolds Cancer Support House	10,000	\$5,390	-\$4,610
Fountain of Youth Adult Day Care	\$17,330	\$9,268	-\$8,062
Girls Shelter	\$8,000	\$8,000	\$0
Hannah House	\$7,500	\$4,668	-\$2,832
Kistler Center	\$7,018	\$4,500	-\$2,518
Lincoln Childcare	\$12,600	\$6,791	-\$5,809
Mission Deaf Connection	30,000	\$0	-\$30,000
Next Step Day Room	\$20,000	\$10,780	-\$9,220
River Valley Regional Food Bank	\$15,000	\$6,000	-\$9,000
	<b>\$258,408</b>	<b>\$108,707</b>	<b>-\$149,701</b>

Grand Total All Requests  
28 Applications

\$ 202,700

\$ 461,392      \$ 202,818      \$ (227,654)

Recreation Worksheet

Requesting Agency	Amount Requested	Use	Concerns/Addtl. Funding?	Reduction/Reasoning	Allocation	\$
1st Tee	\$ 10,000	Utilities	receives funding from national organization.	This program is an important part of the community. This proposed amount, while reduced, isn't a drastic reduction from 2010 levels.	0.15	\$ 5,429
Bost Inc.	\$ 30,920	Upgrade of existing playground equipment	2 apps - 2 categories. Sets a precedence for future funding cycles. Each organization should stick to one category.	2 different apps in 2 different categories, upgrade of an existing playground for 55 clients who would use 200+ times per year. Bost receives federal funds - in excess of \$20 million. medicaid. "DI WE CAN'T MEET THEIR NEED. Money for an enhancement is not as critical for them as for other organizations that provide recreational opportunities to a broader group of citizens."	0.00	\$ -
Fort Smith Boys & Girls Clubs	\$ 44,000	Utilities	receives significant funding from national organization.	This organization serves many youth in 4 locations with a wide range of recreational programs that impact many areas of youth and community development. The panel regrets that the recreation category has fewer total funds available in 2011 than was awarded to this organization in 2010. This is a tough decision. As well-regarded as this organization is for its service in the youth recreation arena, the panel notes this organization has built in staff, membership, and volunteers for fund-raising drives. Other organizations in this category also have some means for funding activities, but not nearly the depth that this organization possesses.	0.20	\$ 7,239
Girls Inc.	\$ 20,000	Utilities	receives some funding from other sources, United Way, a national organizational structure, and other sources.	This organization is heavily dependent on local funding, serves a large number of girls, provides a broad range of programs, and the panel believes it's important to provide some assistance for utilities.	0.30	\$ 10,859
Lincoln Youth Service	\$ 18,000	Utilities	local funding is critical for maintaining services.	Survival is an issue. 75% of funding is from city, at approximately \$21,000 per year. This organization provides services to youth who are otherwise very difficult to reach. The citizens served through this program would otherwise fall through the cracks. In addition, the program is operated with extraordinary efficiency through a network of committed volunteers.	0.35	\$ 12,659
<b>Total Requested</b>	<b>\$ 122,920</b>				<b>1.00</b>	<b>\$36,196</b>
<b>Total to Allocate</b>	<b>\$ 36,196</b>					
<b>Amount over</b>	<b>\$ 86,724</b>					
<b>% over</b>	<b>42%</b>					

The recreation panel decided that, with only 5 applications in this category, it would be appropriate to simply allocate percentages of available funds to each organization deemed eligible for funding. Therefore, the factors under the "allocation" column will all add up to 1 (100%). Specific rationale is detailed under "reduction/reasoning."

Arts & Humanities

Requesting Agency	Amount Requested	Use	Concerns/Addtl. Funding?	Reduction/Reasoning	Allocation	\$
Fort Smith Chorale	6,000	offset cost of music and musicians	applauds the initiative for a new project - an outdoor classroom, to enhance free services and programs, which includes gazebo, sidewalks, side gardens, interns. However, with reductions in funding and percentage allocations, panel is more concerned with helping organizations maintain services. Cost benefit ratio is rather high. Request for new construction is admirable, but "doors open" projects or funds take priority in 2011.	concerts per year, the expenses are low. Performance-related requests to be funded at 80%.	0.8	\$4,800
Fort Smith Heritage Foundation	10,000	general operational support		Both organizations requesting operational support will receive 50% of the funding requested. Clayton House especially needs assistance with utilities.	0.5	5,000.00
Fort Smith Little Theater	6,782	utilities		all volunteer organization. Low overhead, high impact. Most costs are for utilities and other fixed overhead. Will fund at 92.15% of request.	0.9215	\$6,250
Fort Smith Museum of History	20,000	general operational support		Both organizations requesting operational support will receive 50% of the funding requested.	0.5	10,000.00
Fort Smith Regional Art Museum	6,782	utilities	payroll expenses are 48% of the organization's budget. A concern.	Utilities overhead. Currently may be less due to remodel. This is a sustainability request for the art museum's future. Capital campaign requires some operational support. Will fund at 92.15% of request.	0.9215	\$6,250
Fort Smith Symphony	14,500	\$22k auditorium rental costs and earthquake	rental of theatre is 22k and requested funding only partially offsets the requests.	private support for the symphony is probably higher than any other organization applying for funds. However, expenses are high, with traveling musicians. Earthquake is an excellent program, and the scope of this request doesn't even offset the annual rental of the convention center. Performance-related requests to be funded at 80%.	0.8	\$11,600
Second Street Live	10,000	utilities	Application asks for \$10k. Reporting shows the facilities expects to use all of its 2010 request on utilities.	Second Street Live has created buzz not just in Fort Smith, but also larger metro areas and is bringing guests from out of town for performances. The first year of operation estimates the facility will require between \$9k and \$10k in utilities costs. "Doors open" request.	0.9215	\$9,215
Western Arkansas Ballet	6,000	nutcracker and reduced ticket prices	One show per year mentioned at reduced costs for certain audiences. Still, tickets are \$10 per person.	As a performance-oriented request, the panel wishes to assist in offsetting the cost of the venue. Performance-related requests to be funded at 80%.	0.8	\$4,800
Total Requested	\$ 80,064					\$57,914
Total to Allocate	\$ 57,914					
Amount over	\$ 22,150					
% over	261%					

**Rankings according to 3 criteria:**

1. keeping doors open - utilities support is first priority
2. availability of other funding sources
3. enhancement versus need

3 organizations asked strictly for utilities. Fund at 92.15% of request.  
 3 organizations are performance-related and are requesting funding to support venue overhead, musicians, or music materials. Fund at 80% of request.  
 2 organizations requesting operational support. Fund at 50% of request.

Social/Community Services Worksheet

Requesting Agency	Amount Requested	Use	Concerns/Addtl. Funding?	Reduction/Reasoning	Allocation	\$
River Valley Regional Food Bank	\$15,000.00	Elec cost for freezer/refrig units	These funds keep the refrigerator/freezer units running.	Since 40% of this organization's service area is Insite Fort Smith, we recommend funding at 40%.		\$6,000
Reynolds Cancer Support House	\$10,000.00	Improve/expand cancer support, supplies and		Funded at 53.9% of request.	0.539	\$5,390
Mission Deaf Connection Center	\$30,000.00	Start-up funds for center to connect the deaf community	Start-up, no history.	These funds are not designed to be used for start-up ventures. Did not meet minimum criteria.		\$0
Lincoln Childcare Center	\$12,600.00	Cont. of Quality-rating program for kids		Funded at 53.9% of request.	0.539	\$6,791
Community Dental Clinic	\$6,800.00	To compensate vol. dentists	Compensating volunteer dentists, while understandable, doesn't seem to present a need as great as many other applicants have presented.	Funded at 53.9% of request.	0.539	\$3,665
Hannah House	\$7,500.00	Utilities and insurance	2010 grant was just over \$4000.	Based on pg 18 of request, utilities + telephone = \$4568.		\$4,668
Crisis Intervention Center	\$15,000.00	Utilities	Total utility cost in 2009 was \$40,000	Moved to much bigger facility, serving more victims.		\$15,000
Girls Shelter	\$8,000.00	Utilities	Request is LESS than 2010 utilities	This contributes to keeping lights on and doors open.		\$8,000
Kistler Center	\$7,018.00	Tech Imprints	Purch of new comp, software, licenses	New computers are \$4500 of the request. This is also in line with 2010 grant.		\$4,500
Children's Emergency Shelter	\$30,000.00	To cover antcipd budget shortfall		Funded at 53.9% of request.	0.539	\$16,170
Alzheimer's Association	\$5,000.00	Utilities	Non-duplicated service. Only agency providing this type of service.	Ask is less than 1/3 of utilities/gen occupancy expenses.		\$5,000
Next Step Day Room	\$20,000.00	Case Mgmt Services		Funded at 53.9% of request.	0.539	\$10,780
Boat, Inc.	\$49,160.00	Music Sensory Studio Project	ENHANCE current therapeutic services	City funds have already decreased for OAF allocations. Even more of a need to make grants to agencies with more dire needs.		\$0
Fountain of Youth	\$17,330.00	Utilities and office supplies	Their utility costs total \$9268.	Utility bills only again this year. Same as 2010.		\$9,268
Community Services Clearinghouse	\$25,000.00	10% of their annual food cost		Funded at 53.9% of request.	0.539	\$13,475
Total Requested	\$258,408.00					
Total to Allocate	\$108,589.00		Priority was given to organizations deemed to be making requests for keeping doors open and providing essential services, i.e. utilities, insurance, communications, general occupancy			\$108,707.60
Amount over	\$149,819.00		Remaining requests totaled \$104,400, with only \$56,153 remaining to disburse. Therefore, each of these Tier II requests were funded at 53.9% of the requests.			\$118.60

## Outside Agency Review Panel 2012 Funding Cycle

### Timeline – Revised

June 30, 2011

Week of June 27	<ul style="list-style-type: none"> <li>• Review schedule</li> <li>• Review 2012 application – <i>in progress</i></li> <li>• <del>Set workshop time &amp; location</del> <i>Thur, Aug 4 @ Elm Grove Community Center</i></li> <li>• Set workshop content – <i>in progress</i></li> <li>• Prepare for process and study session – <i>in progress</i></li> </ul>	Staff
Friday, July 1	<ul style="list-style-type: none"> <li>• Send out notifications of OAF app schedule &amp; workshop dates</li> <li>• Media notifications</li> </ul>	Staff
Tuesday, July 12	<ul style="list-style-type: none"> <li>• Board of Directors set to review 2012 adjustments</li> <li>• Remind board to determine percentage allocations for categories</li> </ul>	Staff/Board
Monday, August 1	<ul style="list-style-type: none"> <li>• OAF applications for 2012 released</li> </ul>	Staff/Applicants
Thursday August 4	<ul style="list-style-type: none"> <li>• OAF workshop – Oak Room, Elm Grove Community Center at Martin Luther King, Jr. Park 9am to 11:30am</li> </ul>	Staff/Applicants/ Panelists if desired
Tuesday, September 6	<ul style="list-style-type: none"> <li>• OAF application deadline – return to finance dept</li> </ul>	Applicants
Friday, September 9	<ul style="list-style-type: none"> <li>• OAF full panel meets to review apps</li> </ul>	Full Panel/Staff
Monday, September 12	<ul style="list-style-type: none"> <li>• Staff notifies applicants of any discrepancies or missing documents – provides time to correct</li> </ul>	Staff/Applicants
Thursday, September 15	<ul style="list-style-type: none"> <li>• Report to Board of Directors the number of applications submitted in each category and compute dollar allocations as predetermined by simple formula</li> </ul>	Staff
Thursday, September 22	<ul style="list-style-type: none"> <li>• OAF Recreation Review I</li> </ul>	Recreation Panel/Staff
Thursday, September 29	<ul style="list-style-type: none"> <li>• OAF Recreation Review II (if necessary)</li> </ul>	Recreation Panel/Staff
Thursday, October 6	<ul style="list-style-type: none"> <li>• OAF Arts &amp; Humanities Review</li> </ul>	A&H Panel/Staff
Thursday, October 13	<ul style="list-style-type: none"> <li>• OAF Arts &amp; Humanities Review II (if necessary)</li> </ul>	A&H Panel/Staff
Thursday, October 20	<ul style="list-style-type: none"> <li>• OAF Social/Community Services Review I</li> </ul>	SCS Panel/Staff
Thursday, October 27	<ul style="list-style-type: none"> <li>• OAF Social/Community Services Review II (if necessary)</li> </ul>	SCS Panel/Staff
Thursday, November 3	<ul style="list-style-type: none"> <li>• OAF full panel final review</li> </ul>	Full Panel/Staff
Tuesday, November 8	<ul style="list-style-type: none"> <li>• Board Study Session to Review Final Recommendations</li> </ul>	Full Panel/Staff/Board
Tuesday, November 15	<ul style="list-style-type: none"> <li>• Board of Directors Vote on 2012 Panel Recommendations</li> </ul>	Full Panel/Staff/Board

## **Outside Agency Funding Panel – Membership & Composition**

*As of July 6, 2011*

### Core:

Peggy Weidman  
Barbara Peterson  
Kathy Davis

### Arts & Humanities:

Elizabeth Momand  
Amy Manley

### Social/Community Services:

Jonathan Fry  
Susan Krafft

### Recreation:

Derek Joe  
Vacant (Steve Rinke is deceased)

This review panel will review applications for outside agency services and recommending award amounts for approval by the Board of Directors. Members of this panel will be appointed by the Board of Directors.

Core Committee shall be comprised of three citizens who are knowledgeable of the city's nonprofit organizations and services they provide, and are not directly related to any agencies that are applying for funds available through this program, nor board of directors of the City of Fort Smith. (3 year terms)

Arts & Humanities comprised of two citizens who are knowledgeable of arts and humanities and are not directly related to any agencies that are applying for funds under this line item nor the Board of Directors of the City of Fort Smith. ( 1 year term and 1 two-year term initially, and two year terms thereafter).

Recreation Panel comprised of two citizens who are knowledgeable of recreation and are not directly related to any agencies that are applying for funds under this line item nor the Board of Directors of the City of Fort Smith. (1 one year term and 1 two-year term initially and two-year terms thereafter). The panel meets on call.

**Note:** at the first full meeting of the 9-member panel, each appointee will draw a number, which will determine the length of service. Terms will expire on March 31st of each year.

## OAF workshop preparation

*As of June 27, 2011*

*The workshop will be shortened to two to two-and-a-half hours, in response to preferences stated in the post workshop survey responses in August of 2010 (no lunch program).*

1. Attendance is *required* of any organization planning to apply for OAF funds in 2012
2. The mayor and board of directors have determined that the practice of using City of Fort Smith general funds is an investment in Fort Smith citizens now and for the future. These tax dollars are not entitlements. Nonprofits are crucial components of economic and community development.
3. Review of goals & objectives doc
4. Emphasize scarcity of general fund revenues
5. Changes for 2012:
  - a. All organizations requesting funds for utilities will submit bills to finance for monthly reimbursements
  - b. The addition of the following statement to the application:  
*The city's internal auditor may choose to randomly select 2 to 4 applications each year for internal review at the close of the year for which the funds are awarded. Funds may be forfeited or must be returned if the auditor determines that a deliberate misrepresentation has been made on the application – (contingent on board decision July 12)*
6. Review the application
  - a. Assembling the packet
  - b. Yes/No questions
  - c. Narratives – be specific (share excerpts from successful applications)
  - d. Cost/benefit ratio
7. Financial statements – audits and 990s consistent with budgets
8. Leveraging your audit/financials/narratives for other grant opportunities (perhaps invite a grant specialist – congressional staffer or CDBG staffer or other?)
9. Provide key dates – and emphasize all are welcome to attend but are asked to refrain from contacting OAF staffers individually. All communication must be done with all members present and with the opportunity for all other applicants to hear.

### *Venue requirements*

Date is set for August 4 – 9am to 11:30

Classroom seating for 40 to 50

## MEMORANDUM

**To:** Ray Gosack, City Administrator

**From:** Stan Snodgrass, P.E., Director of Engineering *SS*

**Subject:** Review South 67<sup>th</sup>, 68<sup>th</sup> and Fern Street Issues  
(Part of 2011 Street Overlays/Reconstruction Project 11-03-C)

**Date:** July 21, 2011

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This study session item was requested by the Board of Directors at the July 19<sup>th</sup> regular meeting. The ongoing work on these streets is part of the 2011 Street Overlays/Reconstruction Project 11-03-C. The project is one of the four 2011 Street Overlays/Reconstruction projects which include a total of 11.8 miles of streets. Before providing specific information about the work on 67<sup>th</sup>, 68<sup>th</sup> and Fern Streets, some general information about street overlay and reconstruction projects follows.

Street overlay and reconstruction projects generally include items to improve the riding surface of the street. These projects typically include items such as repair of failed asphalt and base sections, milling of the existing street surface and installation of a new asphalt street surface. Minor drainage improvements such as replacement of heaved or depressed curb/gutter, replacement of deteriorated inlets/piping and roadside ditch grading are also included.

The 67<sup>th</sup>, 68<sup>th</sup> and Fern Street project is basically a looped street approximately one fourth of a mile in length. (See attached drawing). This subdivision is known as the Rivercrest Addition and was platted in 1962. The streets in the subdivision have curb and gutter and are generally crowned, that is the center of the street is high and the curb is lower on both sides, not just one side. The subdivision was constructed with no storm drain culverts and the drainage runoff is carried along the gutter on both sides of 67<sup>th</sup> and 68<sup>th</sup> Streets to the north towards Free Ferry where it discharges into a storm sewer system. There's an area south of the subdivision that drains to the north and between the houses on the south side of Fern. Our project has no impact on the drainage runoff from the area south of the subdivision for the houses along the south side of Fern Street. In 1998, a city project added a small ditch and storm sewer pipe along the south and west side of the property at 6712 Fern as shown on the attached drawing. This project was to divert the runoff west and away from the back of the house and towards Fern Street.

This ongoing street resurfacing project included the installation of approximately 700 feet of storm drainage culvert along the east side of 67<sup>th</sup> Street to connect to the existing pipe noted above (See attached drawing). As the installation of the storm drainage culvert was under the curb/gutter, this necessitated the replacement of the curb/gutter, sidewalk and five driveway approaches in the area where the storm drainage was installed.

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Along the remainder of the streets, there were several smaller areas of curb/ gutter and sidewalk that were replaced. One section of the curb/gutter which had settled and required replacement was along the west side of 67<sup>th</sup> Street. This section of curb/gutter was adjacent to a driveway approach which also had to be replaced in order to tie to the new gutter. On street resurfacing projects like this one with curb and gutter, it has typically been our policy to only replace the curb and gutter if the gutter is not functioning properly (i.e., it has settled, heaved or is causing grade or drainage problems to the street). While some of the curb and gutter in this area may be cracked, it is functioning correctly and does not need to be replaced. Attached are photographs of other recent City resurfacing projects where the curb/gutter was not replaced as the gutter was functioning properly even though the driveway approach was cracked and in disrepair. When we do replace the curb and it's adjacent to a driveway, this will also require replacement of the driveway approach tying to the curb.

There are numerous driveways in this subdivision that are severely cracked or spalled. Photographs of several driveway approaches along South 67<sup>th</sup> Street are attached. As the subdivision was constructed over 50 years ago this is expected. Along 68<sup>th</sup> Street, there are two new driveways that were replaced all the way from the curb to the house by the property owners in 2010. The maintenance of the driveway from the curb line to the house is the owner's responsibility, not the City's.

To replace all the remaining curb/gutter, sidewalk and driveway approaches for the entire area (the loop including 67<sup>th</sup>, 68<sup>th</sup> and Fern), a contract change order for an additional cost of around \$110,000 will be required. All the concrete curb/gutter, driveway approach and sidewalk approach work according to the plans has been completed and the street is ready to be milled and new asphalt surface course installed.

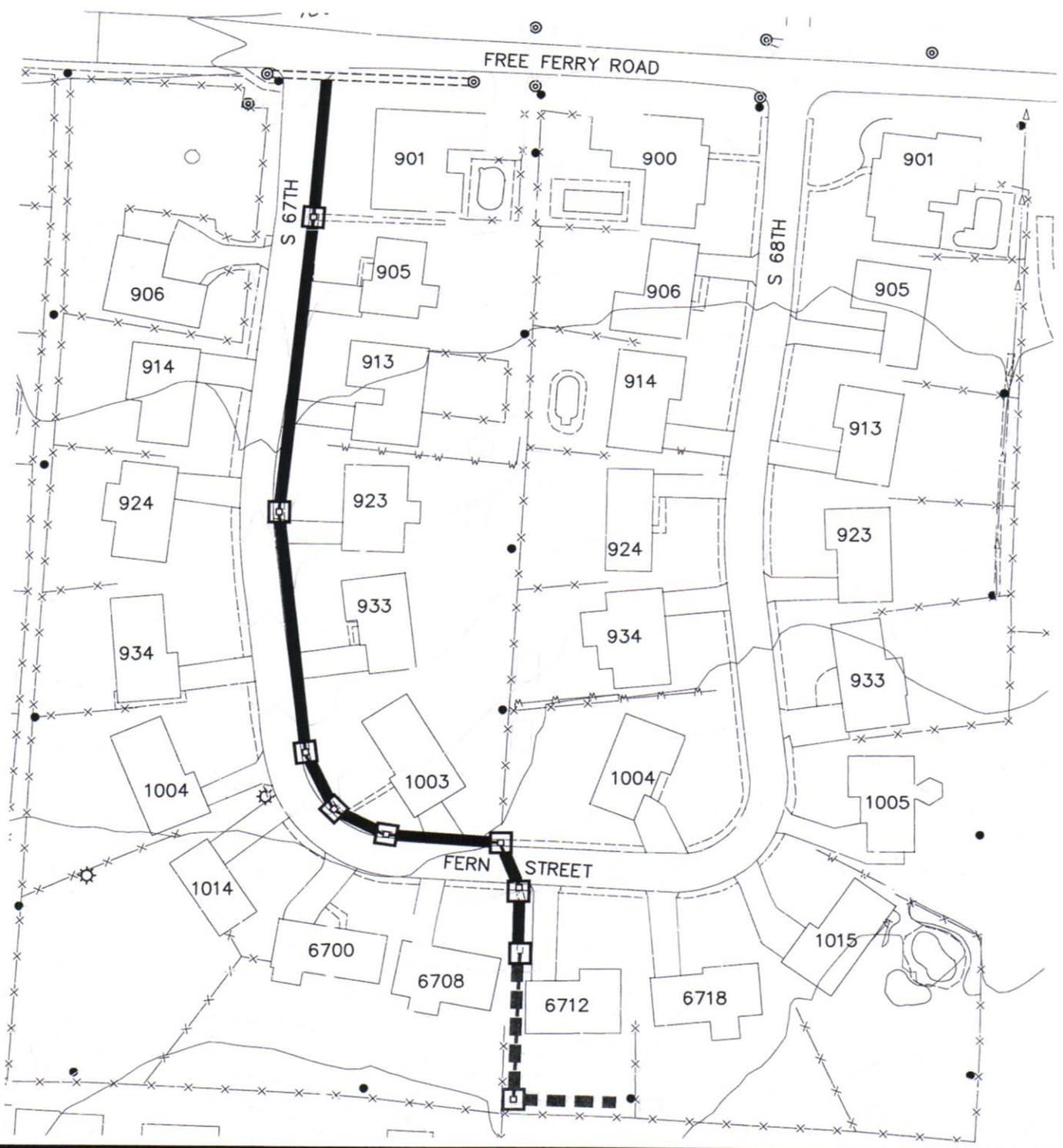
Should the Board of Directors want to add this work to the project, we are very concerned about setting a precedent for replacement of all curb/gutter and driveway approaches on the many miles of neighborhood street resurfacing projects that we undertake annually. This additional work will add hundreds of thousands of dollars to the overall project costs. It will greatly reduce the amount of available funding to be used for solving other problems such as drainage improvement projects and will significantly reduce the amount of resurfacing projects that can be completed annually.

Enclosures

G:\SSnodgrass\My Documents\Board Resolution and Items\67th 68th Fern Study Session\67th 68th Fern Study Session 072611.wpd

G:\DRAWING\PIP\11-03-C Overlays\FERN EXHIBIT.dwg 07/21/11-16:33 M.J.L. LETTER

----- 1998 PROJECT  
————— 2011 PROJECT



PROPERTY LOCATION MAP  
67th, 68th & FERN STREET AREA  
FORT SMITH, ARKANSAS



Project:	11-03-C
Date:	JULY 2011
Scale:	1"=100'
Drawn By:	RBR



**Street Overlay / Reconstruction  
Project No. 10-03-B**



**Street Overlay / Reconstruction  
Project No. 08-03-B**

South 67<sup>th</sup> Street  
Project No. 11-03-C





July 18, 2011

TO: Members of the Board of Directors  
Members of the Airport Commission

RE: Appointments:

Marcia Melvin of the Airport Commission has resigned her position effective July 14, 2011. In accordance with Ordinance No. 2926 nominations for this prospective vacancy are now being received.

Please submit nominations to the city administrators office no later than the close of business on August 5, 2011. A list will be compiled for review by the Board of Directors. Applications are available on the City of Fort Smith website. Go to [www.fortsmithar.gov](http://www.fortsmithar.gov) and click on boards and commissions.

Sincerely,

A handwritten signature in black ink that reads "Ray Gosack".

Ray Gosack  
City Administrator

623 Garrison Avenue  
P.O. Box 1908  
Fort Smith, Arkansas 72902  
(479) 785-2801  
Administrative Offices FAX (479) 784-2430