



MAYOR

George B McGill

CITY ADMINISTRATOR

Carl E Geffken

CITY CLERK

Sherri Gard

BOARD OF DIRECTORS

Ward 1 - Jarred Rego

Ward 2 - Andre' Good

Ward 3 - Lavon Morton

Ward 4 - George Catsavis

At-Large Position 5 - Christina Catsavis

At-Large Position 6 - Kevin Settle

At-Large Position 7 - Neal Martin

AGENDA ~ Summary

Fort Smith Board of Directors

REGULAR MEETING

June 13, 2023 ~ 6:00 p.m.

Blue Lion

101 North 2nd Street

Fort Smith, Arkansas

***THIS MEETING IS BEING TELECAST LIVE ON THE
CITY OF FORT SMITH GOVERNMENT ACCESS CHANNEL (COX CHANNEL 214)
AND ONLINE AT THE FOLLOWING LINK:***

<https://video.ibm.com/channel/city-of-fort-smith-board-of-directors-meetings>

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation given by Director Neal Martin

Pledge of Allegiance led by Director Kevin Settle

ROLL CALL

- All physically present
- Mayor George McGill presiding

PRESENTATION BY MEMBERS OF THE BOARD OF DIRECTORS OF ANY ITEMS OF BUSINESS NOT ALREADY ON THE AGENDA FOR THIS MEETING

Information available by viewing rebroadcast of the meeting on the City Access Channel (Cox Channel 214), the City website, or <http://www.ustream.tv/channel/XqbsvFPFpS>

APPROVE MINUTES OF MAY 16, 2023 REGULAR MEETING

APPROVED as written

ITEMS OF BUSINESS

1. Ordinance amending the 2019 Unified Development Ordinance of the City of Fort Smith (*mini-storage warehouse design standards and vending definition*) (*Planning & Zoning*)
APPROVED 7 in favor, 0 opposed / Ordinance No. 48-23
2. Resolution adopting the Fort Smith Energy Master Plan (*Water Utilities*) ♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-104-23
3. Items regarding additional personnel in the Citizens Services Department: (*Water Utilities*)
 - 3A. Resolution authorizing the addition of three full time equivalent staff to the Citizens Services Department (\$57,367.00 / *Non-Budgeted* / *Water Utilities - Unobligated Balance General Fund*) (*Water Utilities*) ♦ ●
APPROVED 6 in favor, 1 opposed (Settle) as amended to authorize the addition of one (1) billing analyst / Resolution No. R-105-23
 - 3B. Ordinance amending the 2023 Budget and authorizing the appropriation of funds from the unobligated General Fund balance (*Water Utilities*)
APPROVED 6 in favor, 1 opposed (Settle) as amended to accommodate the addition of one (1) billing analyst / Ordinance No. 49-23
4. Ordinance approving The Rock, Inc. to file an application with the Alcohol Beverage Control Division to obtain a private club and retail beer licenses to sell liquor, wine and beer (*Finance*)
APPROVED 6 in favor, 0 opposed, 1 abstention (C.Catsavis) / Ordinance No. 50-23
5. Resolution authorizing partial payment to McKee Utility Contractors, Incorporated for the construction of Basin 10 and 14 Capacity Improvements (\$1,266,299.04 / *Budgeted* / *Water Utilities - 2021 American Rescue Plan Act Funds*) (*Water Utilities*) ♦ ●
APPROVED 7 in favor, 0 opposed / Resolution No. R-106-23
6. Consent Agenda
 - 6A. Resolution approving Addendum No. 1 to the agreement with Frontier Metropolitan Planning Organization related to development of an Active Mobility, Bicycle and Pedestrian Master Plan for the City of Fort Smith (*City Administrator*)
♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-107-23
 - 6B. Resolution authorizing Change Order No. 2 for a time extension for the Geren Road Reconstruction, Project No. 15-02-A (*Add 131 days*) (*Engineering*) ♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-108-23
 - 6C. Resolution accepting completion of and authorizing final payment for the Geren Road Reconstruction, Project No. 15-02-A. (\$100,068.17 / *Budgeted* / *Engineering - Sales Tax Program*) (*Engineering*) ♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-109-23

- 6D. Resolution accepting completion of and authorizing final payment for the construction of Excelsior Drive, Project No. 21 -00-B, EDA Award No. 08-79-05627 (\$134,242.02 / Budgeted / Engineering - Sales Tax Program) (Engineering)
APPROVED 7 in favor, 0 opposed / Resolution No. R-110-23
- 6E. Resolution authorizing the Mayor to execute Amendment No. 3 with Hawkins Weir Engineers, Inc. for providing engineering construction services for the Wastewater Pump Station Flood Damage Remediation (\$69,700.00 / Budgeted / Water Utilities - 2018 Revenue Bonds) (Water Utilities) ♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-111-23
- 6F. Resolution authorizing acquisition of easements and property needed for the completion of the Lake Fort Smith Water Transmission Line-Phase 3 (\$47,300.00 / Budgeted / Water Utilities - 2018 Revenue Bonds) (Water Utilities) ♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-112-23
- 6G. Resolution authorizing an agreement with Rent.Fun, LLC for self-service kayak rental program at Carol Ann Cross Park (\$ 18,000 / Budgeted / Parks - Carol Ann Cross Park Cell Tower Land Use Revenue) (Parks & Recreation) ♦
APPROVED 7 in favor, 0 opposed / Resolution No. R-113-23
- 6H. Resolution accepting the bid and authorizing the purchase and installation of a 72-foot dodecagon community pavilion for John Bell, Jr. Park (\$588,986.22 / Budgeted / Parks - 1/8% Sales and Use Tax) (Parks & Recreation) ♦
APPROVED 6 in favor, 1 opposed (Settle) / Resolution No. R-114-23

OFFICIALS FORUM - presentation of information requiring no official action

- Mayor
- Directors
- City Administrator

Information available by viewing rebroadcast of the meeting on the City Access Channel (Cox Channel 214), the City website, or <http://www.ustream.tv/channel/XqbsvFPFApS>

EXECUTIVE SESSION

Performance evaluation - City Administrator ~ *Directors Lavon Morton, Neal Martin, Andre' Good, and George Catsavis added to the April 18, 2023 regular meeting agenda on April 12, 2023 / Tabled to the May 2, 2023 regular meeting at the April 18, 2023 regular meeting / Tabled to the May 16, 2023 regular meeting to include discussion regarding 2023 salary increase at the May 2, 2023 regular meeting / Tabled to the June 13, 2023 regular meeting at the May 16, 2023 regular meeting ~*

TABLED 6 in favor, 1 opposed (C.Catsavis) to the July 11, 2023 regular meeting

ADJOURN

8:11 p.m.

ORDINANCE NO. 48-23

**AN ORDINANCE AMENDING THE 2019 UNIFIED DEVELOPMENT
ORDINANCE OF THE CITY OF FORT SMITH**

WHEREAS, the Board of Directors passed and approved Ordinance No. 87-19 which adopted the Unified Development Ordinance on October 15, 2019, and,

WHEREAS, it is necessary to amend certain sections of the Unified Development Ordinance to provide clarity and remove conflict with other provisions of the municipal code; and,

WHEREAS, the Planning Commission held a public hearing regarding the amendment and recommended on May 9, 2023, that changes be made; and,

WHEREAS, three (3) copies of May 2023 Amendments to the Unified Development Ordinance have been on file in the Office of the City Clerk of the City of Fort Smith for inspection and review by the public prior to the passage of this Ordinance; and,

WHEREAS, the May 2023 Amendments to the Unified Development Ordinance includes amendments to mini-storage warehouse design standards and the vending definition,

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS THAT:

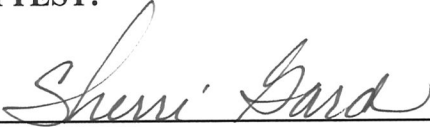
SECTION 1: The May 2023 Amendments to the Unified Development Ordinance are hereby adopted.

SECTION 2: The codifier shall codify the adopted amendments by amending existing sections and by adding new sections of the UDO.

SECTION 3: It is hereby found and determined that the adoption of the amendments to the Unified Development Ordinance are necessary to alleviate an emergency created by the lack of regulation of uses of property within the City of Fort Smith so that the protection of the health, safety and welfare of the inhabitants of the City requires that the amendments be effective, and the amendments are hereby made effective, as of date of approval of the Ordinance.

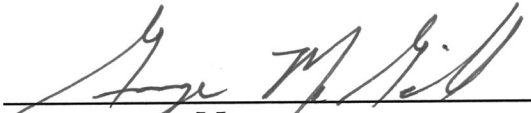
PASSED AND APPROVED THIS 13th DAY OF June, 2023.

ATTEST:



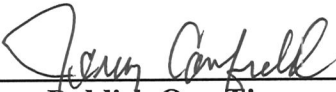
City Clerk

APPROVED:



Mayor

Approved as to form:



Publish One Time

**JUNE 2023 AMENDMENTS TO THE
UNIFIED DEVELOPMENT
ORDINANCES**

2. UDO Amendments – Mini – Storage Warehouse Design Standards and Vending Definition

Chairman Keesee introduced item 2. Ms. Rice presented the staff report stating that staff was proposing to amend the definition of “Vending” in the UDO, as well as the Mini-Storage Warehouse Design Standards.

By updating the definition, the function of vending would be described without listing specific types of merchandise that would also allow for greater flexibility of land use.

Additionally, staff proposed to amend the current design standards for mini-storage warehouses.

Ms. Rice explained that current regulations would allow the option to omit high-quality materials and wall articulations if an 8’ opaque masonry wall surrounded the development. Staff proposed to omit “51%” in item F to clarify that when a wall is constructed in compliance with the design standards, high quality materials are would not be required.

Chairman Keesee called for a motion. Commissioner Trumbly moved, seconded by Vice Chair Taylor to approve. Chairman Keesee called for a vote. The vote was 8 in favor and 0 opposed.

27-707 Mini-Storage Warehouses

27-707-1 Purpose

The purpose of these regulations is described as follows:

- A. Protect and enhance the City of Fort Smith.
- B. Provide good civic design and arrangement.
- C. Preserve property values of surrounding property.

27-707-2 Mini-Storage Locations

As defined herein, mini-storage warehouses are subject to development plan review by the Fort Smith Planning Commission and approval by the Board of Directors. Subject to approval and applicable zoning and design standards, mini-storage warehouses (nonclimatized) are permitted within the I-1, I-2, and I-3 zoning districts. Mini-storage warehouses (climatized) are permitted in the I-1, I-2 and I-3 zoning district.

27-707-3 Applicability

- A. The design guidelines shall apply to all new mini-storage warehouses and to existing mini-storage warehouses when a structure or site will: (1) increase the gross square footage of the structure or site by 50% or greater; (2) shall include any cumulative building additions from the effective date of this ordinance that over a five-year period amount to a 50% increase in square footage; and (3) shall also include the redevelopment of existing structures into mini-storage warehouses.
- B. Buildings in compliance with these regulations shall not be renovated, remodeled, altered, or repaired so that the building will be in noncompliance with these regulations.

27-707-4 Mini-Storage Warehouse Design Standards

Mini-storage warehouse developments shall comply with the following:

- A. Developments shall have a principal building oriented towards a street right-of-way. The principal building shall be 51% high-quality materials. High-quality materials include brick, native stone, stucco, exterior insulated finished systems, (EIFS), cementitious siding (e.g., Hardie Board), and tinted/textured concrete masonry units.
- B. The roofline of a building longer than sixty-five (65) feet shall include at least one vertical elevation change or parapet of at least three (3) feet and extending at least twenty (20) percent of the length of the roofline.

- C. Each building façade greater than sixty-five (65) feet in length, measured horizontally, shall incorporate wall plane projections or recesses having a depth of at least three (3) percent of the length of the façade and extending at least twenty (20) percent of the length of the façade.
- D. The exterior building façade of all buildings must be constructed with 51% high quality materials on any façade facing a street right of way. If a mini-storage warehouse is constructed next to property zoned or developed residential, all facades shall be 100% high-quality materials. High-quality materials include brick, native stone, stucco, exterior insulated finished systems, (EIFS), cementitious siding (e.g., Hardie Board), and tinted/textured concrete masonry units.
- E. All mini-storages shall be screened from street rights of way and adjoining properties with a wall not less than eight feet in height. The wall shall be:
 - 1. A decorative, opaque wall constructed of stone, brick, tinted/textured concrete masonry units, exterior insulated finished systems (EIFS), or other materials as approved. Main entry gates may utilize non-opaque materials such as wrought iron, steel tubing or similar materials.
 - 2. The wall shall be integrated with the overall architectural design of the development.
 - 3. Wood privacy and vinyl covered chain-link fences are prohibited. Razor wire and barbed wire shall only be permitted when not visible from a street right-of-way and adjacent property.
- F. In lieu of utilizing 51% high-quality materials and wall projections or recesses, a wall as described in Section 27-707-4(E) may be constructed.
- G. Buildings shall be designed and located so that overhead doors within such facilities are not visible from a street right of way. When a non-opaque gate is utilized, overhead doors may be visible through the gate.
- H. All mechanical equipment, heating/cooling systems, trash receptacles and utility boxes shall be completely screened from adjoining properties and street right of way.
 - 1) For ground-mounted equipment, the screening shall consist of a wall, fence, or approved landscaping or the equipment must be enclosed with a building.

- 2) For roof-mounted equipment, the screening shall be architecturally incorporated into the roof design and shall consist of materials that are visually compatible with the supporting building.
- I. Vehicle storage yards shall be restricted to the rear of the site.

27-707-5 Additional Requirements for Mini-Storage Warehouse (Climatized)

In addition to the above standards, the following standards shall apply to mini-storage warehouse (climatized):

- A. All exterior building façades shall be constructed with 51% high-quality materials.
- B. High quality materials include brick, native stone, stucco, exterior insulated finished systems, (EIFS), cementitious siding (e.g., Hardie Board, and tinted/textured concrete masonry units) or other approved materials.
- C. A decorative masonry wall described in 27-707-4(E) is not required.
- D. Loading areas shall not be visible from a street right of way.
- E. Interior storage units shall not be visible through a building storefront or windows from a street right-of-way.
- F. Building facades that face a street right of way shall avoid solid walls through the use of windows.

27-707-6 Application Requirements

- A. Submittal of a Development Plan Application as defined in Section 27-331 is required for all mini-storage warehouse developments allowed in the zoning districts described in 27-707-2.
- B. All mini-storage warehouse developments shall require review by the Planning Commission and approval of the Board of Directors prior to the issuance of a building permit.
 1. **Planning Commission Action.** Following the public hearing, the Planning Commission may recommend approval, approval as amended, or denial of the proposed amendment.
 - a. The Planning Commission's recommendation shall be certified to the Board of Directors.

- b. The Board of Directors shall consider the Planning Commission's recommendation at the second regularly scheduled meeting following action by the Planning Commission.
- c. If the Planning Commission fails to make a recommendation on the application, it shall be deemed to have made a recommendation of denial.

At that point the application shall be forwarded to the Board of Directors with no recommendation having been made.

- 2. **Action by the Board of Directors.** When the Planning Commission certifies a recommendation to the Board of Directors, the Board shall take any action consistent with its authority, including:

- a. Approving the application
- b. Approving the application plan as amended;
- c. Denying the application;
- d. Returning the application to the Planning Commission with specific questions or issues; or
- e. Continue the application to a date certain.

27-707-7

Any standard not specifically covered by this section shall be subject to the general requirements of the Unified Development Ordinance.

Definitions

Sec 27-200 General Definitions

Vending

shall mean a service for the maintaining and supplying of automatic merchandising units, also referred to vending machines. ~~for candy and other small foodstuffs, novelties, pamphlets and cigarettes but not including beverages.~~

RESOLUTION NO. R-104-23

A RESOLUTION ADOPTING THE FORT SMITH ENERGY MASTER PLAN

BE IT RESOLVED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

SECTION 1: The Fort Smith Energy Master Plan, attached hereto, is hereby approved.


SECTION 2: The City Administrator is directed to proceed with implementation of the Fort Smith Energy Master Plan including centralization of energy usage tracking and projects for efficiency and future sustainability.

This Resolution Adopted this 13th day of June, 2023

APPROVED:


Mayor

ATTEST:


City Clerk

Approved as to form:

 npr

R-104-23



City of Fort Smith Energy Master Plan

Sponsored by OGE • Provided by CLEARResult • 2023-2026



CITY OF FORT SMITH EFFICIENCY OPPORTUNITY:

10%

Energy reduction for facilities benchmarked through the SAGE® Program

\$78,820

In annual combined energy cost savings

90%

Project Funding opportunities through the SAGE® Program

Additional opportunities include:

- Utility-paid cash incentives for implementing energy efficiency projects
- Improved usability and comfort in offices, fire and police stations, and other city buildings
- Modernized energy platform to reduce carbon footprint
- Positive public relations in the community, including press releases and incentive check presentations for any projects completed in the SAGE® program



Our mission

Energy costs are an enormous expense for our nation's cities; energy is often one of the largest line items in a city's budget. To help significantly reduce these costs and improve energy efficiency, the **City of Fort Smith** is participating in the **OGE SAGE®** Program. The no-cost program will assist in identifying energy efficiency opportunities in our portfolio of buildings, and help us to:

- Improve city focus
- Reduce energy expenditures
- Boost the local economy (through upgrade projects)
- Enhance community relations

The program provides technical and financial assistance for efficiency upgrades. Whether we retrofit an existing building or incorporate energy efficiency technologies into new construction, we will identify and implement cost-effective projects that will allow us to use energy more efficiently. In addition, the **SAGE®** Program will help us form a long-term strategy to address rising energy costs. As part of our participation and with assistance from the program, we have prepared this *Energy Master Plan* to outline where we are today and what steps we will undertake to improve the efficiency of our buildings by **10%** by 2025.

Strategies for improvement

- By adopting the energy management best practices outlined in the plan, we can mobilize and coordinate our efforts toward reducing energy costs
- Improved human behavior to overcome barriers to unlock your energy savings potential with an innovative approach
- By adhering to the listed efficiency strategies, we can minimize the lifecycle cost associated with our energy-consuming equipment

Commitment

The Energy Master Plan is an adaptable, evolving document. It is a starting point for consensus and uniform action, which will ensure that all appropriate departments and parties are informed of and involved in our plans. Because it will adapt to changing needs and new information, it will never be “final” or concrete; however, approval of this strategy will allow us to plan effectively and efficiently in terms of funding, personnel availability, and other constraints.

Project implementation

- **SAGE®** will pay us cash incentives for incorporating energy efficiency into equipment replacement/installation (e.g., lighting, HVAC) at our facilities through the end of the program year (also the date by which all projects must be post inspected).
- Outlined below is a list of measures and incentive levels that are supported by the **SAGE®** Program.

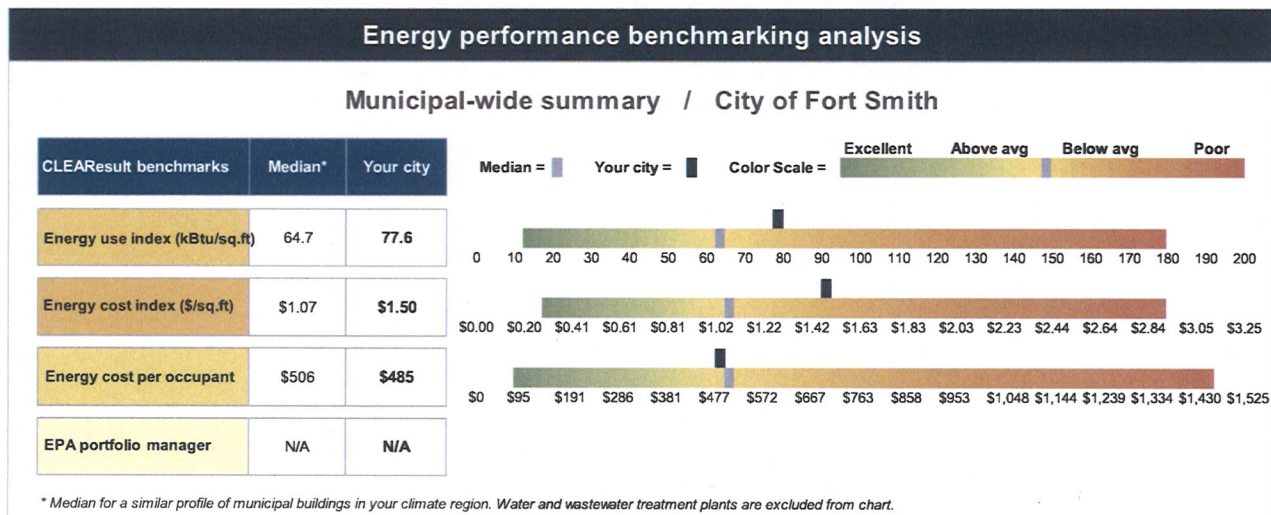
Deemed Savings Measures	Performance Based (\$/kWh)	Total Project Cost Cap*
PC Power Management	\$0.10	Up to 90%
**Direct Install Measures	Full costs are covered by Program	Up to 100%
All other measures	\$0.13	Up to 90%

*Incentives are subject to program year subscription levels, and percentage of total cost limitations. The City will contact OGE, or our CLEARresult local consultant, during each project planning process to verify current availability.

Current building benchmark assessment

Based on the utility bills and building information we provided, the **SAGE®** Program compared our energy use to other city facilities in Arkansas and the U.S. The benchmarking process revealed that our buildings are performing **below average overall**, meaning we are using more energy per square foot than other cities in our same climate region. More detailed assessments of each individual building can be found in the *Benchmarking Report Appendix*.

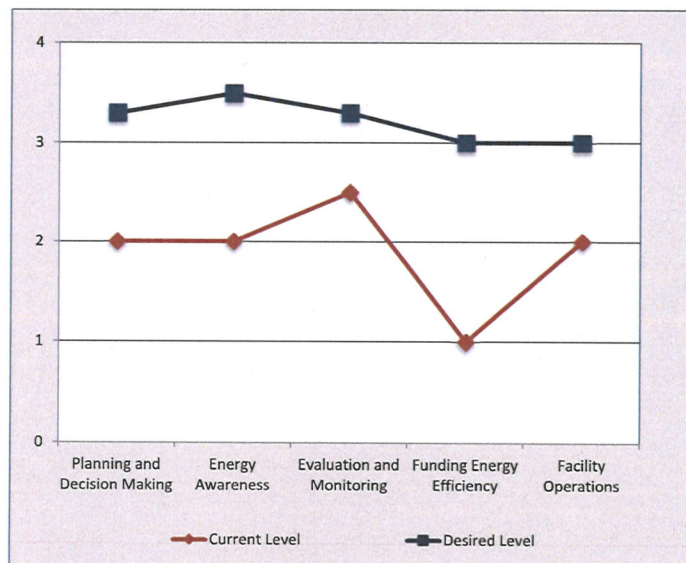
- Compared to the median, *our city* is using nearly **20% more energy per square foot** than other cities in our same climate region, which costs us approximately **\$196,245 in additional annual energy costs**
- By reducing our current electricity consumption alone by **8%**, we could save another estimated **\$59,115 in annual utility bills** at the buildings included in the benchmarking analysis



Energy management scorecard assessment

In addition to facility performance benchmarking, our energy management methods were also benchmarked against recognized best practices in the following *key focus areas*: **planning and decision making, evaluation and monitoring, funding energy efficiency, facility operations, and energy awareness.**

The chart to the right summarizes the outcome of the workshop's **energy performance best practices scorecards**. The **red line** represents our *current level* of achievement, and the **blue line** represents our *desired level*. Strengths in each category, along with specific short and long term strategies to help us achieve our desired levels in each category, are identified in the appendix.



Set goals

The goal of implementing the *Energy Master Plan* is to avoid spending more money on energy than necessary. We attempted to quantify the bottom-line effect of improving the energy performance of our buildings. For the **40 buildings that we included in the benchmarking analysis**, the chart below estimates how much reducing our electricity consumption alone would save us in annual utility bills:

Annual electricity costs	Percent reduction	Annual electricity cost savings
\$788,198	10%	\$78,820
	20%	\$157,640
	30%	\$236,459

Create an action plan

In benchmarking our procedures against recognized “best practices,” we confirmed several areas in which we want to improve our energy management methods. The appendix provides a complete breakdown of short- and long-term steps toward improving energy management in each focus area. *The table below identifies the highest priority “next steps” for the City of Fort Smith:*

Focus area	Target audience	Priority action item
Facilities Operations	All staff, building occupants & operators	1) Develop and enforce written guidelines that outline operating rules (such as building usage, operating hours, personal refrigerators/heaters, and temperature set points). 2) Continue to monitor and adjust building systems operations when occupancy, demands, or loads are reduced. Conduct night walk-throughs to enforce shut down procedures. Leave reminders and recognize success when correct shut down procedures have been followed.
Planning & Decision Making	Administration, Facilities & Maintenance Personnel	1) Create a prioritized list of specific energy efficiency projects based on benchmark report, other data, and walkthroughs. 2) Develop an Internal Energy Committee that meets quarterly to discuss progress, brainstorm ideas, help support the Energy Awareness Program and prepare reports for Senior Management review.

Energy efficiency design specifications

By continuing to refine our energy management practices at all organizational levels, we will ensure that we are getting the most out of our existing equipment and facilities. We will also position ourselves to identify, evaluate, and move forward with new energy efficiency investments on shorter timelines.

New construction, renovations, outdated or failing equipment, and routine change-outs all present opportunities for increasing energy efficiency in our buildings. Unfortunately, many potential efficiency opportunities are left unrealized or delayed considerably. When less efficient equipment is installed or left in place, we incur higher utility costs over the life of the equipment. By taking the lifecycle cost and cost of delaying efficiency into consideration during our project evaluations, we will equip ourselves to make sound financial decisions.

Working with the **SAGE®** Program, we have identified the strategies listed below for achieving energy efficiency. We will evaluate the feasibility of each strategy separately and consider incorporating them into written guidelines

or minimum specifications for energy-consuming equipment. By having our own target design specifications, we will ensure that energy efficiency is always a consideration in our buildings.

Measure	Energy efficiency strategy
Lighting	10 - 15% improvement over the lighting power density (LPD) guidelines put forth by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) 90.1- 2013
	High-performance LED and T8 lamps with premium efficiency ballasts in hallways, offices
	LEDs and high-bay fluorescents (T5, T8) in bay areas, multi-purpose rooms, and other applicable areas
	Automatic lighting controls (occupancy sensors, automatic daylight controls, time clock controls) and adjustable lighting level strategies (bi-level switching)
HVAC	System size closely matches the actual building loads, thus increasing operating efficiency, reducing operating costs, and extending equipment service life
	Improvement over minimum equipment efficiencies specified in ASHRAE 90.1- 2013 or International Energy Conservation Code (IECC) 2009
	Usage of demand control ventilation
Roofing	ENERGY STAR-labeled Cool Roof materials
	Increased insulation value for roofing systems
Window	Thermopane, low-emissivity glass, thermal break frames

Operations and Maintenance

Attention to operation and maintenance provides the most rapid means of reducing consumption and costs in most buildings. Proper operations and maintenance (O&M) of facility systems (heating, cooling, ventilation, etc.) not only reduces energy consumption, but also increases the longevity and functionality of these systems. This helps to maintain the comfort and attractiveness of the building itself. We have identified the O&M strategies listed to the right to help us achieve our energy efficiency goals.

	O&M opportunities
Off-hour	<ul style="list-style-type: none"> • First round savings when building is unoccupied • After-hours, weekends, holidays
Computers & office equipment	<ul style="list-style-type: none"> • Computers, Monitors • Printers, Scanners
Unnecessary lighting	<ul style="list-style-type: none"> • Offices • Common areas • Exterior
HVAC systems	<ul style="list-style-type: none"> • Temperature settings and sensor locations • System scheduling • Ventilation • System maintenance
Exhaust fans	<ul style="list-style-type: none"> • Meeting rooms, bathrooms, maintenance closets • Off at night
Door & window operation	<ul style="list-style-type: none"> • Blinds closed at night • Close doors and windows • Weather-stripping
Water usage	<ul style="list-style-type: none"> • Drips and leaks • Temperatures • Aerators

Recognizing achievements

In addition to joining the **SAGE®** Program sponsored by **OGE**, we have already taken steps to reduce our energy use:

- Our municipal leadership is planning energy efficient lighting and HVAC projects over the next three years that will reduce our energy usage and cost.

We anticipate that by continuing to implement projects identified through this *Energy Master Planning* process and adopting energy management best practices, we will continue to improve our energy performance and reduce expenditures. This will ensure our limited funding is used effectively.


Endorsement

Although we will seek approval of individual projects and expenditures separately, we request a review and endorsement of this plan. This will ensure that our facilities personnel have a clear understanding of the input, concerns, and support of the **City Administrator, Board of Directors, and our management staff.**

The following people contributed to this plan:


- Carl Geffken, City Administrator
- Joshua Robertson, Deputy Director of Business Administration
- Shelly Freeman, Administrative Coordinator
- Jeff Dingman, Deputy City Administrator
- Lance McAvoy, Utility Director
- Thomas Milam, Police Captain
- Waymon Parker II, Deputy Police Chief
- Andrew Richards, Finance Director
- Doug Reinert, Parks & Recreation Director
- Ken Savage, Transit Director
- Phil Christensen, Fire Chief

Prepared and submitted by:



 Joshua Robertson, Deputy Director of Business Administration

Date: 6/12/23

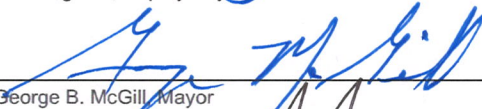
Endorsed by:


 Carl Geffken, City Administrator

Date: 6/14/2023


 Jeff Dingman, Deputy City Administrator

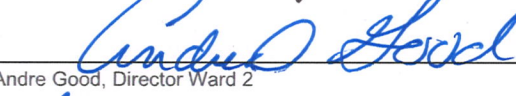
Date: 6/13/2023


 George B. McGill, Mayor


Date: 6/13/2023


 Jarred Rego, Director Ward 1


Date: 6/20/23


 Andre Good, Director Ward 2

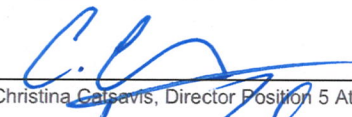
Date: 6/13/23


 Lavon Morton, Director Ward 3


Date: 6-13-23


 George Catsavis, Director Ward 4

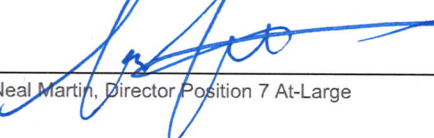
Date: 6/20/23


 Christina Catsavis, Director Position 5 At-Large

Date: 6/13/23


 Kevin Settle, Director Position 6 At-Large

Date: 6/13/23


 Neal Martin, Director Position 7 At-Large

Date: 6.13.23

Appendix

PLANNING & DECISION MAKING

We understand that inefficiency often results from a failure to prioritize efficiency when building and operating high-performance buildings. We strive to place more importance on our planning regarding new building design, energy reduction projects in existing buildings, and our daily operational activities that impact energy performance.

Existing strengths

- Our organization has prioritized the need to improve energy efficiency and reduce costs
- We have management support to identify and install energy efficiency improvements quickly (if justified)
- We have an individual whose primary responsibility is managing energy

Short-term action items

- Develop an Internal Energy Committee that meets quarterly to discuss progress, brainstorm ideas, help support the Energy Awareness Program and prepare reports for Senior Management review.
- Have a regular review of goals, plans, and successes to date compared to the plan
- Establish a written energy policy or mission statement that will help remind staff, building occupants and community members that energy management is a priority for our organization
- Develop a list of energy efficiency improvement projects for prioritization

Long-term action items

- Develop a written energy action plan for the next 1-5 years that includes performance goals, benchmarks, and other metrics regarding energy use and costs

EVALUATION, ASSESSMENT & MONITORING

We need to establish a baseline and maintain ongoing benchmarks on how our buildings perform so we can determine the value of making improvements. This will allow us to recommend priorities for building improvements in an environment of limited resources (funding & staff).

Existing strengths

- We have conducted building “walk-through” opportunity-assessment surveys to identify energy saving opportunities in our facilities

Short-term action items

- Evaluate the building performance benchmarking reports from the SAGE® program that compare our buildings to others in Arkansas and across the U.S.
- Prioritize facilities with the highest energy use for assessment and improvement
- Conduct inventory surveys to list all energy-using equipment in our facilities
- Revisit the Energy Performance Best Practices Scorecards annually to evaluate and identify additional actions the organization can take to improve our energy performance

Long-term action items

- Track and report energy usage (kWh), demand (kW), and therms along with energy costs. Compare energy usage to prior month along with same month year to year comparison. (Example January 2012 to January 2011).
- Monitor daily or weekly energy use to identify and resolve anomalies. Utilize the utility’s interval data that is offered online.
- Conduct an investment-grade audit in a facility when necessary

FUNDING ENERGY EFFICIENCY

Finding funds to improve existing buildings is challenging; however, energy reduction projects are cost-effective and are often self-funding. While many funding or financing options for energy projects may have a level of complexity or risk not ideally suited for our city, we will investigate and consider all viable options.

Existing strengths

- We have funding available for energy efficiency improvement projects future budgets.

Short-term action items

- Explore setting up an internal revolving fund to invest a portion of energy cost savings and any rebates or incentives into additional energy efficiency measures. Consider seeding the fund with the utility incentives received for increasing the efficiency of energy using equipment.
- Develop a 2-5 year budget strategy for implementing identified energy efficiency projects.
- Take full advantage of the available incentive dollars through the SAGE® Program to make our energy improvement projects even more cost effective.
- Calculate and compare the cost of not doing the project (e.g. maintaining the status quo) when evaluating the value of energy efficiency projects.

Long-term action items

- Establish criteria and authority for approving improvement projects such as three to five-year payback, or up to a specified dollar limit.

FACILITY OPERATIONS

Given the importance, complexity, and cost of energy utilization for our organization we strive to have management policies and procedures that promote effective energy management. These practices not only improve our energy performance they also improve the comfort, usability, and longevity of our facilities.

Existing strengths

- We commission new equipment and facilities with testing and verification of performance at startup
- We monitor and adjust system operations when occupancy, demands, or loads are reduced (examples: temperature setbacks, lighting controls)

Short-term action items

- Develop and enforce written guidelines that outline operating rules (such as building usage, operating hours, personal refrigerators/heaters, and temperature set points).
- Continue to monitor and adjust building systems operations when occupancy, demands, or loads are reduced. Conduct night walk-throughs to enforce shut down procedures. Leave reminders and recognize success when correct shut down procedures have been followed.
- Re-commission existing energy-using equipment to verify that it is operating at peak performance every 5-7 years.
- Strive to purchase higher efficiency (15 or 16+ SEER) A/C equipment when replacing existing units
- Require contractors to provide written performance specifications as well as operating and maintenance procedures and manuals for all major energy-using systems (example: boilers, chillers)

Long-term action items

- Research additional opportunities for improving energy performance, such as installing LED signs, ENERGY STAR roofs, increased levels of insulation, occupancy sensors, more effective control systems, solar film for windows, solar water heating systems for large domestic hot water loads, and solar panels for electricity
- Develop written design guidelines and minimum efficiency specifications for energy-consuming equipment for new construction, renovations, and improvement projects

ENERGY AWARENESS

Energy costs are a significant expenditure and a sizable portion of that is a controllable cost. To successfully manage energy costs all members of our institution need to be aware of how their behavior affects energy cost and usage. The facilities department or energy manager needs to communicate, train, and recognize success regularly and effectively with all staff members and building occupants.

Existing strengths

- All staff members have access to energy reports at least quarterly

Short-term action items

- Establish an Energy Awareness Program that includes participation from the City of Fort Smith employee ranks. Award performance and create accountability among peers.
- Develop an energy management recognition program that rewards and promotes exemplary accomplishments by energy management/facility personnel.

Long-term action items

- Provide training and conference opportunities related to energy management for our key energy management personnel.
- Post energy reports by facility in a common place where staff can view monthly/quarterly results. This will help foster healthy competition and engage staff to participate in the Energy Awareness Program.

As Amended

RESOLUTION NO. R-105-23

A RESOLUTION AUTHORIZING THE ADDITION OF ONE FULL TIME EQUIVALENT STAFF TO THE CITIZENS SERVICES DEPARTMENT

BE IT RESOLVED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

One additional full-time equivalent Utility Billing Analyst is approved for employment in Program 5520 Citizens Services during 2023.

This Resolution adopted this 13th day of June, 2023.

APPROVED:



Mayor

ATTEST:



City Clerk, Acting

APPROVED AS TO FORM:



npr

ORDINANCE NO. 49-23

ORDINANCE AMENDING THE 2023 BUDGET AND AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE UNOBLIGATED GENERAL FUND BALANCE

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT

WHEREAS, the Board of Directors approved the 2023 operating budget with Ordinance No. 125-22 and,

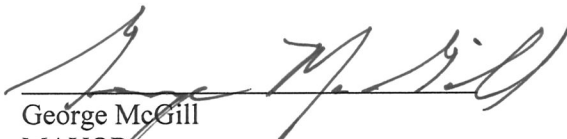
WHEREAS, the City of Fort Smith Finance Department finds it necessary to amend the budget to add the 2023 Citizens Service personnel request of \$22,533,

NOW, THEREFORE, there is hereby authorized an amendment to the 2023 Operating Budget to appropriate funds, as follows:

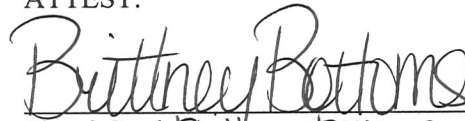
Account		Current Budget	Adjustment	Revised Budget
Expenditures				
55200101-500000	Salaries - Misc Regular	\$ 765,839	\$ 15,295	\$ 781,134
55200101-511100	Health Insurance	94,539	4,587	99,126
55200101-511200	Dental Insurance	9,356	275	9,631
55200101-511300	Vision Insurance	1,508	47	1,555
55200101-512100	LT Disability	3,413	75	3,488
55200101-512500	Life Insurance	1,387	24	1,411
55200101-506000	Retirement - Misc	38,837	765	39,602
55200101-510100	Social Security	46,012	949	46,961
55200101-510200	SS - Medicare	10,768	222	10,990
55200101-515000	Worker's Compensation	17,906	294	18,200
	Appropriation of General Fund Balance		<u>\$ 22,533</u>	

PASSED AND APPROVED THIS 13th DAY OF June, 2023.

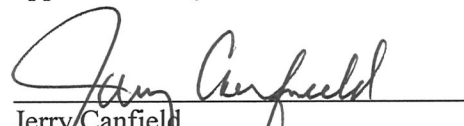
APPROVED:


George McGill
MAYOR

ATTEST:


Sherri Gard Brittney Bottoms
CITY CLERK, Acting

Approved as to form:


Jerry Canfield
CITY ATTORNEY

ORDINANCE No. 50-23

AN ORDINANCE APPROVING THE ROCK, INC. TO FILE AN APPLICATION WITH THE ALCOHOL BEVERAGE CONTROL DIVISION TO OBTAIN PRIVATE CLUB AND RETAIL BEER LICENSES TO SELL LIQUOR, WINE AND BEER.

BE IT ORDAINED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS THAT:

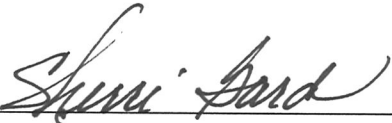
WHEREAS, Act 1112 of 2017 entitled "An Act to authorize the governing bodies of counties and municipalities to initiate the permitting process for private clubs; and for other purposes" requires application for a permit to operate as a private club be made to the governing body of the county or municipality in which the private club seeks to be located; and

WHEREAS, The Rock, Inc. operating at 2611 Towson Ave. has submitted an application for private club and retail beer permits; and

NOW THEREFOR, there is hereby authorized approval of application by The Rock, Inc. in accordance with Act 1112 of 2017(Arkansas Code s 3-9-222) to operate a private club and sell liquor and beer at 2611 Towson Ave upon final approval by the Arkansas Beverage Control Division of its application and in accordance with Arkansas State Law.

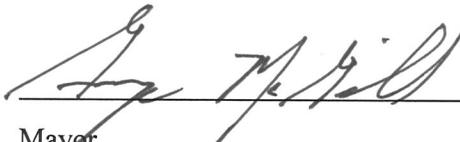
PASSED AND APPROVED THIS 13th DAY OF JUNE. 2023.

ATTEST:



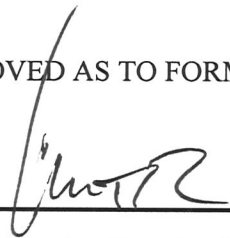
City Clerk

APPROVED:



Mayor

APPROVED AS TO FORM:



No Publication Required

RESOLUTION NO. R-106-23

A RESOLUTION AUTHORIZING PARTIAL PAYMENT TO MCKEE UTILITY CONTRACTORS, INCORPORATED FOR THE CONSTRUCTION OF THE BASIN 10 AND 14 CAPACITY IMPROVEMENTS

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

Payment in the amount of \$1,266,299.04 for Periodic Payment Estimate Seven to McKee Utility Contractors, Inc. is hereby approved for the construction of Basin 10 and 14 Capacity Improvements, Project 21-22-C1 (Construction).

This Resolution adopted this 13th day of June 2023.

APPROVED:

[Signature]
Mayor

ATTEST:

[Signature]
City Clerk

APPROVED AS TO FORM:

[Signature] npr

RESOLUTION NO. R-107-23

A RESOLUTION APPROVING ADDENDUM NO. 1 TO THE AGREEMENT WITH FRONTIER METROPOLITAN PLANNING ORGANIZATION RELATED TO DEVELOPMENT OF AN ACTIVE MOBILITY, BICYCLE, AND PEDESTRIAN MASTER PLAN FOR THE CITY OF FORT SMITH

WHEREAS, the City of Fort Smith and Frontier Metropolitan Planning Organization (Frontier MPO) are partners in regional transportation planning;

WHEREAS, the City of Fort Smith, pursuant to R-9-23, entered into an agreement with Frontier MPO for services related to the design and development of an Active Mobility, Bicycle, and Pedestrian Master Plan for the City of Fort Smith; and,

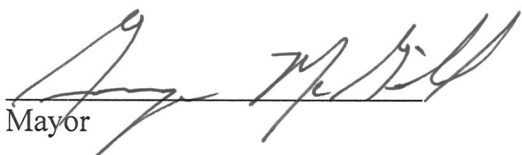
WHEREAS, the parties desire to extend the agreement to a completion date of June 30, 2024;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Fort Smith, Arkansas that:

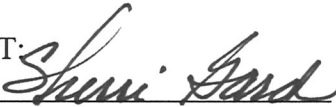
Section 1. Addendum No. 1 to the Agreement with Frontier MPO to design and develop an Active Mobility, Bicycle, and Pedestrian Master Plan for the City of Fort Smith, which Addendum extends the Agreement completion date to June 30, 2024, as attached hereto and incorporated herein by reference, is hereby approved.

Section 2. The Mayor is hereby authorized to execute, his signature being attested by the City Clerk, the approved Addendum No. 1.

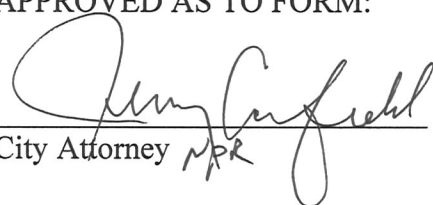
This Resolution adopted this 13th day of June, 2023.



Mayor

ATTEST: 

City Clerk

APPROVED AS TO FORM:


City Attorney MPR

RESOLUTION NO. R-108-23

A RESOLUTION AUTHORIZING CHANGE ORDER NUMBER 2 FOR A
TIME EXTENSION FOR THE GEREN ROAD RECONSTRUCTION
PROJECT NO. 15-02-A

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT
SMITH, ARKANSAS, THAT:

Change Order No. 2 with Forsgren, Inc., for the Geren Road Reconstruction, Project 15-
02-A, which increases the contract time by 131 calendar days, is hereby approved.

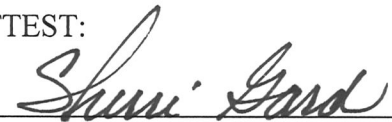
This Resolution adopted this 13th day of June, 2023.

APPROVED:



Mayor

ATTEST:



City Clerk

Approved as to Form



No Publication Required

RESOLUTION NO. R-109-23

A RESOLUTION ACCEPTING COMPLETION OF AND
AUTHORIZING FINAL PAYMENT FOR THE
GEREN ROAD RECONSTRUCTION
PROJECT NO. 15-02-A

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT
SMITH, ARKANSAS, THAT:

SECTION 1: The City of Fort Smith hereby accepts the Geren Road Reconstruction,
Project 15-02-A, as complete.

SECTION 2: Final payment is hereby authorized in the amount of \$100,068.17 to the
contractor, Forsgren, Inc., for the Geren Road Reconstruction, Project 15-02-A.

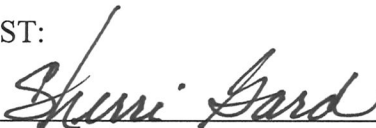
This Resolution adopted this 13th day of June, 2023.

APPROVED:



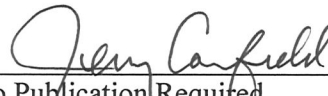
Mayor

ATTEST:



City Clerk

Approved as to Form



No Publication Required

RESOLUTION NO. R-110-23

**A RESOLUTION ACCEPTING COMPLETION OF AND AUTHORIZING FINAL
PAYMENT FOR THE CONSTRUCTION OF EXCELSIOR DRIVE
PROJECT NO. 21-00-B, EDA AWARD No. 08-79-05627**

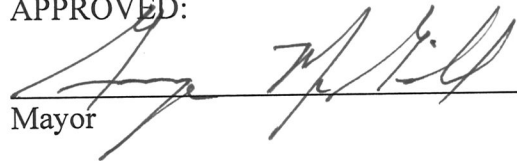
BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

SECTION 1: The City of Fort Smith hereby accepts the construction of Excelsior Drive, Project No. 21-00-B, EDA Award No. 08-79-05627, as complete.

SECTION 2: Final payment is hereby authorized in the amount of \$134,242.02 to the contractor, Forsgren, Inc., for the construction of Excelsior Drive, Project No. 21-00-B, EDA Award No. 08-79-05627.


This Resolution adopted this 13th day of June, 2023.

APPROVED:



Mayor

ATTEST:



City Clerk

Approved as to Form



No Publication Required

RESOLUTION NO. R-111-23

RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AMENDMENT NUMBER THREE WITH HAWKINS WEIR ENGINEERS, INC. FOR PROVIDING ENGINEERING CONSTRUCTION SERVICES FOR THE WASEWATER PUMP STATION FLOOD DAMAGE REMEDICATION

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

SECTION 1: An Amendment Number Three to the Agreement with Hawkins Weir Engineers, Inc. for providing Construction Observation services for the Wastewater Pump Station Damage Remediation, Project Number 19-29-Engineering Construction 1 (EC1), is hereby approved.

SECTION 2: The Mayor, his signature being attested by the City Clerk, is hereby authorized to execute Amendment Number Three to the Agreement for Construction Observation services in the amount of \$69,700.00, adjusting the total contract amount to \$1,192,700.00.

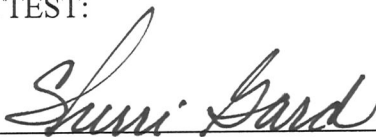
This Resolution adopted this 13th day of June, 2023.

APPROVED:




Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



npr

RESOLUTION NO. R-112-23

RESOLUTION AUTHORIZING ACQUISITION OF EASEMENTS AND PROPERTY NEEDED FOR THE COMPLETION OF THE LAKE FORT SMITH WATER TRANSMISSION LINE – PHASE 3

BE IT RESOLVED AND ENACTED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, that:

SECTION 1: The following fee acquisitions (with temporary construction easements) by the Utility Department are authorized for the southern part of Phase 3 of the Lake Fort Smith Water Transmission Line Project:

Tract 25 – Parcel# 001-00770-000	\$14,300
Tract 26 – Parcel# 001-00788-000 & 001-00887-000	\$20,000
Tract 27 – Parcel# 001-00895-000	\$11,000
Tract 27.01 – Parcel# 001-00894-000	\$2,000

SECTION 2: The City Administrator is hereby authorized to proceed with the acquisitions authorized by Section 1.

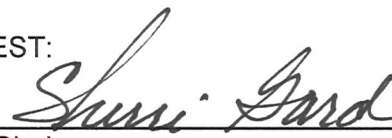
PASSED AND APPROVED this 13th day of June 2023.

APPROVED:



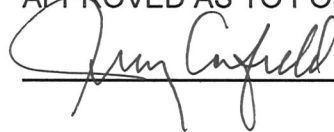
Mayor

ATTEST:



City Clerk

APPROVED AS TO FORM:



npr

RESOLUTION NO. R-113-23

A RESOLUTION AUTHORIZING AN AGREEMENT WITH RENT.FUN, LLC FOR SELF-SERVICE KAYAK RENTAL PROGRAM AT CAROL ANN CROSS PARK

WHEREAS, the City of Fort Smith Parks and Recreation Commission recommends the approval of the agreement with Rent.fun, LLC for the installation and maintenance of a self-service kayak rental locker at Carol Ann Cross Park;

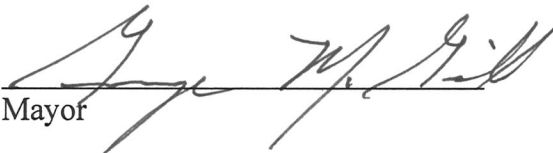
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF FORT SMITH, ARKANSAS, THAT:

Section 1: The attached agreement for Self-Service Kayak Rental with Rent.fun, LLC is hereby approved.

Section 2: The Mayor, his signature being attested by the City Clerk, is hereby authorized to execute the Agreement authorized by Section 1 of this Resolution.


This Resolution adopted this 13th day of June, 2023.

APPROVED:



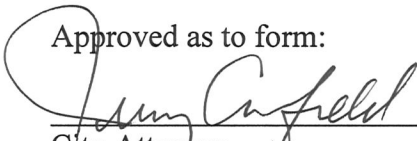
Mayor

ATTEST:



City Clerk

Approved as to form:



City Attorney *MPA*

RESOLUTION NO. R-114-23

A RESOLUTION ACCEPTING THE BID FOR THE PURCHASE AND INSTALLATION OF
A 72-FOOT DODECAGON COMMUNITY PAVILION FOR JOHN BELL, JR. PARK

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE
CITY OF FORT SMITH, ARKANSAS, THAT:

The bid, as indicated by the enclosure, for the purchase and installation of a 72-foot
dodecagon community pavilion for John Bell, Jr. Park, in the sum of \$588,986.22, is hereby
accepted.


This Resolution adopted this 13th day of June, 2023.

APPROVED:



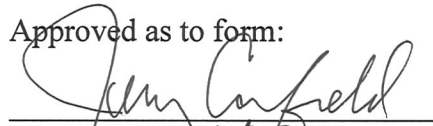
Mayor

ATTEST:



City Clerk

Approved as to form:



City Attorney (MFR)

R-114-23



4240 136th Ave
Holland, MI 49424
Phone 616.888.3500

Quote

June 6, 2023
DATE



Contract #012621-PPC

CONTACT: Sara Deuster
ORGANIZATION: Fort Smith Parks and Recreation
EMAIL: sdeuster@fortsmithar.gov
PHONE: 479-784-1009
FAX:

Destination: Fort Smith AR 72903
F.O.B.

SHIP TO: Fort Smith, AR 72903

PO or 50% Down on Net 30
TERMS (Subject To Credit Approval By ACS)

BILL TO: Invoice will be emailed to email address above
unless another email address or mailing address is provided

12-14 WEEKS
STRUCTURES

Equipment Pricing Good for 30 days
All Other Pricing Good for 30 Days from Date of Proposal

We are pleased to submit this proposal to supply the following items:

QTY	ITEM NO.	DESCRIPTION	UNIT W	UNIT PRICE	WEIGHT	EXTENDED AMT
Project Name: Pavilion Shelter City of Fort Smith						
1	PLC-72SS	12 Sided Shelter, HIP Roof Building Code 2012 IBC Wind Speed 115 Ground Snow Load 10 Min Clearance Height 10.5' SS Roof Electrical Cutouts				
		Regal Blue Roof Fox Hollow Gray Posts Square Posts Clerestory PC/Galv Finish Concrete Footings		438,030.00		\$ 438,030.00
1	Drawings	Engineering		500.00		\$ 500.00
1	Discount	Sourcewell Cooperative Contract 012621-PPC		(65,704.00)		\$ (65,704.00)

SIGNATURE BELOW ACCEPTING THIS PROPOSAL WILL CONSTITUTE A PURCHASE ORDER ONLY UPON APPROVAL BY ACS PLAYGROUND ADV.
ALL ORDERS ARE TAXABLE UNLESS A SALES TAX EXEMPTION IS PROVIDED. AGENT LETTER MUST ALSO BE PROVIDED WITH ACS PLAYGROUND ADVENTURES AS AUTHORIZED USER OF THE SALES TAX EXEMPTION. IF NO AGENT LETTER IS PROVIDED SALES TAX FOR MATERIALS MAY BE CHARGED BACK TO THE CUSTOMER.
ORDER ACCEPTANCE IS BASED ON SIGNED PRE-CONSTRUCTION FORM BY CUSTOMER

ACCEPTED BY CUSTOMER: *George McGill, Mayor* DATE: 6/13/2023

PRINT NAME: Rob Green | 479-305-5050 DATE: 6/6/2023
PROPOSED BY ACS REPRESENTATIVE

Total Weight	56	
SUBTOTAL MATERIAL		\$ 372,826.00
INSTALLATION		\$ 175,212.00
FREIGHT		\$ 5,050.00
Sales Tax Rate	9.500%	
Taxable		\$ 35,898.22
TOTAL		\$ 588,986.22