



**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

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# AGENDA

**Fort Smith Board of Directors**

**STUDY SESSION**

**August 8, 2023 ~ 6:00 p.m.**

**Blue Lion**

**101 North 2nd Street**

**Fort Smith, Arkansas**

***THIS MEETING IS BEING TELECAST LIVE AT THE FOLLOWING LINK:***

[https://fortsmithar.granicus.com/ViewPublisher.php?view\\_id=1](https://fortsmithar.granicus.com/ViewPublisher.php?view_id=1)

**CALL TO ORDER**

**ITEMS OF BUSINESS**

1. Quarterly update regarding status of water leaks ~ *Morton/Martin requested such be presented quarterly at the July 27, 2022 special study session/Mid-Year Budget Review ~ (Water Utilities)*
2. Presentation of water meter reading process ~ *G.Catsavis/Martin placed on a future study session at the January 17, 2023 regular meeting ~ (Water Utilities)*
3. Review of the 2023 Salary and Benefits Study *(Human Resources)*
4. Review preliminary agenda for the August 15, 2023 regular meeting *(City Clerk)*

**CITIZENS FORUM**

**ADJOURN**



## MEMORANDUM

**TO:** Carl E. Geffken, City Administrator  
**CC:** Jeff Dingman, Deputy City Administrator  
**FROM:** Lance A. McAvoy, Director of Water Utilities  
**DATE:** August 1, 2023  
**SUBJECT:** Quarterly Update Regarding Status of Water Leaks

### **SUMMARY**

Water Utilities will provide an update on the status of water leaks at the August 8, 2023, Board of Directors' Study Session. The presentation will include an update of the current number of leaks on the pending list, the number of leaks repaired by staff and through the City's on-call contract for April through June, and specific challenges facing the reduction of leaks.

If you or members of the Board have any questions or desire additional information, please let me know.



## MEMORANDUM

**TO:** Carl E. Geffken, City Administrator  
**CC:** Jeff Dingman, Deputy City Administrator  
**FROM:** Lance A. McAvoy, Director of Water Utilities  
**DATE:** August 1, 2023  
**SUBJECT:** Presentation of Water Meter Reading Process

### **SUMMARY**

At the January 17, 2023, Board of Directors' Meeting, a request was made to hold a study session and look at the water meter reading process.

At the August 8, 2023 Study Session, Water Utilities will provide a presentation on meter reading. This will include a small demonstration of meter reading, videos, and a brief PowerPoint presentation.

Additionally, Water Utilities will present proposed changes to the meter reading and billing process that will streamline the processes, address discovered and known challenges, and a plan to move forward with AMI.

If you or members of the Board have any questions or desire additional information, please let me know.



## MEMORANDUM

**TO:** Carl Geffken, City Administrator  
**FROM:** Rick Lolley, Director, Human Resources  
**DATE:** August 1, 2023  
**SUBJECT:** Wage and Benefits Review

### **SUMMARY**

A goal of the Board of Directors and City Administration is to provide competitive wages and benefits to employees. The City of Fort Smith requested JER HR Group to complete a 2023 wage and benefits study. They worked with the City to review our existing salary range structure and fringe benefits offerings and compared them to public and private market business sectors in Arkansas.

Johanson Group, who has worked with the City since 1995, became part of JER HR Group in 2022. JER HR Group is a leading human resources consulting firm with offices in several states including Arkansas.

At the August 8, 2023 Board of Directors' study session, I would like to have Mr. Blair Johanson, managing consultant with JER HR Group, present his findings and recommendations to the Board as City administration seeks direction from the Board on pay and fringe benefits.