Mayor – Sandy Sanders

City Administrator – Ray Gosack

City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith D. Lau
Ward 2 – Andre' Good
Ward 3 – Mike Lorenz
Ward 4 – George Catsavis
At Large Position 5 – Pam Weber
At Large Position 6 – Kevin Settle
At Large Position 7 – Philip H. Merry Jr.

AGENDA

Fort Smith Board of Directors
Brainstorming Meeting
February 24, 2014 ~ 6:00 p.m.
River Park Events Building, West Room
121 Riverfront Drive

~ Dinner served at 5:30 p.m. ~

CALL TO ORDER

Brainstorm

ADJOURN

RESOLUTION NO. R-171-13

A RESOLUTION ADOPTING GROUND RULES FOR BRAIN STORMING MEETINGS OF THE BOARD OF DIRECTORS

WHEREAS, the Board of Directors will conduct quarterly brain storming meetings; and

WHEREAS, the Board of Directors desires to have ground rules for the conduct of said brain storming meetings;

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

The ground rules for brain storming meetings of the Board of Directors attached hereto as Exhibit A are hereby adopted.

This Resolution passed this 3rd day of December, 2013.

Sandy Sanders
Mayor

ATTEST:

Sherri Gard
City Clerk

APPROVED AS TO FORM:

No Publication Required

Exhibit A

GROUND RULES FOR BOARD BRAIN STORMING MEETINGS

1. Overall objectives of brain storming meetings are to:

   -- Allow the mayor and board members to engage in free-flowing discussion on matters of importance to the elected officials.

   -- Identify new, creative, innovative, breakthrough ways to view and solve problems, issues and concerns.

2. Discussion should be focused on long-term issues and policy matters; and be forward thinking. The discussion should be about the "what" and "why" questions.

3. Discussion should avoid micro management. The discussion should avoid the "how" questions.

4. Everyone is treated as an equal and has equal opportunity during discussion. A round-robin technique for input may be used. Listen respectfully to each person's input.

5. When input is offered, it should not be questioned initially. Suspend judgment. Research and analysis (e.g., testing the idea) can be provided later.

6. All ideas should be recorded.

7. Discussions should be honest and candid.

8. Keep an open mind; shut down personal bias. Encourage new and creative ideas. Build on other people's ideas. Pursue seemingly conflicting thoughts and ideas.

9. Ask anything. Question things you don't understand. But, questions should clarify ideas, not evaluate, criticize or compliment the ideas.

10. No side conversations.

11. Have an agreed-upon method for reaching consensus, but there is no formal action or voting.

12. Treat these as guidelines, not as hard and fast rules.

2013 BOARD RETREAT PRIORITIES
Quarterly Progress Report
December 2013

PRIORITY/LEAD DEPT.	*IMPLEMENTATION STEPS*	*SCHEDULE*	*PROGRESS*
Develop a Public Engagement Strategy (Administration)	1. Ask citizens how they want to be engaged 2. Determine what kinds of issues/topics citizens want to be engaged in 3. Recruit citizen focus groups for issues/topics 4. Implement multi-media content to foster citizen engagement	January - April 2014 March - May 2014 Ongoing Ongoing	
Jobs – nurture small business, startups, and existing businesses; incubator (Administration)	1. Collaborate with Chamber of Commerce, UAFS, SBA, Chaffee Crossing, Innovate Arkansas and others to determine what assistance and services would be most valuable. 2. Develop partnerships with those who can provide the needed assistance and services.	July - December 2014 January - December 2015	
Develop a Governance Policy (Administration)	1. Gather samples from other cities. 2. Review possible components of a governance policy at a board study session. 3. Based on board's input, draft a governance policy. 4. Review draft policy at a board study session. 5. Adopt a governance policy.	Sept. - Nov. 2013 December 10, 2013 Dec. 2013 - Feb. 2014 March 2014 May 2014	Completed Completed
Establish a Beautification Committee (Sanitation Dept.)	1. Prepare an ordinance creating the committee. Ordinance will need to identify the purposes, roles, and responsibilities of committee; and establish the committee organization (e.g., number of members, length of terms, etc.) 2. Provide funding and staff support in the 2014 operating budget. 3. Solicit nominations for the committee and make appointments.	December 2013 December 2013 January - February 2014	Board deferred ordinance adoption to mid 2014 Completed Deferred by board

PRIORITY/LEAD DEPT.	IMPLEMENTATION STEPS	SCHEDULE	PROGRESS
Downtown & Riverfront – Evaluate extension of Spradling Ave. westward to Riverfront Dr. (Engineering Dept.)	1. Allocate funding 2. Select engineer 3. Study and evaluate need for street extension	October 2013 December 2013 Jan. - December 2014	Funds included in 2014 budget Engineer has been selected
– Establish an Overlay District for Area between Riverfront and Belle Grove (Development Services Dept.)	1. Allocate funding 2. Select and hire consultant 3. Prepare overlay district plan with public engagement	December 2014 April 2015 May - December 2015	
– Evaluate the Creation of Business Improvement District for Midland Blvd. (Downtown Development)	1. Allocate funding 2. Select consultant 3. Evaluate viability and purposes of creating the district	December 2014 March 2015 April - October 2015	
– Evaluate Roadway Enhancements for Riverfront Dr. (Engineering Dept.)	1. Allocate funding 2. Select engineer to identify and evaluate options with cost estimates 3. Review options to select preferred improvements	October 2014 December 2014 January - December 2015	

PRIORITY/LEAD DEPT.	IMPLEMENTATION STEPS	SCHEDULE	PROGRESS
Attract & Retain Young Professionals			
– Incorporate Bike Lanes into Transportation Planning (Engineering Dept. With help from Parks Dept.)	1. Allocate resources ($15,000) to identify options, standards, etc. 2. Select engineer 3. Review with parks commission and city board. 4. Adopt policies and standards. 5. Allocate resources for design and construction.	October 2013 December 2013 January - June 2014 August 2014 December 2014	Funds included in 2014 budget Engineer has been selected
– Explore re-prioritizing parks projects to provide funding for trails (Parks Dept.)	1. Parks commission to evaluate opportunities and options. 2. Review with board during 2014 budget meetings.	Sept. - October 2013 Nov. - December 2013	$4.2 million in trails funding is provided in the 2014-18 parks capital budget
– Provide seed funding for a signature event (identify options) (A & P Commission)	1. Apply to State for matching grant for feasibility study 2. Select research consultant and complete feasibility study	November 2013 Dec. 2013 - April 2014	Met with potential organizers of specific event.
– Expand River Park Stage (Parks Dept.)	1. Allocate resources to evaluate needs and alternatives. 2. Select architect/engineer. 3. Solicit input from promoters and other event organizers. 4. Identify needs and costs and report to board 5. Design and construct improvements	December 2014 March 2015 April - July 2015 September 2015 Jan. - December 2019	
– More Extreme Sports in Parks (Parks Dept.)	1. Allocate resources ($20,000) to identify desired sports and estimate costs. 2. Select consultant 3. Engage young professionals and the public 4. Report to parks commission and board. 5. Design and construct desired projects.	December 2014 March 2015 April - December 2015 January-February 2016 May - December 2019	

Annexation of I-49/Highway 71 Area (Development Services Dept. with help from Utilities Dept. and Others)	1. Meet with owners of larger tracts to gauge interest in annexation. 2. Meet with other owners in area to gauge their interest. 3. Identify areas willing to be annexed. 4. Develop land use plan for those areas. Identify costs of providing municipal services. 5. Proceed with annexation. 6. Plan for and construct utility service extensions.	July 2014 July-August 2014 September 2014 September-December 2014 January-March 2015 2015-2016	
Prepare a Plan to Enhance Neighborhood Vitality – More proactive code enforcement (Development Services Dept.) – Create gateway entrances to neighborhoods (Engineering Dept.) – Parkway Trees (Engineering Dept. with help from Streets & Utility Depts.)	1. Allocate resources in 2014 budget (if available) 2. Hire and train 1-2 additional inspectors 3. Implement proactive enforcement strategies 1. Allocate resources to identify options and standards for gateway entrances and for parkway trees 2. Review at a board study session; consider requiring matching funds from neighborhood. 3. Allocate resources to implement desired program	December 2013 January - March 2014 April 2014 October 2014 July 2015 December 2015	2014 budget funds 1 addl. inspector New inspector begins in July 2014
Technology Plan (including but not limited to apps for reporting service requests, on-line building permits, smart meters) (Information/Technology Services Dept. and Utilities Dept.)	1. ITS Dept. staff to identify opportunities, needs, desires in collaboration with all departments. 2. Review at board study session 3. Allocate resources for implementation 4. Smart meters to be evaluated by utilities dept. staff.	October, 2013 - July, 2014 August 2014 December, 2014 January - December 2014	ITS has initiated plan preparation in collaboration with all depts.