

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 Study Session

March 12, 2013 ~ 12:00 Noon

**Fort Smith Public Library Community Room
3201 Rogers Avenue**

1. Review of project recommendations by the Community Development Advisory Committee for Year 39 CDBG and Year 20 HOME Program funding
2. Discuss Water and Sewer Operations Efficiency Study implementation priorities and time frame ~ *Requested at the February 7, 2013 Joint Meeting with the Water and Sewer Efficiency Study Task Force* ~
3. Review proposed amendments to the Unified Development Ordinance (*outdoor advertising signs*)
4. Review preliminary agenda for the March 27, 2013 regular meeting

Memo

To: Ray Gosack, City Administrator

From: Genia Smith, Chairperson of the Community Development Advisory Committee

CC: Wally Bailey, Director of Development Services and Matt Jennings, Director of Community Development

Date: 3/7/2013

Re: Recommendations for Year 39 CDBG and Year 20 HOME Investment Partnership Programs
(Community Development Department Budget for Program Year 2013: July 1, 2013 - June 30, 2014)

The Community Development Advisory Committee (CDAC) held three public hearings on March 5, 2013, to review funding requests for Community Development Block Grant (CDBG) and HOME Investment Partnership Act Program funds from the agencies and citizens. At the close of the final public hearing, the CDAC members met to consider funding recommendations to the Fort Smith Board of Directors. On November 16, 2010, the City Board of Directors approved the Five Year Consolidated Plan which established priorities for funding allocations to both the CDBG and HOME programs. The following table reflects those priorities as they relate to the Program Year 2013 allocations:

CDBG AND HOME FUNDS			
CATEGORY	YEAR 39 CDBG	YEAR 20 HOME	TOTALS
Homelessness	\$115,923		\$115,923
Public Service	\$115,922		\$115,922
Community Development	\$367,089		\$367,089
HOME/CHDO		\$290,165	\$290,165
Administration	\$154,563	\$32,241	\$186,804
Unprogrammed	\$19,322	\$0	\$19,322
Totals	\$772,819*	\$322,406*	\$1,095,225*

Note: **Amounts are estimated*, HUD has not indicated final program allocation amounts; for planning purposes, last year’s funding allocations were used.

Additionally, CDBG and HOME funds are being reprogrammed from the 2012 program year as follows: CDBG Year 38 Community Development: \$59,955 and HOME Community Housing Development Organization Reserve (CHDO): \$80,000. The CDBG funds are being reprogrammed as a result of Lend A Hand, Inc. being unable to obtain financing and a development partner for the Fisher’s Way at Chaffee Crossing project by the December 31, 2012 deadline, accordingly the project canceled. The HOME CHDO funds are being reallocated due to Lend A Hand being unable to meet the PY 2012 HUD standard for fiscal soundness, project underwriting and capacity.

Several changes were made to the policies for CDBG and HOME funding process during the October and November 2012 time period. The proposed changes were before all agencies in public hearings and then with minor adjustments as a result of public comments, the changes were adopted by the CDAC on November 6, 2012. Since the agencies were a part of the process these changes have been well accepted. The changes are summarized as follows: 1) If an agency does not execute an agreement by December 31 deadline, the project cancels and the agency cannot apply in the next funding cycle; 2) A CDAC study session has been implemented one week prior to the public hearings; 3) No more than 2 agency applications per category; 4) For public service applications: a \$20,000 maximum request and \$5,000 minimum and a \$2,000 minimum award; 5) The rating forms were revised to be more objective than subjective; 6) CDBG requires a minimum 10% match with other funding sources and HOME requires a 15% match; 7) Required agency attendance at the CDAC funding deliberations; and 8) The HOME funding cycle starts in mid-December to allow for underwriting, fiscal capacity and developer capacity analysis of proposed projects.

The estimated CDBG and HOME funding breakdown by category follows this memo. Next is the rating criteria summary the worksheets by category with the final CDAC recommendations of funding. Any program income on hand by each organization is noted in the application itself.

The task of making recommendations to the Board of Directors was more straightforward given the changes described in the above paragraph. This year 17 applications were filed, which is six less than last year's cycle. Lend A Hand and The ARC for the River Valley both files two applications each last year and Lend A Hand was unable to execute agreements by the deadline, which disallowed filing applications in this cycle and The ARC canceled both projects which also disallowed filing. Lincoln Childcare opted not to file an application this year but plans to return in the next cycle and The First Tee did not apply. The committee and city staff listened to application proposals during the three public hearings held that day. Upon closing the public hearing at 5:30 p.m., the committee deliberated until past 7:00 p.m. to reach a consensus on the submitted funding requests and formulate recommendations to the Fort Smith Board of Directors.

Homeless Category

This category received one application—which is one less than last year. The Next Step Day Room application funding request was fully funded at the requested CDBG amount for building rehabilitation as part of the Safe Haven/Campus projects.

Public Service Category

The public service category received ten applications, which is two less than last year's funding cycle. It should be noted that due to the requirements of the HUD programs, some organizations may decide not to apply for these funds. The total amount requested this year was \$142,383.10 compared to 2012 in the amount of \$236,975. We believe the decrease is due to the continuing cuts in funding with the increase of requirements to use the funding. It is apparent that the agencies are seeking additional funding from all other sources as well. Federal regulations require the City to use no more than 15% of the entire CDBG allocation for the public service category which is estimated to be \$115,922. Although it was the desire of the committee members to recommend full funding to the agencies, it was not possible.

Community Development Category

The community development category received three applications this year compared to five last year. The Cavanaugh Elementary School project rated the highest in the category and was recommended for full funding. The Old Fort Homeless Coalition project rated next and then the Bost, Inc. project which were recommended for the funding but not at the full request.

HOME Investment Partnership Act / Community Development Housing Organization (CHDO)

As you recall, this category funding was severely reduced by the federal government in PY 2012 year due to an investigation of HOME projects by The Washington Post. It is expected that the HOME program will lose another 5% of the estimated amount used by the CDAC for planning purposes which is due to the federal budget sequestration. The CSCDC's two projects were the highest rated and the next highest rated proposal by the Fort Smith Housing Authority, which is the construction of two new single family homes.

CDAC Recommendations

The table on page four lists all funding *recommendations* by the CDAC and the City's Housing Assistance Program, administrative costs and un-programmed funds. We are pleased to report that all agencies submitting applications for funding were on time and complete, and we extend our thanks for their hard work. However, as stated previously, the committee could not recommend all requests be funded to their full amounts except for three.

Program income continues to be generated by the city's housing assistance program, the nonprofit partners, and the FSHA which continues to be reused for affordable housing and housing assistance projects. The expenditure of program income to the City is reported annually in the Consolidated Annual Performance and Evaluation Report (CAPER) which is online at the city's website and updated annually and provided to the Board of Directors once the report is accepted by the Department of HUD.

I will be in attendance at the March 12 study session and subject to Board placement, at the Board of Directors voting session on April 2.

CDAC Members

Genia Smith - Chairperson

Kerri Norman

George Willis

Fran Hall (absent due to the death of Cpl. Johnson)

Cinda Rusin - Vice Chairperson

Joshua Carson

Yvonne Keaton-Martin

Attachment 1 – PY 2013 CDBG Funds by Category

Attachment 2 –PY 2013 HOME Funds by Category

Attachment 3 – CDBG & HOME Summary of Funding Requests

Attachment 4 – Rating Summary of Funding Requests

Attachment 5A-D – Funding Recommendations Worksheets by Category

Applications – A to Q



CDBG Program Year 2013 COMMUNITY DEVELOPMENT BUDGET

Application Identifier	Agency	CDBG Year 38		Total
13-A	Next Step Day Room - Safe Haven/Campus		\$115,923	\$115,923
PS-13-B	Good Samaritan Clinic - Medical Services		\$17,000	\$17,000
PS-13-C	Fountain of Youth - Client Fees		\$9,000	\$9,000
PS-13-D	Girls, Inc. - Membership & Summer Fees		\$4,550	\$4,550
PS-13-E	Community Dental Clinic - Patient Fees		\$18,957.89	\$18,957.89
PS-13-F	Heart to Heart PSC - Baby Items		\$11,386.37	\$11,386.37
PS-13-G	Children's Emergency Shelter		\$7,112	\$7,112
PS-13-H	Crisis Intervention Center - Case Management		\$13,000	\$13,000
PS-13-I	Next Step Day Room - Case Management		\$16,000	\$16,000
PS-13-J	WestArk RSVP - Medicare Counseling		\$7,557.87	\$7,557.87
PS-13-K	WestArk RSVP - VITA Tax Assistance		\$11,357.87	\$11,357.87
13-L	Bost, Inc. - 4401 Yorkshire Drive		\$6,955	\$6,955
13-M	Old Fort Homeless Coalition - Campus Acq.	\$59,955	\$56,463	\$116,418
13-N	FSPS - Cavanaugh Elementary School		\$10,000	\$10,000
	Fort Smith Housing Assistance		\$233,671	\$233,671
	FS Housing Rehab. Administration		\$60,000	\$60,000
	Fort Smith - Administration		\$154,563	\$154,563
	Unprogrammed		\$19,322	\$19,322
	Totals	\$59,955	\$772,819	\$832,774

Application Identifier	Agency	HOME Year 20		Total
		CHDO	EN	
13-O	Housing Authority of FS - New Const.		\$144,747	\$144,747
13-P	CSCDC - Homebuyer's Assistance - DPA		\$97,500	\$97,500
13-Q	CSCDC - Acq/Rehab/Resale - CHDO	\$127,918*		\$127,918*
	Fort Smith - HOME Administration		\$32,241	\$32,241
	Unprogrammed		\$0	\$0
	Totals	\$127,918*	\$274,488	\$402,406

* This amount includes reallocation of \$80,000 in CHDO Reserve from HOME Year 19

**CITY OF FORT SMITH
PY 2013 - YEAR 39
CDBG ENTITLEMENT**

			2012	2013 Est.	FINAL
Category 1	<i>Homelessness</i>	15% per Consolidated Plan	\$115,923	\$115,923	
Category 2	<i>Public Service</i>	15% Max. per Fed. Regulation	\$115,922	\$115,922	
Category 3	<i>Community Development</i>	47.5% per Consolidated Plan	\$367,089	\$367,089	
	<i>FS Housing Assistance</i>	80% of 47.5% - Con Plan	\$293,671	\$293,671	
	<i>Other CD Activities</i>	20% of 47.5% - Con Plan	\$73,418	\$73,418	
	<i>Administration</i>	20% Max. per Fed. Regulation	\$154,563	\$154,563	
	<i>Unprogrammed</i>	2.5%	\$19,322	\$19,322	
TOTAL			\$772,819	\$772,819	

December 27, 2012

ATTACHMENT 1

**CITY OF FORT SMITH
 PY 2013 - YR 20
 HOME ENTITLEMENT**

		2012 Budgeted	2013 Est.	FINAL
Category 4	<i>CHDO Operating</i> 5% Max. by Federal Regulation <i>City's Option to Fund</i>	\$0	\$0	
Category 4	<i>CHDO Reserve</i> 15 % Min. by Federal Regulation Mandatory	\$47,918	\$47,918	
Category 4	<i>Housing</i>	\$239,588	\$242,247	
	<i>Administration</i> 10% Max. by Federal Regulation	\$32,192	\$32,241	
	<i>Unprogrammed</i> <i>City's Option to Fund</i>	\$2,227	\$0	
TOTAL		\$321,925	\$322,406	

December 27, 2012

**Program Year 2013 Funding Requests for CDBG and HOME Programs
February 12, 2013**

Category 1 - Homelessness - CDBG Year 39

A	Next Step Day Room	Acquisition / Rehabilitation for Safe Haven at the Campus	325 Individuals	\$115,923.00
			Total Requested	\$115,923.00
			Total Estimated	\$115,923.00

Category 2 - Public Service - CDBG Year 39

B	Good Samaritan Clinic	Lab Testing, Medical Supplies, Prescribed Phamaceuticals	4,500 Individuals	\$20,000.00
C	Fountain of Youth Adult Day Care	Client Fees	15 Individuals	\$12,000.00
D	Girls, Inc.	Participant Fees	40 Individuals	\$6,500.00
E	Community Dental Clinic	Patient Fees	400 Individuals	\$20,000.00
F	Heart to Heart Pregnancy SC	Baby Items	1,966 Individuals	\$12,030.00
G	Children's Emergency Shelter	Kitchen Equipment Upgrades	300 Individuals	\$11,853.10
H	Crisis Intervention Center	Case Management Fees	116 Individuals	\$20,000.00
I	Next Step Day Room	Case Management	1,841 Individuals	\$20,000.00
J	WestArk RSVP	Medicare Application Filing Fees	320 Individuals	\$8,000.00
K	WestArk RSVP	Tax Preparation	1,000 Individuals	\$12,000.00
			Total Requested	\$142,383.10
			Total Estimated	\$115,922.00

Category 3 - Community Development - CDBG Year 39

L	Bost, Inc.	Floor coverings at Yorkshire Drive Facility	50 Individuals	\$7,641.00
M	Old Fort Homeless Coalition	Acquisition of Campus Facility	1,800 Individuals	\$133,373.00
N	FSPS - Cavanaugh Elementary	Outdoor Classroom Materials Purchase	255 Households	\$10,000.00
			Total Requested	\$151,014.00
			Available	Year 38
			Estimated	Year 39
				Total
				\$59,955.00
				\$73,418.00
				\$133,373.00

ATTACHMENT 3

Category 4 - HOME / CHDO / Subrecipient - Year 20

O	Fort Smith Housing Authority	New Construction of 3 SF Homes	3 Households	\$285,000.00
P	CSCDC, Inc. - DPA	DPA for 20 SF Homes	20 Households	\$97,500.00
Q	CSCDC, Inc. - CHDO	Acq/Rehab/Resale of 2 SF Homes	2 Households	\$187,918.00
			Total Requested	\$570,418.00
			CHDO Reserve HOME Year 19	\$80,000.00
			Estimated CHDO Reserve HOME Year 20	\$47,918.00
			Estimated Unrestricted HOME Funds HOME Year 20	\$242,247.00

Program Year 2013	
CDBG and HOME Funds Requested:	\$979,738.10
CDBG and HOME Funds Available for Allocation	\$735,383.00

<i>Fran Hall was unable to attend the public hearings</i>								Total								
Category 1 - CDBG Year 39								Points	Average							
Homelessness								Hall	Keaton-Martin	Norman	Rusin	Smith	Carson	Willis		
A	Next Step Day Room - Safe Haven / Campus								90	95	100	100	95	95	575	95.83
Category 2 - CDBG Year 39								Total								
Public Service								Hall	Keaton-Martin	Norman	Rusin	Smith	Carson	Willis	Points	Average
B	Good Samaritan Clinic - Medical Services								85	100	100	100	95	100	580	96.67
C	Fountain of Youth - Client Fees								90	85	95	95	90	85	540	90.00
D	Girls, Inc.								80	95	95	80	80	95	525	87.50
E	Community Dental Clinic - Client Fees								100	100	100	100	100	100	600	100.00
F	Heart to Heart Pregnancy Support Center								100	100	100	100	100	100	600	100.00
G	Children's Emergency Shelter								80	80	80	80	80	80	480	80.00
H	Crisis Intervention Center - Case Mngmnt.								95	80	90	80	95	80	520	86.67
I	Next Step Day Room - Case Management								95	95	95	95	95	95	570	95.00
J	WestArk RSVP - Medicare Application Assist.								100	100	100	100	100	100	600	100.00
K	WestArk RSVP - Tax preparation								100	100	100	100	100	100	600	100.00
Category 3 - CDBG Year 39								Total								
Community Development								Hall	Keaton-Martin	Norman	Rusin	Smith	Carson	Willis	Points	Average
L	Bost, Inc. - Floor coverings - 4401 Yorkshire								100	90	90	90	90	90	550	91.67
M	Old Fort Homeless Coalition - Campus Acq.								100	85	100	85	100	85	555	92.50
N	FSPS - Cavanaugh Elementary - materials								100	100	100	100	100	100	600	100.00
Category 4 - HOME Year 20								Total								
HOME Investement Partnership Funds								Hall	Keaton-Martin	Norman	Rusin	Smith	Carson	Willis	Points	Average
O	Fort Smith Housing Authority - New Const								75	60	60	60	60	60	375	62.50
P	CSCDC - Homebuyers Assistance(DPA)								65	85	100	85	100	85	520	86.67
Q	CSCDC - CHDO - Acq/Rehab/Resale								85	65	65	65	65	65	410	68.33

Funding Worksheet for CDBG Public Service - Category 2 - Year 39
5-Mar-13

	<i>Applicant</i>	<i>Score</i>	<i>Funding Recommended</i>	<i>Requested</i>
B	Good Samaritan Clinic - Medical Services	96.67	\$ 17,000.00	\$ 20,000.00
C	Fountain of Youth - Client Fees	90.00	\$ 9,000.00	\$ 12,000.00
D	Girls, Inc.	87.50	\$ 4,550.00	\$ 6,500.00
E	Community Dental Clinic - Client Fees	100.00	\$ 18,957.89	\$ 20,000.00
F	Heart to Heart Pregnancy Support Center	100.00	\$ 11,386.37	\$ 12,030.00
G	Children's Emergency Shelter	80.00	\$ 7,112.00	\$ 11,853.10
H	Crisis Intervention Center - Case Mngmnt.	86.67	\$ 13,000.00	\$ 20,000.00
I	Next Step Day Room - Case Management	95.00	\$ 16,000.00	\$ 20,000.00
J	WestArk RSVP - Medicare Application Assist.	100.00	\$ 7,557.87	\$ 8,000.00
K	WestArk RSVP - Tax preparation	100.00	\$ 11,357.87	\$ 12,000.00
			Amount Available	
			\$ 115,922.00	
			\$ -	

ATTACHMENT 5B

Funding Worksheet for CDBG Community Development - Category 3 - Year 39
5-Mar-13

	<i>Applicant</i>	<i>Score</i>	<i>Funding Recommended</i>
N	FSPS - Cavanaugh Elementary - materials	100.00	\$ 10,000.00
M	Old Fort Homeless Coalition - Campus Acq.	92.50	\$ 116,418.00
L	Bost, Inc. - Floor coverings - 4401 Yorkshire	91.67	\$ 6,955.00
	Year 38 \$59,955.00		
	Year 39 \$73,418.00		Amount Available
			\$ 133,373.00
			\$ -

ATTACHMENT 5C

Print Form



For Staff Use Only
A

Application Category: 1 - Homelessness



Community Development Block Grant
CDBG Year ~~36~~ - Request for Funding - Program Year 2013
39

Agency / Organization: Next Step Day Room, Inc.

Address: 123 North 6th Street, Suite 200 Fort Smith, AR Zip Code: 72901

Contact Person: Amy Sherrill Phone Number: (479) 242-5100

e-Mail Address: amy@nextstepdayroom.org Fax Number: (479) 242-5432

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$115,923.00
Other Funding Sources (10% Req.)	\$484,077.00
Proposed Project Total	\$600,000.00

Project Address: 301 South E Street

Project Zip Code: 72901 Does this project require full CDBG funding requested? No Leverage: 80.7%

Please provide a description of the proposed project:

The Next Step Day Room, a day resource center styled after drop-in centers throughout the nation, proposes to build and operate a Safe Haven in Fort Smith. This Safe Haven would be a complimentary project to the Old Fort Homeless Coalition's larger campus project. It is to be built and operated in response to the appalling need identified in the most recent Point-In-Time Count performed in January 2012. This project specifically targets Objective 10: Transform homeless services to crisis response systems that prevent homelessness and rapidly return people who experience homelessness to stable housing in the 2010 Opening Doors: Federal Strategic Plan to Prevent and End Homelessness issued by the United States Interagency Council on Homelessness.

This Safe Haven Project fills a gap in the OFHC's continuum of care as there is no existing supportive housing project that specifically targets housing for chronic homeless individuals that suffer from serious and persistent mental illness. Its targeted geographic location, co-located with the proposed OFHC Homeless campus, is intended to maximize its effectiveness as it strengthens the linkages to other supportive services. In From the Cold states that "To fill its purpose as a portal of entry within the Continuum of Care system, the Safe Haven must be linked to all other components of the Continuum of Care system that are needed by homeless people with a mental illness. The flexibility of the program permits many of these services (i.e. assertive street outreach services, drop-in centers, emergency residential services, health, mental health and substance abuse services) to be funded through HUD's Supportive Housing Program." Currently, the NSDR has a strong working relationship with two mental health agencies in Fort Smith who provide services to our homeless clients. That working relationship will continue to be developed.

Consolidated Plan Goal Homelessness (HMLS): Expand housing and services offered to homeless families and individuals.

Objective HMLS-3 Support transitional housing opportunities for homeless.

Strategy HMLS - 3.1 Work with non-profit orgs. to develop transitional housing projects, to be funded through SHP private fundraising.



Date & Time Stamp Received - For Staff Use Only
2/8/2013 12:45 p.m. [Signature] A-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Rehabilitation of a portion of the property at 301 South E Street for Safe Haven	\$115,923.00
2.		
3.		
4.		
Other Funding Sources		\$484,077.00
Proposed Project Total		\$600,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

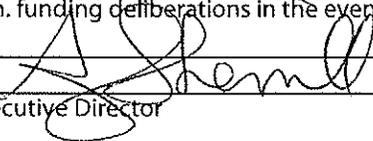
LMI Clients Served	LMI Households Served
325	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..


 Executive Director

Federal Tax ID Number (required)

Signature Date

DUNS Number (required)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



Print Form

Application Category: 2 - Public Service



For Staff Use Only
B

Community Development Block Grant CDBG Year 38 - Request for Funding - Program Year 2013

Agency / Organization: The Good Samaritan Clinic, Inc.

Address: 615 North B Street Fort Smith, AR Zip Code: 72901

Contact Person: Evan Breedlove Phone Number: (479) 783-0233

e-Mail Address: evan@goodsamaritanclinic.net Fax Number: (479) 494-7248

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$20,000.00
Other Funding Sources (10% Req.)	\$90,000.00
Proposed Project Total	\$110,000.00

Project Address: 615 North B Street Fort Smith, AR

Project Zip Code: 72901 Does this project require full CDBG funding requested? No Leverage: 4.5

Please provide a description of the proposed project:

The Good Samaritan Clinic is requesting funds to provide complete and comprehensive medical services to the under-served group of non-working and working poor in the Fort Smith Community. Over 90% of the patients who come into the Clinic have incomes below the poverty level. The Good Samaritan Clinic provides basic laboratory testing, pharmaceuticals, and medical supplies, to individuals who cannot access quality medical care because they have no health insurance.

The Good Samaritan Clinic requests funds from the City of Fort Smith Community Development Block Grant for the purpose of providing laboratory testing, prescribed pharmaceuticals, and medical supplies. These are an ever-increasing expenditure. It is estimated that during the upcoming funding year, the Clinic will have over 7,000 patient visits. Nearly 98% of all patients seen require at least one prescription along with lab tests. The Clinic has arrangements with some area pharmacies to receive patient prescriptions at or near pharmacy costs, along with lab work that is provided at great discounts. Prescription drugs, lab costs, and medical supplies are still an enormous expense. In 2012, these items alone averaged over \$9,000 per month in cost to the Clinic.

The Board of Directors and the staff of the Good Samaritan Clinic believe that offering on-going primary and preventive medical care to the under-served population of the unemployed and the working uninsured provides a viable alternative to local emergency rooms, eliminating an individuals need to choose between seeking medical attention for themselves or family members and paying their rent and utilities. We are seeing the need growing as more and more businesses in this area are laying-off workers or shutting down. People are not only losing their jobs, but they are losing their insurance. With the high expense of health insurance, more and more businesses are canceling their insurance coverage for their workers. We are averaging 50 new applications at the Clinic per month.

Consolidated Plan Goal: Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective: SN-2 NHCD--2 Address community needs through community-based public service programs. *Special Needs*

Strategy: SN-2 Provide funding for organizations that deliver health services to persons with mental health and other chronic illnesses. NHCD--2.1 Deliver service to low-income citizens of Fort Smith.

Date & Time Stamp Received - For Staff Use Only
1/22/13 9:45am

Form Expires February 9, 2013



BI

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Laboratory Testing	\$8,200.00
2.	Medical Supplies	\$9,000.00
3.	Prescribed Pharmaceuticals	\$2,800.00
4.		
Other Funding Sources		\$90,000.00
Proposed Project Total		\$110,000.00

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
4,500	1,100

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..


Executive Director

Federal Tax ID Number (required)

Signature Date

DUNS Number (required)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



32



Application Category: 2 - Public Service



Community Development Block Grant

CDBG Year 38 - Request for Funding - Program Year 2013

C

Agency / Organization: Fountain of Youth Adult Day Care, Inc.

Address: 2409 South 56th Street, #121 Fort Smith, AR Zip Code: 72903

Contact Person: Kristi Graham Phone Number: (479) 484-7782

e-Mail Address: executivedirector@foyadc.org Fax Number: (479) 484-7951

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested \$12,000.00

Other Funding Sources (10% Req.) \$54,500.00

Proposed Project Total \$66,500.00

Project Address: 2409 South 56th Street, #121, Fort Smith, AR 72903

Project Zip Code: 72903

Does this project require full CDBG funding requested? No

Leverage: 4.54166

Please provide a description of the proposed project:

CDBG funding is used to enable Fort Smith residents, who meet the low income requirements, the opportunity to participate as Fountain of Youth Clients by helping to provide transportation to the facility and respite time. In addition, when a dependent Adult is spending time at FOY, receiving adult daycare services, family caregivers are afforded a much needed time of respite from around the clock caregiving. This allows these caregivers, also Fort Smith residents the opportunity to work, go to school, volunteer, or have time for rest or personal care. Our CDBG funding is used to cover the cost of care for these families who cannot afford to pay and do not qualify for other types of assistance. Our services allow for healthier family relationships and allow families to stay together longer by postponing nursing home placement and allowing caregivers to be productive citizens in the Fort Smith community.

Consolidated Plan Goal Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective *Special Needs*
NHCD - 2 Address community needs through community-based public service programs.

Strategy SN - 3 Provide funding for orgs. that deliver assistance to persons with disabilities...



Date & Time Stamp Received - For Staff Use Only

1/30/2013 1:25 pm CWI

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Adult daycare fees for clients, with majority being 62 and older in the low income category	\$10,000.00
2.	Transportation assistance for clients, with majority being 62 and older in the low income category	\$2,000.00
3.		
4.		
Other Funding Sources		\$54,500.00
Proposed Project Total		\$66,500.00

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
15	

800⁰⁰ - CDBG
 84,333.00
 Total

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..

Krista Graham
 Executive Director

Federal Tax ID Number (required) 71-0693658

Signature Date Jan 30, 2013

DUNS Number (required) 12-551-7677

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



A Print Form

Application Category: 2 - Public Service



For Staff Use Only
D



Community Development Block Grant

CDBG Year 39 - Request for Funding - Program Year 2013

Agency / Organization: Girls Incorporated of Fort Smith

Address: 1415 Old Greenwood Road Fort Smith, AR Zip Code: 72901

Contact Person: Amanda Daniels Phone Number: (479) 782-0375

e-Mail Address: adaniels@girlsincfortsmith.org Fax Number: (479) 782-1726

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$6,500.00
Other Funding Sources (10% Req.)	\$6,513.83
Proposed Project Total	\$13,013.83

Project Address: 1415 Old Greenwood Road

Project Zip Code: 72901 Does this project require full CDBG funding requested? No Leverage: 1.0021

Please provide a description of the proposed project:

Girls Incorporated® of Fort Smith is committed to inspiring all girls to be strong, smart and bold. We do this through believing in girls' rights and abilities and providing an experience for them based around six essential elements: a girls-only environment, mentoring relationships, intentional programming, research-based curricula, interactive activities and sustained exposure. This project proposed by Girls Inc. will provide a much-needed, community service to low-income Fort Smith residents by allowing them to utilize our organization free of charge, in most cases. It will also give girls an opportunity to participate in programs and activities that they may otherwise never be exposed to, which can change and mold a young girls future. Last year we served 672 girls and this year we already have goals and plans to reach at least 150 more girls through outreach and additional programs at Girls Inc. We know by doing this, we will have increased exposure, which in turn will lead to more girls attending in the future, which will lead to more requests for waived fees. With an average of over \$5,000 in waived fees over the past 3 years this project would make a significant impact on our clients and their families.

50% wa
100% wa

Consolidated Plan Goal Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective NHCD - 2 Address community needs through community-based public service programs.

Strategy NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.



Date & Time Stamp Received - For Staff Use Only
1/31/13 3:45pm DI

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. After-School Transportation	\$1,500.00
2. Memberships	\$5,125.00
3. Activities	\$250.00
4. Camp	\$750.00
Other Funding Sources	\$6,513.83
Proposed Project Total	\$14,138.83

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
40	

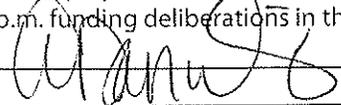
Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Yvonne Keaton-Martin, Honorary Member (non-active)

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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 Executive Director

Federal Tax ID Number (required) 71-0236893

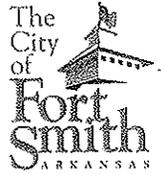
Signature Date 01-31-2013

DUNS Number (required) 96-476-1519

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



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E

Application Category: 2 - Public Service



Community Development Block Grant CDBG Year 38 - Request for Funding - Program Year 2013

39

Agency / Organization: Community Dental Clinic, A Program of CSCDC, Inc.

Address: P.O. Box 4069 Fort Smith, AR Zip Code: 72914

Contact Person: Nanya Perry Phone Number: (479) 782-6021

e-Mail Address: nperry@cscdcaa.org Fax Number: (479) 709-0161

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$20,000.00
Other Funding Sources (10% Req.)	\$20,000.00
Proposed Project Total	\$40,000.00

Project Address: 3428 Armour Street

Project Zip Code: 72914

Does this project require full CDBG funding requested?

No

Leverage: 1

Please provide a description of the proposed project:

100% CDBG / 50% Proj

In 2012 the Community Dental Clinic extended dental services to 1,308 low income Fort Smith residents. This is a remarkable 51% increase in the number of Fort Smith patients served in 2011! This dramatic increase is due to plant closings, job loss and elimination of health benefits.

Although our patients receive multiple services at each visit, we respectfully request CDBG funding of \$50 per patient for 400 of our anticipated 1,500 Fort Smith patients in the coming funding cycle.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.



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2/1/2013 1:29 pm E

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Delivery of dental services to 400 low-income Fort Smith residents	\$20,000.00
2.		
3.		
4.		
Other Funding Sources		\$20,000.00
Proposed Project Total		\$40,000.00

Estimate the number of clients or households served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
400	400

\$50 each

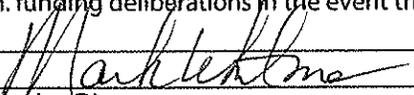
Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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Executive Director

Federal Tax ID Number (required) 71-0388927

Signature Date Feb 1, 2013

DUNS Number (required) 17-414-8247

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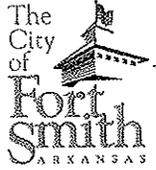


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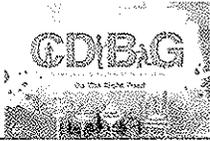
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Application Category: 2 - Public Service



F



Community Development Block Grant

CDBG Year 38 - Request for Funding - Program Year 2013

39

Agency / Organization: Heart to Heart Pregnancy Support Center

Address: 417 S 16th St

Fort Smith, AR

Zip Code: 72901

Contact Person: Daphne Dahlem, Development Director

Phone Number: (479) 452-2260

e-Mail Address: hearttoheartpsc@mynewroads.com

Fax Number: (479) 573-0700

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested \$12,030.00

Other Funding Sources (10% Req.) \$30,601.53

Proposed Project Total \$42,631.53

Project Address: 417 S 16th St

Project Zip Code: 72901

Does this project require full CDBG funding requested?

No

Leverage: 2.54376

Please provide a description of the proposed project:

2x's funding request

This project provides pregnant, single, married, very low - low income mothers, fathers and families with necessary items addressing the care, nutrition, and safety of their babies and children. These items include cribs, diapers, and formula. This will be the tenth year for this program. Our program began with 30 clients and now presently serves over 2300 women and their families in Fort Smith. This project is essential in meeting the needs of the Fort Smith Community. It provides assistance for emergency needs and the chance to earn items based on attendance in the program. This in turn provides and establishes the beginning of hope, encouragement, confidence, responsibility, and dignity before, during, and after pregnancy. As the economy shifts and changes, we are asking for and seeking funding to meet the needs of the residents and the needs of the community.

Consolidated Plan Goal: Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective: NHCD - 2 Address community needs through community-based public service programs.

Strategy: NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

Form Expires February 9, 2013
Form Expires February 9, 2013



Page 1 of 2
Page 1 of 2

Date & Time Stamp Received - For Staff Use Only

2:00pm April 2/6/13

FI

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Cribs & Mattresses \$150 X 35 = \$5250.00	\$5,250.00
2.	Diapers \$13 each X 500 Packages = \$6500.00	\$6,500.00
3.	Formula \$14 per can X 20 cans = \$280.00	\$280.00
4.		
Other Funding Sources		\$30,601.53
Proposed Project Total		\$42,631.53

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
1,966	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..

Theresa K. Rinder
Executive Director

Federal Tax ID Number (required)

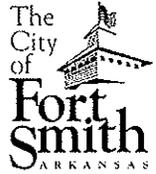
Signature Date

DUNS Number (required)

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G

Application Category: 2 - Public Service



Community Development Block Grant CDBG Year 39 - Request for Funding - Program Year 2013

Agency / Organization: Fort Smith Childrens Emergency Shelter

Address: 3015 South 14th Street Fort Smith, AR Zip Code: 72901

Contact Person: Jack Moffett Phone Number: (479) 783-0018

e-Mail Address: jack@fscs.org Fax Number: (479) 783-1873

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested \$11,853.10

Other Funding Sources (10% Req.) \$1,317.01

Proposed Project Total \$13,170.11

Project Address: 3015 South 14th Street

Project Zip Code: 72901

Does this project require full CDBG funding requested? No

Leverage: 11.1%

Please provide a description of the proposed project:

To purchase new kitchen equipment that will allow our food service program to meet the standards of safety and cleanliness for the food we serve to the children and the containers and utensils used to prepare the food. The project includes a hot/cold serving counter that will ensure the food is served at the required temperature, a reach-in refrigerator that will allow milk and other beverages to be served at the required temperature, and a number of miscellaneous containers, utensils, and other serving and preparation kitchen items to meet standards of cleanliness. It is important to note that the number of LMI clients listed on the second page of this application is an annual number, whereas this new equipment will last for several years. Please see Section H.: Project Narrative for a more detail project description.

Consolidated Plan Goal Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective NHCD - 2 Address community needs through community-based public service programs.

Strategy NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.



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2/7/2013 1:56 p.m. **GI**

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Hot/cold serving counter	\$8,100.00
2.	Reach-in refrigerator	\$1,200.00
3.	Miscellaneous kitchen items	\$3,870.11
4.		
Other Funding Sources		
Proposed Project Total		\$13,170.11

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
300	

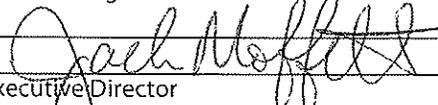
Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Not applicable

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..


Executive Director

Federal Tax ID Number (required) 71-0779347

Signature Date Feb 4, 2013

DUNS Number (required) 96-375-9894

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



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Application Category: 2 - Public Service

For Staff Use Only
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Community Development Block Grant
CDBG Year ~~38~~ ³⁹ - Request for Funding - Program Year 2013

Agency / Organization: Crisis Intervention Center, Inc.

Address: 5603 South 14th Street Fort Smith, AR Zip Code: 72901

Contact Person: Susan Steffens Phone Number: (479) 782-1821

e-Mail Address: susan@fscic.org Fax Number: (479) 782-9035

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$20,000.00
Other Funding Sources (10% Req.)	\$14,800.00
Proposed Project Total	\$34,800.00

Project Address: 5603 South 14th Street

Project Zip Code: 72901 Does this project require full CDBG funding requested? Yes Leverage: 74.0%

Please provide a description of the proposed project:

The funds requested through this City of Ft Smith Community Development Block Grant application will provide case management to Ft Smith residents who are victims of domestic violence. These case management services will assist the victims in securing safe affordable housing, legal assistance, job skills training, employment, education, child care and other supportive services. This is proposed project benefits the special needs population (domestic violence victims) through community-based service programs (the Crisis Intervention Center) as detailed in the Five Year Consolidated Plan.

The estimate cost/benefit ratio for the requested funding is \$300 per Ft Smith victim per month.

Consolidated Plan Goal Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective *Special Needs*
~~NHCD - 2 Address community needs through community-based public service programs.~~

Strategy SN - 1 Provide funding for orgs. that deliver services for victims of domestic violence...



Date & Time Stamp Received - For Staff Use Only
2/7/2013 3:30 PM *MO*
H I

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Case Management services provided at a cost of \$300/Ft Smith client/month until grant is expended.	\$20,000.00
2.		
3.		
4.		
Other Funding Sources		\$14,800.00
Proposed Project Total		\$34,800.00

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
	116

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

NA

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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Executive Director

Federal Tax ID Number (required)

Signature Date

DUNS Number (required)

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H2

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Application Category: 2 - Public Service



Community Development Block Grant

CDBG Year ³⁸ - Request for Funding - Program Year 2013

39

Agency / Organization: Next Step Day Room, Inc.

Address: 123 North 6th Street, Suite 200

Fort Smith, AR

Zip Code: 72901

Contact Person: Amy Sherrill

Phone Number: (479) 242-5100

e-Mail Address: amy@nextstepdayroom.org

Fax Number: (479) 242-5432

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested \$20,000.00

Other Funding Sources (10% Req.) \$209,841.00

Proposed Project Total \$229,841.00

Project Address: 123 North 6th Street

Project Zip Code: 72901

Does this project require full CDBG funding requested?

Yes

Leverage: 91.3%

Please provide a description of the proposed project:

In 2012, the Next Step Day Room served 1,841 clients. Remarkably, 860 (47%) were new clients. our case management staff of four sees between 80 and 120 clients a day, total, which is a bit challenging in our 1,700 square foot facility.

The agency addresses the specific needs of Fort Smith residents to effectively prevent and end homelessness. Individual case management is extended to explore options for self-reliance and independence. These avenues are innovative and tailored to the particular abilities of each client. Case managers are sensitive to the emotional complexities accompanying homelessness in their interaction with each client, while encouraging progression in their life.

Consolidated Plan Goal ~~Non-Housing~~ Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective NHCD-2 Address community needs through community-based public service programs.

Strategy NHCD-2.1 Deliver service to low-income citizens of Fort Smith.



Form Expires February 9, 2013

Page 1 of 2

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2/8/2013 12:45 p.m. [Signature]

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Case Management	\$20,000.00
2.		
3.		
4.		
Other Funding Sources		\$209,841.00
Proposed Project Total		\$229,841.00

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

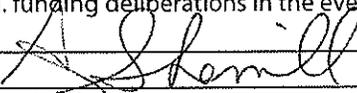
LMI Clients Served	LMI Households Served
1,841	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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 Executive Director

Federal Tax ID Number (required)

Signature Date

DUNS Number (required)

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Application Category: 2 - Public Service

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Community Development Block Grant

CDBG Year 2013 - Request for Funding - Program Year 2013
39

Agency / Organization: Western Arkansas Counseling & Guidance Center, Inc., dba WestArk RSVP

Address: 401 North 13th Street Fort Smith, AR Zip Code: 72901

Contact Person: Susan Reehl Phone Number: (479) 783-4155

e-Mail Address: rsvp@ipa.net Fax Number: (479) 782-2269

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$8,000.00
Other Funding Sources (10% Req.)	\$10,000.00
Proposed Project Total	\$18,000.00

Project Address: 401 North 13th Street, Fort Smith, AR 72901

Project Zip Code: 72901 Does this project require full CDBG funding requested? No Leverage: 55.6%

Please provide a description of the proposed project:

WestArk Retired and Senior Volunteer Program (RSVP) is requesting \$8,000 for a Public Service project of the RSVP Community Outreach Program to aid Medicare beneficiaries. Using trained senior volunteers serving as SHIIP* advocates and the resources of the RSVP Computer Lab aid will be provided to Medicare recipients (both aged and disabled) to assist those:

1. Needing financial assistance to afford Medicare premiums (income less than \$1,277 a month for singles, \$1,723 a month for couples). Assistance will be provided to complete electronic applications for Arkansas Medicare Savings Programs. This assistance will allow Medicare recipients with modest incomes to recoup their \$104.90 monthly Medicare Part B premium and for those with the lowest incomes (income less than \$951 a month for singles or \$1,281 a month for couples) to have their Medicare Part A and Part B deductible and co-payments met.
2. Needing financial assistance to afford their prescription medication (income less than \$1,416 a month for singles, \$1,931 a month for couples). Assistance will be provided to complete electronic applications for federal Extra Help. This assistance will pay Medicare Part D premiums, reduce the co-pays and do away with the "donut hole".
3. Who have questions about Medicare Part D prescription drug plans or Medicare Part C advantage plans. Throughout the year but most intensely during Medicare Open Enrollment (October 15th through December 7th) counseling will be offered to Medicare beneficiaries who choose to use the Medicare.gov plan finder.

*SHIIP is the Senior Health Insurance Information Program operated by the Arkansas Insurance Department.

Consolidated Plan Goal *Improve living conditions in Ft Smith by addressing non-homeless com ded ne*
Special Needs (SN): Evaluate upcoming needs related to non-homeless special needs population.

Objective NHCD - 2 Address community needs through community-based public service programs.

Strategy NHCD - 2.2 Provide funding to deliver services for disabled:
Deliver services to low income citizens of Ft Smith

Date & Time Stamp Received - For Staff Use Only
2/8/13 1:26pm
MJ



Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Preparation of electronic applications for federal Extra Help and Arkansas Medicare Savings Programs	\$8,000.00
2.		
3.		
4.		
Other Funding Sources		\$10,000.00
Proposed Project Total		\$18,000.00

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
320	

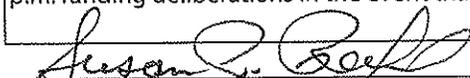
Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None.

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..


Executive Director

Federal Tax ID Number (required) 23-7015826

Signature Date Feb 7, 2013

DUNS Number (required) 07-126-0202

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



Print Form



Application Category: 2 - Public Service

For Staff Use Only
K



Community Development Block Grant

CDBG Year 38 - Request for Funding - Program Year 2013
39

Agency / Organization: Western Arkansas Counseling & Guidance Center, Inc. dba WestArk RSVP

Address: 401 North 13th Street Fort Smith, AR Zip Code: 72901

Contact Person: Susan Reehl Phone Number: (479) 783-4155

e-Mail Address: rsvp@ipa.net Fax Number: (479) 782-2269

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$12,000.00
Other Funding Sources (10% Req.)	\$15,000.00
Proposed Project Total	\$27,000.00

Project Address: 401 North 13th Street, Fort Smith, AR 72901

Project Zip Code: 72901 Does this project require full CDBG funding requested? No Yes Leverage: 55.6%

Please provide a description of the proposed project:

WestArk Retired and Senior Volunteer Program (RSVP) is requesting \$12,000 for a Public Service project of the RSVP Community Outreach Program to assist the elderly, disabled, unemployed, active duty military and families with incomes under \$50,000 in preparing and electronically filing their federal and state income tax returns. This is an endeavor to increase the disposable income of low income wage earners and their families by offering free competent tax services enabling them to maximise their refunds and save the preparation fee which is at a minimum \$125.

RSVP members will receive extensive training and after competency testing will serve as certified IRS volunteers. The volunteers using the resources of the RSVP Computer Lab will prepare and electronically file free federal and state income tax returns. Special emphasis will be placed on reaching families who are eligible for the Earned Income Tax Credit, the disabled and the homeless. Tax services will be also be made available to the home bound.

This project should return close to \$1,000,000 in Earned Income Tax Credit to low income families in Fort Smith while saving them over \$187,500 in preparation fees.

Consolidated Plan Goal Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective NHCD - 2 Address community needs through community-based public service programs.

Strategy NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.

Date & Time Stamp Received - For Staff Use Only
1:27pm 2/8/13 mjs KI

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Income tax preparation and electronic filing for 1,000 Fort Smith residents.	\$12,000.00
2.		
3.		
4.		
Other Funding Sources		\$15,000.00
Proposed Project Total		\$27,000.00

Estimate the number of clients or households served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
	1,000

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None.

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..


 Program Director

Federal Tax ID Number (required) 23-7015826

Signature Date Feb 5, 2013

DUNS Number (required) 07-126-0202

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



Print Form



For Staff Use Only

Application Category: 3 - Community Development



Community Development Block Grant CDBG Year 39 - Request for Funding - Program Year 2013

L

Agency / Organization: Bost, Inc.

Address: P. O. Box 11495 (5812 Remington Circle)

Fort Smith, AR

Zip Code: 72917-1495

Contact Person: Jim Zoesch

Phone Number: (479) 478-5470

e-Mail Address: jpzoesch@bost.org

Fax Number: (479) 478-5471

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested \$7,641.00

Other Funding Sources (10% Req.) \$2,548.00

Proposed Project Total \$10,189.00

Project Address: 4401 Yorkshire Drive

Project Zip Code: 72904

Does this project require full CDBG funding requested?

No

Leverage: 33.3%

Please provide a description of the proposed project:

Install new VCT (vinyl composition tile) and cove base throughout the Yorkshire Street Hand In Hand facility located at 4401 Yorkshire Drive, Fort Smith, AR. The current tile has been in place since the facility was built (1974) as has the green cove base. The tile has started cracking in several locations and has outlived its' useful life expectancy. Replacing the tile and cove base will give the building a much needed updated look as well as provide for continued floor care and proper disinfecting. As the tile breaks, it creates a safety hazard for the clients/consumers who utilize this service five days a week. New tile and cove base will also allow us to paint the interior of the building to provide an overall fresh look. Bost, Inc. will undertake the painting at its' expense. One room of the approximately 4,000 square foot building has had the tile replaced at our expense due to safety reasons. This project will all Bost, Inc. to continue to serve the approximately 50 low income children and children with developmental disabilities and promotes a sense of pride in the parents of the children we serve. This project will also allow Bost, Inc., who has served the community of Fort Smith since 1959, to continue to provide educational opportunities to the children of low income families.

Consolidated Plan Goal: Anti-Poverty (AP): Reduce the size of the impoverished population in Fort Smith.

Objective: AP - Increase childcare and education opportunities for children from low income families.

Strategy: AP - 1.1 Provide support to non-profit agencies that deliver childcare, headstart and after school services to LI households.



Form Expires February 9, 2013

Page 1 of 2

Date & Time Stamp Received - For Staff Use Only

Feb. 6, 2013 1:56 pm [Signature]

L-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Install flooring throughout the Yorkshire Hand In Hand location.	\$7,641.00
2.		
3.		
4.		
Other Funding Sources		\$2,548.00
Proposed Project Total		\$10,189.00

Estimate the number of *clients* or *households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
50	

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Andre Good

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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Executive Director

Federal Tax ID Number (required)

Signature Date

DUNS Number (required)

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L-2

Print Form



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M

Application Category: 3 - Community Development

Community Development Block Grant CDBG Year 38 - Request for Funding - Program Year 2013

39

Agency / Organization: Old Fort Homeless Coalition

Address: 2100 North 31st Street Fort Smith, AR Zip Code: 72904

Contact Person: Ken Pyle Phone Number: (479) 782-4991

e-Mail Address: kpyle@fortsmithha.com Fax Number: (479) 782-0120

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested	\$133,373.00
Other Funding Sources (10% Req.)	\$2,531,627.00
Proposed Project Total	\$2,665,000.00

Project Address: 301 South E Street, Fort Smith, AR

Project Zip Code: 72901 Does this project require full CDBG funding requested? No Leverage: 18.981%

Please provide a description of the proposed project:

The Riverview Hope Campus (RHC) is a place where homeless service providers, including emergency shelters, social services agencies, churches and others, will meet to engage rather than enable homeless persons through comprehensive, one-stop services. The goals are to eliminate street homelessness, improve outcomes for persons experiencing homelessness, reduce duplication of services, improve efficiency in delivery and access to services, and relocate current shelter and day room activities out of the historic district and downtown areas. RHC is a joint effort of the Old Fort Homeless Coalition, Salvation Army, Next Step Day Room, Fort Smith Housing Authority, and the City of Fort Smith.

The 2011 and 2012 point-in-time counts revealed that between 65 and 82 persons were unsheltered in our area on any given night. The term "unsheltered" means that they are not staying in one of our existing emergency shelters, nor with friends or family in a home. They are literally homeless sleeping in tents on the river, in their car, behind dumpsters or other places not meant for human habitation. The total unduplicated homeless count, for the past two years has between 211 and 232 persons.

The RHC will have six primary areas of service: 1) Safe Haven with 25 beds for chronic homeless persons with serious and persistent mental illness; 2) First Step with space for 75 otherwise unsheltered persons in a "low-demand" setting; 3) Next Step Day Room will move from North 6th and B Streets to operate their day room services; 4) an administrative and co-located services area for non-profits and other service providers not located at RHC to meet with members; 5) common spaces for the use of all RHC members including a kitchen, dining area, training and computer classrooms, bathrooms/showers and a worship center; and 6) twelve single-room occupancy transitional housing apartments for the homeless.

The requested funds will be used to acquire the building at 301 South E Street, a former Riverside Furniture plant.

Consolidated Plan Goal Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective NHCD - 1 Address community needs by targeting a public facilities need.

Strategy NHCD - 1.1 Assist non-profits that traditionally work with low-income citizens.



Form Expires February 9, 2013

Page 1 of 2

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2/7/2013 1:15 p.m. [Signature]

M-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Acquisition of 301 South E Street former Riverside Furniture plant (total = \$620,000)	\$133,373.00
2.	Remainder of acquisition funding (other sources)	\$486,627.00
3.	Renovation of facility/property (other sources)	\$2,045,000.00
4.		
Other Funding Sources		
Proposed Project Total		\$2,665,000.00

Estimate the number of clients or households served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
1,800	

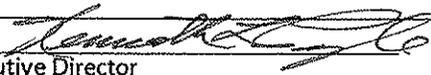
Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

None

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

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I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..

Executive Director 

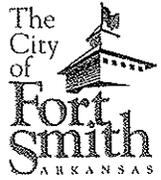
Federal Tax ID Number (required)

Signature Date

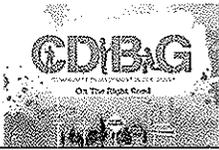
DUNS Number (required)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.





Application Category: 3 - Community Development



Community Development Block Grant

CDBG Year 38 - Request for Funding - Program Year 2013

39

N

Agency / Organization: Cavanaugh Elementary School / Fort Smith Public Schools

Address: 1025 School Street

Fort Smith, AR

Zip Code:

72908

Contact Person: Hank Needham

Phone Number:

(479) 646-1131

e-Mail Address: hneedham@fortsmithschools.org

Fax Number:

(479) 648-8297

Please enter the total amount of CDBG funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

CDBG Amount Requested

\$10,000.00

Other Funding Sources (10% Req.)

\$10,000.00

Proposed Project Total

\$20,000.00

Project Address: 1025 School Street

Project Zip Code: 72908

Does this project require full CDBG funding requested?

No

Leverage:

100%

Please provide a description of the proposed project:

Cavanaugh School is the center of activity in the low to moderate income community it serves. Almost 74% of Cavanaugh students receive free or reduced meals. In an effort to address the need for improved recreational facilities for Cavanaugh Elementary School and the Cavanaugh community and to address the obesity epidemic that is plaguing our state and nation, Cavanaugh School, in collaboration with our Partners In Education and Parent-Teacher Association, is developing the land formerly known as Cavanaugh Trailer Park into a community park. The project includes the construction of a softball field, soccer field, an outdoor classroom/pavilion, a quarter-mile paved walking trail, and fitness stations. The park will also include Arkansas native trees and shrubbery, learning gardens, and flower beds.

We are seeking CDBG funding for the construction of a dual outdoor classroom and community pavilion. The 20' x 30' covered pavilion would enable teachers to use the structure as an outdoor classroom. The pavilion would also provide families and community organizations a facility for picnics, meetings, and other social gatherings.

The pavilion will be constructed in part by manpower provided by members of the Fort Smith Commissary Kiwanis Club and other school supporters. Funding provided by the CDBG will enable Cavanaugh School to secure building materials identified in the Project Element Description and will also assist in procuring electrical and plumbing supplies. Some labor costs will be associated with the construction of the pavilion.

Cavanaugh Park is being developed by Cavanaugh School, the Cavanaugh Parent-Teacher Association, and our supportive Partners In Education to improve the physical and psychological health of children and adults in our neighborhood, to strengthen our community pride, and to make the Cavanaugh area a more attractive place for families to live and prosper.

Consolidated Plan Goal Non-Housing Community Development (NHCD): Improve living conditions by addressing CD needs.

Objective NHCD - 1 Address community needs by targeting a public facilities need.

Strategy NHCD - 2.1 Deliver service to low-income citizens of Fort Smith.



Date & Time Stamp Received - For Staff Use Only

2/8/2013 11:10am [Signature] N-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	20 x 30 concrete footings and pad	\$2,500.00
2.	Wood framing	\$3,300.00
3.	Metal roofing	\$2,840.00
4.	Gable end sheeting	\$510.00
Other Funding Sources		\$10,850.00
Proposed Project Total		\$20,000.00

Estimate the number of *clients or households* served through the facility for this proposed service or the proposed project only:

LMI Clients Served	LMI Households Served
	255

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

Yvonne Keaton-Martin

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 9:00 a.m. public hearing for Public Service Projects and 2:00 p.m. for all other CDBG projects on Tuesday, March 5, 2013 and I understand that an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations in the event that a CDAC member has a question or for potential funding negotiations..

Hank Needham
Executive Director

Federal Tax ID Number (required) 71-6020978

Signature Date 2/8/13

DUNS Number (required) 04-063-3174

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



N-2

Print Form



For Staff Use Only
O

Application Type: Subrecipient



HOME Investment Partnership Act Program HOME Year 20 - Request for Funding - Program Year 2013

Agency / Organization: Housing Authority of the City of Fort Smith

Address: 2100 North 31st Street Fort Smith, AR Zip Code: 72904

Contact Person: Ken Pyle Phone Number: (479) 782-4991

e-Mail Address: kpyle@fortsmithha.com Fax Number: (479) 782-1272

Please enter the total amount of HOME funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

HOME Amount Requested	\$285,000.00
Other Funding Sources (15% Min.)	\$42,750.00
Proposed Project Total	\$327,750.00

Project Address: 3026, 3022, 3018 North 26th Street

Project Zip Code: 72904 Does this project require full HOME funding requested? No Leverage: 15%

Please provide a description of the proposed project:

The Housing Authority proposes the construction of three (3) new affordable homes. The Housing Authority proposes to build all three homes on current inventory lots, to finish out the five lots that the Housing Authority owns on that Street. Funding this request will allow us to continue our successful revitalization of neighborhoods by providing quality affordable housing for low income residents of Fort Smith.

Consolidated Plan Goal Affordable Housing (AH): Improve condition & availability of affordable housing over a 5 year period.

Objective AH - 3 Increase the number of newly constructed homes available on the affordable housing market.

Strategy AH - 3.2 Utilize vacant lots to increase housing availability in low-income communities.

Form Expires January 25, 2013



Page 1 of 3

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1/16/2013 11:37am CW

0-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.		
2.		
3.		
4.		
Other Funding Sources		
Proposed Project Total		

How many Single Family Homes does the agency propose to undertake with the requested funding?

If the agency is a CHDO, provide organizational role to develop the project:

For New Construction or Rehabilitation projects, answer the following questions:

1. On November 30, 2012, how much HOME program income / project proceeds did the agency have according to the bank statement?

2. On November 30, 2012, how many Single Family Homes were under construction with previous HOME funding?

3a. On November 30, 2012, how many Fort Smith funded Single Family Homes does the agency have in inventory that are vacant?

3b. Of these homes, how many are under contract for purchase?

Prior to applying under the CHDO/CDC designation, the agency must be certified as a CHDO. The checklist for CHDO's is available from CD Staff or in the Policies & Procedures Manual. Your signature on the next page indicates your understanding of this requirement. All HOME funds are subject to the City of Fort Smith Procurement Policies unless specifically overridden by Federal Regulations.

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

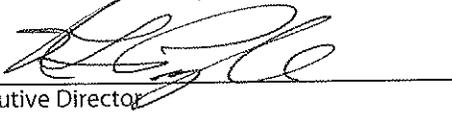


0-2

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle. NOTE: Any recommended and subsequently approved HOME funding amount will be reduced by 10% for city staff project delivery costs.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 2:00 p.m. public hearing on Tuesday, March 5, 2013 and I understand that I or an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations meeting in the event that a CDAC member has a question and/or for potential negotiations.



Executive Director

Signature Date

Federal Tax ID Number (required)

DUNS Number (required)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



Print Form



For Staff Use Only

Application Type: CDC Community Development Corp.

P



HOME Investment Partnership Act Program

HOME Year 20 - Request for Funding - Program Year 2013

Agency / Organization: Crawford-Sebastian Community Development Council, Inc.

Address: 4831 Armour Avenue, P.O. Box 4068

Fort Smith, AR

Zip Code: 72914

Contact Person: Karen Phillips

Phone Number:

(479) 785-2303

e-Mail Address: kphillips@cscdcca.org

Fax Number:

(479) 784-9029

Please enter the total amount of HOME funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

HOME Amount Requested

\$97,500.00

Other Funding Sources (15% Min.)

\$1,650,000.00

Project Address: Scattered sites to be determined, Fort Smith, AR

Proposed Project Total

\$1,747,500.00

Project Zip Code: Various

Does this project require full HOME funding requested?

No

Leverage:

16.9230

Please provide a description of the proposed project:

The City of Fort Smith Down Payment Assistance Program has been operating successfully since 1997. Limited funding is utilized most effectively when coupled with private financing, versus using government dollars to build the homes. Clients find affordable homes in their price range (existing or new), and this program helps them purchase those homes by providing the down payment assistance gap which makes the purchase possible. With just \$97,500, we will be able to help 20 families successfully purchase a home in Fort Smith, helping the distressed housing market and providing an opportunity for families to own their home.

This program goes well beyond helping families purchase a home. We work diligently to ensure that the buyers are well educated about the home buying process, budgeting, maintenance and sustainability. Every homeowner is required to have their home inspected by the City of Fort Smith prior to purchase; they are required to meet one-on-one with a Certified Housing Counselor regarding their post-purchase budget; and they are required to attend an eight-hour home buyer education course.

This program fills a great need. Last year we spent more than \$90,000 in this program. No other program within the HOME category is able to help as many clients with such limited funding per household. This is due to the large amount of leveraging this program is able to utilize.

Consolidated Plan Goal Affordable Housing (AH): Improve condition & availability of affordable housing over a 5 year period.

Objective AH - 2 Increase the viability for potential homeownership opportunities.

Strategy AH - 2.2 Continue to provide downpayment reduction assistance to low-income homebuyers (Apply in HOME)



Date & Time Stamp Received - For Staff Use Only

1/18/2013 2:00 p.m. [Signature] P-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description	Estimated Cost
1. Down payment assistance	\$80,000.00
2. Counseling fees	\$10,000.00
3. Inspection fees	\$7,500.00
4.	
Other Funding Sources	\$1,650,000.00
Proposed Project Total	\$1,747,500.00

How many Single Family Homes does the agency propose to undertake with the requested funding?

If the agency is a CHDO, provide organizational role to develop the project:

For New Construction or Rehabilitation projects, answer the following questions:

1. On November 30, 2012, how much HOME program income / project proceeds did the agency have according to the bank statement?

2. On November 30, 2012, how many Single Family Homes were *under construction* with previous HOME funding?

3a. On November 30, 2012, how many Fort Smith funded Single Family Homes does the agency have in inventory that are vacant?

3b. Of these homes, how many are under contract for purchase?

Prior to applying under the CHDO/CDC designation, the agency must be certified as a CHDO. The checklist for CHDO's is available from CD Staff or in the Policies & Procedures Manual. Your signature on the next page indicates your understanding of this requirement. All HOME funds are subject to the City of Fort Smith Procurement Policies unless specifically overridden by Federal Regulations.

Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:

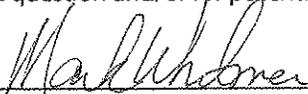


P-2

By my signature below I am verifying that the agency understands that if the project applied for is changed substantially, the project will no longer be considered and will cancel. The agency could then apply in the next funding cycle. Additionally, if funds are approved and the agency does not enter into an agreement with the City before December 31, 2013, the project will cancel and the agency will not be able to apply in the following funding cycle. NOTE: Any recommended and subsequently approved HOME funding amount will be reduced by 10% for city staff project delivery costs.

Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 2:00 p.m. public hearing on Tuesday, March 5, 2013 and I understand that I or an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations meeting in the event that a CDAC member has a question and/or for potential negotiations.


Executive Director

Signature Date

Federal Tax ID Number (required)

DUNS Number (required)

WARNING: 18 U.S.C. 1001 provides, among other things, that whoever knowingly and willingly makes or uses a document or writing containing false, fictitious, or fraudulent statement or entry, in any matter within the jurisdiction of any department or agency of the United States, shall be fined not more than \$10,000 or imprisoned for not more than five years, or both.



Print Form



For Staff Use Only
Q

Application Type: CHDO Comm. Housing Dev. Org.



HOME Investment Partnership Act Program

HOME Year 20 - Request for Funding - Program Year 2013

Agency / Organization: Crawford-Sebastian Community Development Council, Inc.

Address: 4831 Armour Avenue, P.O. Box 4069 Fort Smith, AR Zip Code: 72914

Contact Person: Karen Phillips Phone Number: (479) 785-2303

e-Mail Address: kphillips@cscdcca.org Fax Number: (479) 784-9029

Please enter the total amount of HOME funds being requested and all other funding sources to complete the proposed project. The project total and leverage will be automatically calculated.

HOME Amount Requested	\$187,918.00
Other Funding Sources (15% Min.)	\$33,000.00
Proposed Project Total	\$220,918.00

Project Address: Scattered Sites, Fort Smith, Arkansas

Project Zip Code: Fort Smith Does this project require full HOME funding requested? No Leverage: 18%

Please provide a description of the proposed project:

Crawford-Sebastian Community Development Council, Inc. (C-SCDC) request funding to acquire two substandard homes. We will completely rehabilitate them and bring them up to state and local codes. These beautiful homes will then be sold to low-income families in Fort Smith.

In spite of a continuing poor housing market, these homes are highly sought because they are much more affordable than a new home and do not require immediate repairs by the new homeowners, as is the case in older homes. We do far more than a typical investor would do to repair the homes. The homes that our low-income families purchase in this program are beautiful on the outside, and all major systems are in good working condition lasting for years to come.

We currently have two homes for sale that have been rehabilitated through prior year funding. They are eligible for down payment assistance, so we expect these homes to be sold within the first quarter of 2013.

Consolidated Plan Goal Affordable Housing (AH): Improve condition & availability of affordable housing over a 5 year period.

Objective AH - 4 Expand funding availability for affordable housing programs.

Strategy AH - 4.2 Provide funding for homeownership activities from which CHDO's can make affordable houses...(Apply in HOME)



Form Expires January 25, 2013

Page 1 of 3

Date & Time Stamp Received - For Staff Use Only
1/18/2013 2:07 p.m. MJ Q-1

Please list proposed project elements by priority in the event that CDAC is unable to recommend the total funding request:

Project Element Description		Estimated Cost
1.	Acquisition and rehabilitation of two homes in Fort Smith	\$187,918.00
2.		
3.		
4.		
Other Funding Sources		
Time spent by Housing Manager and Program Director		\$33,000.00
Proposed Project Total		\$220,918.00

How many Single Family Homes does the agency propose to undertake with the requested funding?

If the agency is a CHDO, provide organizational role to develop the project:

For New Construction or Rehabilitation projects, answer the following questions:

1. On November 30, 2012, how much HOME program income / project proceeds did the agency have according to the bank statement?

2. On November 30, 2012, how many Single Family Homes were under construction with previous HOME funding?

3a. On November 30, 2012, how many Fort Smith funded Single Family Homes does the agency have in inventory that are vacant?

3b. Of these homes, how many are under contract for purchase?

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Please provide the names of any CDAC or City Board Member currently serving or within the past five years on the agency's Board:



Q-2

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Any recommended funding amount(s) is subject to sequestration on January 1, 2013. All projects will be reduced by the percentage amount of the sequestration.

I understand that a presentation must be given at the 2:00 p.m. public hearing on Tuesday, March 5, 2013 and I understand that I or an agency representative must be present at the March 5, 2013, 5:30 p.m. funding deliberations meeting in the event that a CDAC member has a question and/or for potential negotiations.


Executive Director

Signature Date

Federal Tax ID Number (required)

DUNS Number (required)

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Q-3

INTER-OFFICE MEMO

2

TO: Ray Gosack, City Administrator

DATE: March 7, 2013

FROM: Steve Parke, Director of Utilities

SUBJECT: Implementation Schedule for
Efficiency Study Recommendations

During the course of HDR's completion of the water and sewer operations efficiency study, the utility department's senior staff ranked the recommendations presented by HDR's report. The purpose of the paired comparison ranking was to determine which of HDR's recommendations would provide the greatest benefit to the utility's operation once fully implemented. Staff's ranking of the recommendations was reviewed by HDR and they concurred with our ordering of importance. A copy of the comparative ranking is attached. This also includes a summarized description of each recommendation and page reference where the respective discussion is found in the report.

A request was made at the conclusion of the February 7 joint meeting of the citizens' advisory committee and the Board for staff to develop an implementation schedule for the report's recommendations. A concept implementation schedule, or chart, is attached. The chart presents the time which work on each item has, or will begin; whether the task is anticipated to be performed by staff, consultant or both; key milestones; and anticipated time the task will conclude. The times indicated as a key milestone will be the opportunity for staff to present information to the Board for those recommendations which may require funding, consultant assistance, return-on-investment decisions or rate setting strategies.

Staff will be available at the study session to address questions raised during the presentation. Should you or members of the Board have any questions, please let me know.

attachment

pc: Jeff Dingman

Fort Smith Utility Department
HDR Engineering, Inc. Top Recommendations as of February 7, 2013
Ranked Comparison of Maximum Possible Benefit
 March 12, 2013

Ref.	Title	Comparison Points	Rank
1a	Develop Financial and Rate-Setting Policies	38	1
1b	Pursue Alternate Funding Sources	38	
2a	Develop Asset Management Plan	33	2
2b	Include Asset Management in Capital Improvement Plan	33	
3a	Develop Long-Term Financial Planning Model	27	3
3b	Include Affordability in Rate Model	27	
4	Create Succession Plan [Personnel and SOGs]	23	4
5	Collect and Develop Performance Measures [Benchmarking and Carnegie Mellon Capability Maturity Model]	22	5
6	Study Unaccounted Water	20	6
7	Create Levels of Service [Strategic Results Indicators for Processes and Systems]	17	7
8	Improve Utility Billing and Collection Process	16	8
9	Enhance Watershed Control and Filter Performance	13	9
10	Study Project Management and Staffing Needs	12	10
11	[Evaluate Project] Install VFDs at P St Plant	3	11-12
12	Study WWTP Chemical Usage	3	11-12
13	[Evaluate Project] Monitor Raw Water	1	13
14	Study Microturbine	0	14

Basis of Comparison:

Comparisons were based on the significance of the assumed maximum possible benefit if the recommendations were to be successfully completed. The risks, return on investment, net present value, payback period, total cost, profitability index, or internal rate of return were not part of these comparisons.

Constraints and Assumptions:

These comparisons were limited to projects and initiatives recommended by HDR Engineering, Inc. on October 11, 2012. Additional projects and initiatives under consideration by the Utility Department were not included in this comparison.

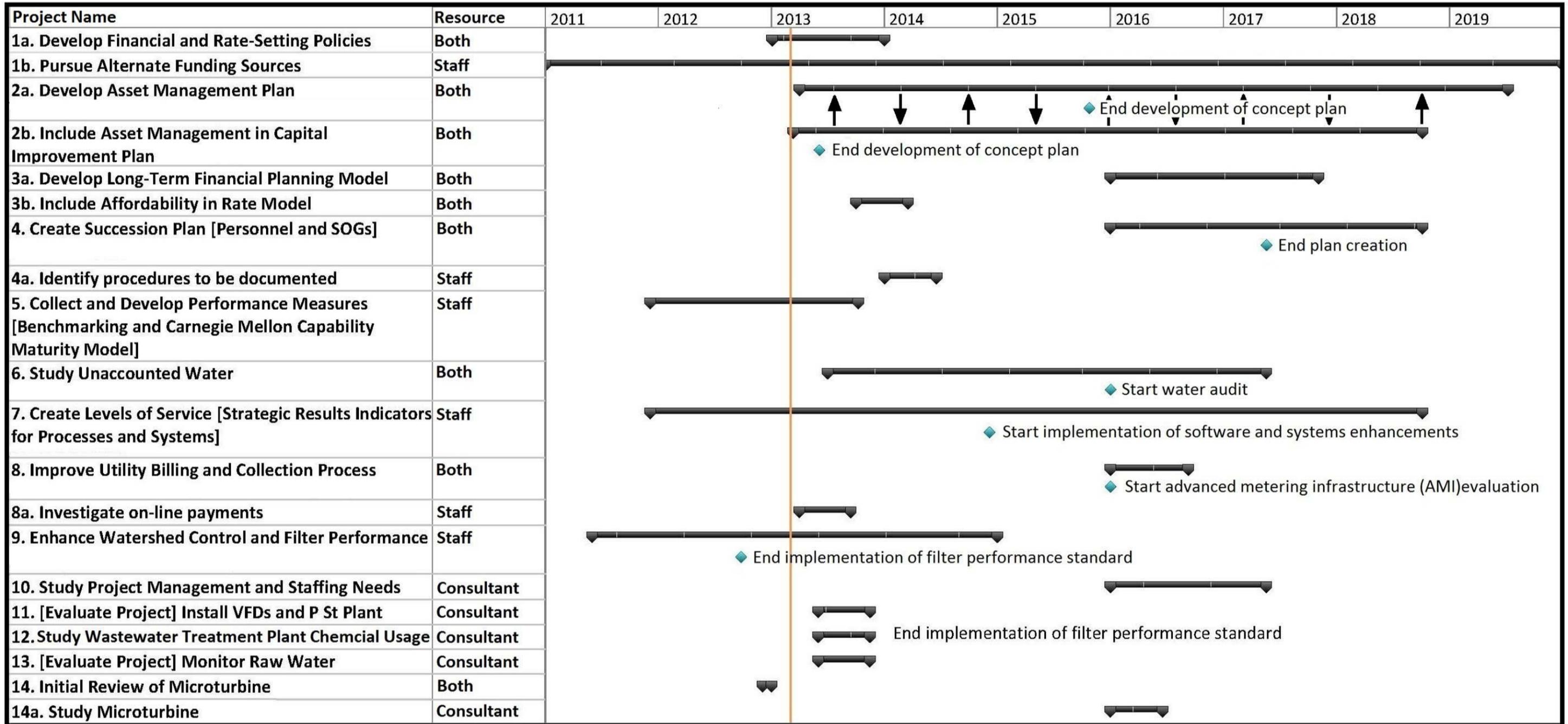
Fort Smith Utility Department
HDR Engineering, Inc. Top Recommendations as of February 7, 2013
 March 12, 2013

Ref.	HDR Report Page	Title	HDR Engineering Inc Description
1a	pp. 99-101, 104	Develop Financial and Rate-Setting Policies	The City should develop a set of financial and rate-setting policies to guide the decision making processes for the utilities. Most importantly, at a minimum the policies should address: <ul style="list-style-type: none"> ● Reserve funds and minimum target balances ● Funding renewal and replacement infrastructure projects at a minimum level equal to depreciation expense; gradually implementing this policy to avoid rate shock. ● For financial planning purposes, establish a target DSC ratio, above the minimum required rate covenant. ● Establish debt financing policies and targets, and review debt equity ● Consider system development charges (connection charges) for both utilities.
1b	pp. 100, 104	Pursue Alternate Funding Sources	Continue to pursue outside funding sources for capital projects, grants and low-interest loans, to aide in keeping rates and low as possible.
2a	pp. 24, 25, 103	Develop Asset Management Plan	Develop an Asset Management Plan as part of the Utility Strategic Plan with demonstrated commitment from management and a system to continually improve the program.
2b	pp. 25-26, 103	Include Asset Management in Capital Improvement Plan	Include Asset Management information in the Capital Improvement Plan.
3a	pp. 101, 104	Develop Long-Term Financial Planning Model	Develop a long-term financial planning model (e.g. 10 – 20 years) to better understand the financial and rate implications of the City's long-term financing strategy and the issuance of debt.
3b	pp. 100-101, 104	Include Affordability in Rate Model	The rate model results presented to Council should provide an affordability test to help provide a context as to the appropriateness of the level of the rates.
4	pp. 24, 27, 103	Create Succession Plan [Personnel and SOGs]	Create a Succession Plan as part of the Utility Strategic Plan.
5	pp. 99, 104	Collect and Develop Performance Measures [Benchmarking and Carnegie Mellon Capability Maturity Model]	Continue collecting and developing performance measures. The Utility can compare its performance to its past performance as well as to similar Utilities. The Carnegie Mellon Capability Maturity Model can be used to assess the Utility's performance from year to year. HDR has provided an initial assessment that can serve as a starting point (refer to Appendix A). The Utility should collect data for the performance measures that have been identified for tracking.
6	pp. 65, 104	Study Unaccounted Water	Examine unaccounted for water and better identify areas of unaccounted for water.
7	pp. 26, 103	Create Levels of Service [Strategic Results Indicators for Processes and Systems]	Create Levels of Service and a process for updating the targets as part of the Utility Strategic Plan.

Fort Smith Utility Department
HDR Engineering, Inc. Top Recommendations as of February 7, 2013
 March 12, 2013

Ref.	HDR Report Page	Title	HDR Engineering Inc Description
8	pp. 26-27, 103	Improve Utility Billing and Collection Process	<p>Improve the Utility Billing and Collection Process.</p> <ul style="list-style-type: none"> ● Re-evaluate the implementation of automatic meter infrastructure (AMI) and how it would impact customer service and revenue over an 8-10 year period. Focus first on those areas and meter reading routes outside the Fort Smith city limits which require the longest time per account. ● Evaluate and, if necessary, improve the process for retiring accounts that result in negative financial reporting. ● Meet with various customer types and develop the best options for supporting on-line payment. Customers are looking for multiple payment options that allow them to easily maintain good account status. The AMI would support varying billing and payment options. ● Complete a business case evaluation to look at bringing the finance, customer information and the billing and collection software functions into the Utility. This would include: <ul style="list-style-type: none"> ▪ Redefining departmental roles and responsibilities ▪ Cost for software ▪ Internal staffing (training, management, operations) ▪ Additional facility accommodations
9	pp. 51, 103	Enhance Watershed Control and Filter Performance	An additional 1 log credit can be obtained for the Lee Creek Treatment Facility by utilizing a Watershed Control Program and a Combined Filter Performance standard, which do not require large capital projects to be undertaken.
10	p. 65, 103	Study Project Management and Staffing Needs	Assess project management and staffing needs.
11	pp. 51, 103	[Evaluate Project] Install VFDs at P St Plant	The P St Plant could increase electrical efficiency through the addition of VFDs to blowers (if possible with operating conditions) and in-plant water pumps.
12	pp. 51, 103	Study WWTP Chemical Usage	Further investigation should be undertaken to see if using the in-line chlorine analyzer for sodium bisulfite could reduce the quantity of chemical used.
13	pp. 51, 103	[Evaluate Project] Monitor Raw Water	Respond more quickly to changing influent conditions through the addition of in-line raw water monitoring for turbidity and/or pH. These samples are currently lab tested and returned.
14	pp. 51, 103	Study Microturbine	A microturbine should be investigated to see if it is cost-effective to take advantage of the head from the Lake Fort Smith Water Treatment Plant.

Fort Smith Utility Department
Paired Comparison Ranked Implementation Concept Schedule
HDR Engineering, Inc. Top Recommendations as February 7, 2013
March 12, 2013



Memorandum

To: Ray Gosack, City Administrator
 From: Wally Bailey, Director of Development Services
 Date: 3/8/2013
 Re: Outdoor advertising regulations

The purpose of this memorandum is to provide an update and background concerning revised regulations for Outdoor Advertising Signs. The Board of Directors approved Ordinance 98-12, which declared a moratorium on the receipt and consideration of applications for new or modified outdoor advertising signs. Since the moratorium, the staff has been working with the planning commission to develop the new regulations. A summary of the timeline is as follows:

- December 18, 2012 Ordinance 98-12 (moratorium) was passed and approved by the Board of Directors
- January 22, 2013 Board of Directors Study Session – Joint meeting with the Planning Commission
- February 11, 2013 Planning Commission special meeting
- February 20, 2013 Planning Commission special meeting

As a result of these meetings and discussions, we have prepared a draft ordinance that establishes the new regulations. The draft ordinance uses information obtained from the Arkansas Highway and Transportation Department, comparison of other community ordinances, and a report by Lighting Sciences, Inc. The draft ordinance was prepared by the staff and Jerry Canfield, City Attorney.

The key subjects in the ordinance include the following:

- ▶ The inclusion of the extraterritorial jurisdiction zoning districts.
- ▶ No outdoor advertising sign can be erected closer than 250 feet from any residentially zoned or developed property.
- ▶ Sign size is limited to 300 square feet on non-interstate streets; 378 square feet on in the interstate.
- ▶ Signs can be larger than 378 but not to exceed 672 square feet with special approval of the Planning Commission and the removal of an equivalent sign square footage/credits from the sign bank.
- ▶ Establish specific criteria for digital signs.

- ▶ V type outdoor signs are permitted
- ▶ Establish minimum and maximum heights.
- ▶ Establish a sign bank which establishes a “cap and replace” program. No sign can be installed unless a sign is removed.
- ▶ Establish regulations for nonconforming signs. Allows for conversion of static to digital and repairs of some nonconforming signs.

The Planning Commission recommended approval of the proposed regulations at their February 20, 2013, meeting. In accordance with the Unified Development Ordinance, any amendments are placed on the second regularly scheduled board meeting following the planning commission action. The ordinance will be placed on the March 27, 2013, board agenda.

Before the March 27th meeting we want to explain the ordinance and discussions that occurred at the Board’s March 12th study session. I have included a copy of the draft ordinance and background information for review.

Please contact me if you have any questions.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE PROVISIONS OF FORT SMITH UNIFIED DEVELOPMENT ORDINANCE AND FORT SMITH MUNICIPAL CODE REGARDING OUTDOOR ADVERTISING SIGNS

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

SECTION 1: That portion of the Fort Smith Unified Development Ordinance codified as Section 27-704-4 of the Fort Smith Municipal Code is hereby amended to read as follows:

27-704-4 Outdoor advertising signs

- (a) Outdoor advertising signs are to be considered as a specific use, rather than an incidental use to an existing land use, in that outdoor advertising signs produce a revenue to the property owner as a land use while the advertising message carried by business signs does not produce a revenue but is incidental to a revenue-producing land use. Because of the special characteristics of outdoor advertising signs as compared with other types of land uses and structures, certain qualifications and requirements are set forth below in connection with outdoor advertising signs as a permitted use.
- (b) Outdoor advertising signs are permitted in all Industrial zones, Commercial-4 zones, Commercial-5 zones, ETJ Industrial Light zones, and ETJ Industrial Moderate zones. They may be permitted in ETJ Open-1 zones by the planning commission's approval of a Conditional Use request.
- (c) No outdoor advertising sign structure of any size shall be permitted to be erected closer than one thousand (1,000) feet from an existing outdoor advertising sign structure which is larger than thirty-five (35) square feet in sign area. No more than four (4) outdoor advertising sign structures (over thirty-five (35) feet in area) per statute mile are permitted. All distances between two sign structures or between any four (4) outdoor advertising sign structures, irrespective of which side of the street one (1) or more of the four (4) structures may be located, shall be measured along a line parallel to the street and from the centers of the closest support poles.

- (d) No outdoor advertising sign shall be permitted to be erected closer than two hundred fifty (250) feet from any residentially zoned or developed property. The distance shall be measured from the property line of the residentially zoned or developed property closest to the subject sign to the center of the nearest support pole of the sign.
- (e) Within six hundred sixty (660) feet of the right-of-way of an interstate highway, no outdoor advertising sign structure designed to be primarily viewed from the roadway of such interstate highway shall be permitted to be erected closer than five hundred (500) feet to any other such sign structure on the same side of the right-of-way, as measured along a line parallel to such highway, and from the centers of the closest support poles.
- (f) No outdoor advertising sign (whether static or digital) shall be permitted to be erected with a sign area in excess of three hundred (300) square feet along non-interstate streets nor to be erected with a sign area in excess of three hundred seventy-eight (378) square feet on interstates. Sign area in excess of three hundred seventy-eight (378) square feet but not to exceed six hundred seventy two (672) square feet along interstates may be allowed by the planning commission's approval of a Conditional Use request so long as an equivalent or greater amount of sign square footage is deleted by the loss of one or more of the applicant's sign credits in the sign bank.
- (g) Outdoor advertising signs may be erected with a static face or with a digital face, provided the sign complies with all provisions applicable to outdoor advertising signs and the following.
 - (1) For permitted structures containing a digital face, only one digital face shall be allowed per facing, and the digital face shall be the only sign allowed on that facing;
 - (2) Electronic message changes must be accomplished within a time interval of two (2) seconds or less;
 - (3) The message or image on a digital face must remain static for a minimum of eight (8) seconds;
 - (4) Digital faces shall contain a default design that will freeze the message in one position if a malfunction occurs;
 - (5) Signs that contain, include, or are illuminated by any flashing, intermittent, or moving light or lights, including animated parts or scrolling messages or images, are prohibited, with the exception of those giving public service information such as time, date, temperature, and weather and/or similar information approved in writing in advance by the City Administrator or the Administrator's designated agent;

(6) There shall be no appearance of a visual dissolve or fading in which any part of one electronic message/display appears simultaneously with any part of a following electronic message/display;

(7) A sign owner may modify existing, legal, conforming structures to a digital face only after filing an application and receiving a permit to do so;

(8) Signs containing a digital face shall not be located closer than 1,500 linear feet along interstate highways and 1,000 linear feet along non-interstate state streets to another digital faced sign when measured along the same direction of the traveled way;

(9) Digital faces shall comply with all other requirements of federal and state outdoor advertising regulations;

(10) Digital faces shall not operate at brightness levels of more than 0.3 foot candles above ambient light, as measured using a foot candle meter. Documentation shall be provided to the City at time of permit issuance certifying the digital billboard has been set to be incapable of exceeding .3 foot candles above ambient light;

(11) Each display on a digital face must have a light sensing device that will adjust the brightness as ambient light conditions change;

(12) The city planning department shall be provided with an on-call contact person and telephone number for every permitted digital face. In the event of malfunction, the contact person must have the ability and authority to make modifications to the displays and lighting levels. If modifications cannot be made to correct the malfunction within a timely manner, then the digital face must be disabled until the modifications are made. It shall be the responsibility of the permittee to maintain with the planning department accurate and current contact information; and,

(13) Failure to adhere to any of these provisions may result in the revocation of the digital face authorization of the permit (following due process including notice to comply).

- (h) V-type outdoor advertising signs are permitted provided the angle of separation of the two sides of the sign is not greater than thirty (30) degrees.
- (i) No outdoor advertising sign shall be permitted to be erected unless it has a minimum height at the lowest portion of the face surface of the sign of at least thirteen (13) feet and has a maximum height at the tallest point on the face surface of forty-five (45) feet, which minimum and maximum heights are to be measured from the elevation of a perpendicular line from the center/crown of the roadway to which the sign is adjacent.

- (j) No portion of an outdoor advertising sign shall be erected in a public right-of-way.
- (k)(1) Subsequent to the adoption of this Ordinance, no new outdoor advertising sign shall be permitted to be erected within the city limits nor within Fort Smith's extra-territorial planning jurisdiction area except as provided herein. This prohibition against new outdoor advertising signs shall apply even in those areas regulated by the Federal Highway Beautification Act (23 U.S.C. 131) or the Arkansas Highway Beautification Act (Ark. Code Ann. § 27-74-101 et seq.).
- (2) Sign Bank. There is hereby created an outdoor advertising sign credit bank ("Sign Bank") whereby the city planning department shall maintain a credit on file for the replacement of outdoor advertising signs as allowed under subsection (1) above or for the expansion in size of outdoor advertising signs as allowed by (f) above. The purposes of the Sign Bank permitting process are to ensure that the quantity and size of outdoor advertising signs in the City of Fort Smith and its extra-territorial jurisdiction area do not increase and to ensure proper placement of replaced or relocated outdoor advertising signs.
 - A. The owners of each outdoor advertising sign existing as of the effective date of these regulations shall be given a credit for the sign and the size of its face(s) within the Sign Bank.
 - B. If an existing outdoor advertising sign is removed it is incumbent on the sign owner to inform the city planning department of the removal of the sign in writing within thirty (30) days of the removal in order to avoid action by the city planning department to delete or cancel the subject sign credit.
 - C. Prior to the issuance of a building permit for the construction of a new outdoor advertising sign or the relocation of an outdoor advertising sign, the applicant shall submit evidence that an existing sign bank credit belonging to the owner/applicant is assigned to the new or relocated sign.
 - D. Prior to the issuance of a building permit for an outdoor advertising sign with expanded size pursuant to (f) above, the applicant shall submit evidence that an existing sign bank credit (or credits if the square footage of an existing sign with a credit is insufficient to provide the expanded size applied for) belonging to the owner/applicant is assigned to the sign to be constructed pursuant to (f).
 - E. The owner of an existing outdoor advertising sign credit may transfer and assign the credit to another person or entity by delivering to the city planning department an acknowledged document identifying the transferred sign credit. Partial assignments of a sign credit for the purpose of meeting square footage requirements pursuant to (f) above are not allowed.

- (l) Nonconforming Outdoor Advertising Signs.
 - (1) Repairs to a nonconforming outdoor advertising sign that do not exceed 50% of the replacement cost of the sign are permitted.
 - (2) All repairs to a nonconforming outdoor advertising sign that exceed 50% of the replacement cost are permitted only if the sign is converted to a monopole structure and only if there is no increase in the size and height of the sign and the sign is located in the proper zoning district for outdoor advertising signs. If the existing sign exceeds the maximum size and height requirements for the sign's location, repairs may be permitted pursuant to this subsection (l)(2) only if the sign is reconstructed to comply with the maximum size and height requirements for the location and the sign is located in the proper zoning district for outdoor advertising signs.
 - (3) Converting a nonconforming outdoor advertising sign to digital is permitted only when the converted sign will not increase in size or height, complies with the maximum size and height requirements for the specific location, the sign is in a proper zoning district for outdoor advertising signs, the sign is a proper distance from residentially zoned or developed property and the sign complies with all specific requirements for digital signs.
 - (4) In the event of a storm, fire or other loss to a nonconforming outdoor advertising sign, reconstruction or digital conversion of the nonconforming sign which cannot comply with all of the provisions of those regulations shall not be permitted unless a Conditional Use request is approved by the planning commission and reconstruction or digital conversion is completed within one (1) year from the date of the loss.
- (m) All outdoor advertising signs shall comply with subsections (a), (b), (i) and (j) of the general regulations set forth in Fort Smith Code Section 27-704-5.

SECTION 2: The provisions of this ordinance are hereby declared to be severable and if any section, phrase, provision, or application shall be declared or held invalid, such invalidity shall not affect the remainder of the sections, phrases, provisions or applications.

SECTION 3: Emergency Clause. It is determined by the board of directors that an emergency exists by reason of the necessity of regulations of outdoor advertising signs supplemental to the city's regulations which existed prior to this date. Therefore, the provisions of this ordinance being necessary to preserve the health, safety and welfare of the inhabitants of the city and the city's extra-territorial planning jurisdiction area, this ordinance shall be in full force and effect from its adoption.

This Ordinance adopted this ___ day of _____, 2013.

Mayor

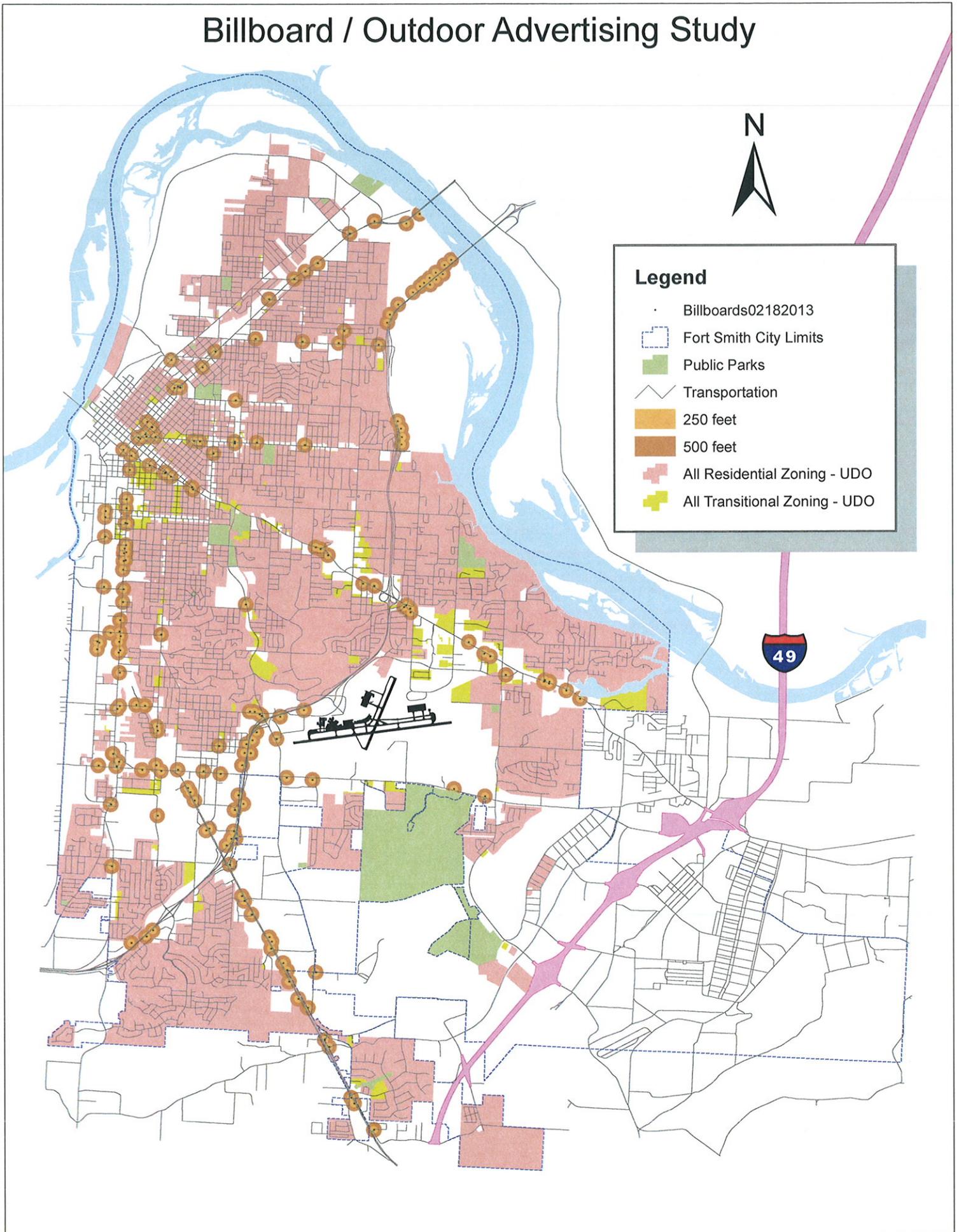
ATTEST:

City Clerk

Approved as to form:

City Attorney
Publish One Time

Billboard / Outdoor Advertising Study



**CITY PLANNING COMMISSION SPECIAL MEETING
MINUTES
CREEKMORE PARK COMMUNITY CENTER
ROSE ROOM
11:30 A.M.
FEBRUARY 11, 2013**

The following Planning Commissioners were present: Brandon Cox, Jennifer Parks, Vicki Newton, John Huffman, Steve Griffin, Richard Spearman, Marshall Sharpe and Rhet Howard. Commissioner Walton Maurras was absent.

Mr. Wally Bailey indicated that in addition to the topics identified at the joint meeting of the Planning Commission and Board of Directors held on January 22, 2013 relative to outdoor advertising signs which includes the height of proposed outdoor advertising signs, the maximum size of outdoor advertising signs, the distance of signs from residential, v-type outdoor advertising signs, digital signage, number of signs allowed within the city and the Extraterritorial Jurisdiction, the following topics have also been identified for discussion:

- Expanding the proposed separation from residentially zoned or developed property from 250 feet to 500 feet.
- How new signs on the I-49 corridor will be addressed. (Note the current proposal is to address that through the cap and replace program/sign bank.)
- What can be done to a non-conforming sign? The basic question is can a non-conforming sign be converted to digital and if so in what circumstances. It was noted that staff is working to determine all existing non-conforming signs and signs that could become non-conforming with the proposed ordinance.

Mr. Bailey stated that staff is currently trying to identify the exact number of signs in the City, their locations, what zones and how far they are from other signs, etc. Mr. Bailey stated that in researching other surrounding cities, they use a cap/replace or sign bank program. Mr. Bailey noted that the City is looking at including all signs within the corporate limits of Fort Smith as well as the Extraterritorial Jurisdiction and use only one cap/replace or sign bank program rather than separate these two areas. Mr. Bailey stated that essentially the cap/replace program states that no more billboards can be installed except those that existed on a certain date in history. He further stated that a new billboard may be installed but an existing billboard must be removed.

Mr. Bailey noted that language relative to sign banking is still being worked on; however, the whole concept behind banking is that for example if 100 signs were in a sign bank and 5 signs were no longer viable for whatever reason, those 5 signs could be removed and 5 new signs could be installed at different approved locations.

Mr. Ryan Zaloudik with Clear Channel Outdoor, addressed the Commission. Mr. Zaloudik stated that he is not in favor of a 500 foot minimum distance between billboards and residential areas as suggested last month by some members of the Fort Smith Board of Directors. He noted

that he felt the 250 feet requirement they could live with but the 500 feet is pretty drastic and basically turns the Ordinance into a prohibitive Ordinance.

Mr. Craig Roberts with RAM Outdoor Advertising, agreed with Mr. Zaloudik. Mr. Roberts stated that if anyone has measured 500 feet lately, that is a football field and a third and that is a long way.

Mr. Bailey stated that the recommendation from planning staff remains at 250 feet for the 181-189 billboards in town. Mr. Bailey noted that based on what they have been able to determine, with the 250 foot buffer, there would be approximately 65 signs that would become non-conforming and if it was expanded to 500 feet, it would be 112 signs. Mr. Bailey also stated that the current limit between billboards and residential areas is 45 feet which is not very far when you are looking at a sign of significant height. Other changes include adding a minimum billboard height requirement of 13 feet and setting the maximum at 45 feet. Another proposal increases the maximum 300 square foot limit on billboards to 378 on interstates.

Mr. Roberts contended that current regulations in Fort Smith are fine. Mr. Roberts stated that the rules are pretty restrictive on them now but he understands that people don't like billboards. He also noted that he did not understand why digital signs are being questioned. Mr. Roberts stated that digital signs are less obtrusive and advertisers and customers are very happy with them.

Ms. Lorie Robertson with Rightmind Advertising urged the Commission not to be too restrictive. Ms. Robertson stated that they utilize billboards for their clients and use them to communicate messages to mass groups of people which is an age-old tradition.

Commissioner Howard stated that he did not want to discourage anyone from doing business but he also wants to look at the residents and their concerns. Commissioner Howard noted that all they are trying to do is protect the individuals who don't get a say in this.

Mr. Ron Green, 1720 Lovelady Lane, Van Buren, Arkansas, asked the Commission to remember how this will affect the people would use this for their advertising.

Mr. Bailey stated that due to the tight time crunch with only a four month moratorium, a recommendation must be completed by the end of March.

Mr. Bailey noted that another special meeting of the Planning Commission to discuss these items further would be held on Wednesday, February 20, 2013, at 11:30 a.m. in the Rose Room of the Creekmore Park Community Center.

**CITY PLANNING COMMISSION SPECIAL MEETING
MINUTES
CREEKMORE PARK COMMUNITY CENTER
ROSE ROOM
11:30 A.M.
FEBRUARY 20, 2013**

The following Planning Commissioners were present: Brandon Cox, Steve Griffin, John Huffman, Vicki Newton, Rett Howard, Marshall Sharpe and Richard Spearman. Commissioners Walton Maurras and Jennifer Parks were absent.

Motion was made by Commissioner Howard, seconded by Commissioner Sharpe and carried unanimously to approve the minutes of the special meeting on February 11, 2013 as written.

Mr. Wally Bailey stated that at the last special meeting several items were identified that needed to be addressed in the Ordinance regulating outdoor advertising signs. Mr. Bailey noted the following items:

- Do we want to continue with the current provisions for non-conforming signs or apply something similar to what is applied to structures in Section 27-118-3?
- Do we want to allow some changes to a non-conforming sign and/or structure which would primarily relate to converting an existing static sign to a digital sign but could also relate to other structural improvements. Mr. Bailey stated that a sign may be nonconforming because of its size, zoning district where it is located, height, distance from other signs, number of signs per mile, or distance from residential property. Mr. Bailey also stated that for digital signs the size, zoning district, where it is located and distance from residential property is the most significant of these issues.

Mr. Bailey noted that since the last special meeting of the Planning Commission, a meeting was held with members of the stakeholder committee and these issues were discussed. Mr. Bailey stated that during that meeting some basic agreement on a proposal for new code language to address nonconforming signs were developed.

Ms. Lori Robertson, 3301 South 96th Street, representing the stakeholder committee addressed the Commission. Ms. Robertson thanked the Commission for working with them as stakeholders. Ms. Robertson stated that they agree and support the Ordinance as it has been presented to the Commission today and feels it is fair to not only advertising companies but citizens as well and feels it is a reasonable compromise on several different levels. Ms. Robertson stated that outdoor advertising has been around for years and is a productive revenue generating business for the City.

Ms. Robertson requested the Commission take this Ordinance that is being proposed and recommend to the City Board of Directors for approval.

Mr. Bailey noted the following language in the proposed Ordinance that has been prepared since the last planning commission meeting and following their meeting with the stakeholders.

Paragraph (f) of the proposed Ordinance shall read as follows:

No outdoor advertising sign (whether static or digital) shall be permitted to be erected with a sign area in excess of three hundred (300) square feet along non-interstate streets nor to be erected with a sign area in excess of three hundred seventy-eight (378) square feet on interstates. Sign area in excess of three hundred seventy-eight (378) square feet but not to exceed six hundred seventy-two (672) square feet along interstates may be allowed with special permission through the Conditional Use process as long as an equivalent or greater amount of square footage is deleted from the sign bank.

Mr. Bailey stated that in Paragraph (g) of the proposed Ordinance items 1-10 are Arkansas Highway Department regulations. Paragraph (g) of the proposed Ordinance shall read as follows:

Outdoor advertising signs may be erected with a static face or with a digital face, provided the sign complies with all provisions applicable to outdoor advertising signs.

(1) For permitted structures containing a digital face, only one digital face shall be allowed per facing and the digital face shall be the only sign allowed on that facit.

(2) Electronic message changes must be accomplished within an interval of two (2) seconds or less.

(3) The message or image on a digital face must remain static for a minimum of eight (8) seconds.

(4) Digital faces shall contain a default design that will freeze the sign in one position if a malfunction occurs. The Planning Department shall be provided with an on-call contact person and telephone number for every permitted digital face. In the event of malfunction, the contact person must have the ability and authority to make modifications to the displays and lighting levels should the need arise. If modifications cannot be made to correct the malfunction within a timely manner, then the digital face should be disabled until the modifications are made. It shall be the responsibility of the permittee to maintain accurate and current contact information.

(5) Signs that contain, include, or are illuminated by any flashing, intermittent, or moving light or lights, including animated parts or scrolling messages or images, are prohibited, with the exception of those giving public service information such as time, date, temperature and weather and/or similar information as approved by the Department.

(6) There shall be no appearance of a visual dissolve or fading in which any part of one electronic message/display appears simultaneously with any part of a following electronic message/display.

(7)A sign owner may modify existing, legal, conforming structures to a digital face only after filing an application and receiving approval by the Department.

(8)Signs containing a digital face shall not be located closer than 1,500 linear feet along Interstate highways and 1,000 linear feet along non-interstate state highways of another digital face when viewed from the same direction of the traveled way.

(9)Digital faces shall comply with all other requirements of Federal and State Outdoor Advertising Regulations.

(10)Failure to adhere to any of these provisions may result in the revocation of the digital face portion of the permit (following due process including notice to comply).

(11)Digital faces shall not operate at brightness levels of more than 0.3 foot candles above ambient light, as measured using a foot candle meter. Documentation shall be provided to the City at time of permit issuance certifying the digital billboard has been set to be incapable of exceeding .3 foot candles above ambient light.

(12)Each display must have a light sensing device that will adjust the brightness as ambient light conditions change.

Paragraph (h) of the proposed Ordinance shall read as follows:

V-type outdoor advertising signs are permitted provided the angle of separation of the two sides of the sign is not greater than thirty (30) degrees.

Paragraph (2) relative to sign banks in the proposed Ordinance shall read as follows:

(2) Sign Bank. There is hereby created an outdoor advertising sign permit bank (“Sign Bank”) whereby the city planning department shall maintain a permit on file for the replacement of outdoor advertising signs as allowed under subsection (1) above. The purposes of the Sign Bank and the Sign Bank permitting process are to ensure that the quantity of outdoor advertising signs in the City of Fort Smith and its extraterritorial jurisdiction area does not increase, to ensure proper placement of replaced or relocated outdoor advertising signs, and to prioritize replacement of outdoor advertising signs over relocation.

A. Existing outdoor advertising signs shall be given a credit within the sign bank.

1. If an existing outdoor advertising sign is removed it is incumbent on the sign owner to inform the City Planning Department of the removal of the sign so the credit within the sign bank is not deleted.
2. The owner of an existing outdoor advertising sign may transfer a credit as long as the number of signs does not increase within the sign bank. The transfer requires a notarized statement from the owner/owners representative that the credit has transferred to another entity.

3. Prior to the issuance of a building permit for a new sign the applicant shall submit evidence that an existing sign has been removed from the sign bank.

Paragraph (l) relative to Nonconforming Outdoor Advertising Signs in the proposed Ordinance shall read as follows:

1. Repairs to a nonconforming sign that do not exceed 50% of the replacement cost of the sign are permitted.
2. All repairs to a nonconforming sign that exceed 50% of the replacement cost are permitted when a sign is converted to a monopole structure but only when the sign's size and height are not changed. An existing sign that exceeds the size and height requirements permitted by this code shall be reconstructed to comply with the maximum size and height requirements for the specific location.
3. Reconstruction of a nonconforming sign that cannot comply with this section shall not be rebuilt unless a conditional use is approved by the Planning Commission and construction is completed within one (1) year from the date of the loss.
4. Converting a nonconforming sign to digital is permitted only when the sign: 1) will not increase in size or height; 2) the sign is in the proper zoning district for outdoor advertising signs; 3) the sign is the proper distance from residential zoning districts; and 4) the sign complies with all specific requirements for digital signs.

Mr. Craig Roberts of Garland, Texas addressed the Commission with a question relative to the conditional use process and also with his concerns with one location of a nonconforming digital sign he currently has on Rogers Avenue and his ability to replace the sign if it was destroyed more than 50%.

Mr. Bailey stated that with the Ordinance as it is written he would have the ability to come before the Planning Commission with a conditional use application to replace the destroyed sign. Mr. Bailey stated that the conditional use application is decided by the City Planning Commission and their decision can be appealed either by a concerned citizen or the applicant.

Mr. Bailey noted that the first draft of the Ordinance was written by the City Attorney and he has not had a chance to review this Ordinance and if there are any language changes to the Ordinance after the City Attorney reviews it staff will advise the Commission but the Commission's vote today is a vote on the basic ideas and intent of the Ordinance.

Chairman Griffin then called for the vote to recommend this Ordinance to the City Board of Directors for approval. The vote was 7 in favor and 0 opposed.

Mr. Bailey stated that this Ordinance would be scheduled to be voted on by the Board of Directors at their March 27, 2013, meeting and probably would be taken to the Board to review at a study session prior to their voting meeting.

Meeting Adjourned!

**NOTICE OF SPECIAL
PUBLIC HEARING**

The City Planning Commission will hold a special public hearing on Wednesday, February 20, 2013, at 11:30 a.m. in the Rose Room of the Creekmore Park Community Center located at 3301 South "M" Street to consider amendments to the Unified Development Ordinance relative to billboards.

All interested parties are invited to attend and are entitled to be heard.

Wally Bailey
Director of Development
Services

**PROOF OF PUBLICATION
STATE OF ARKANSAS
COUNTY OF SEBASTIAN**

I, Radonna Taylor, do solemnly swear that I am the Inside Sales Manager of the Times Record, a daily newspaper having a second class mailing privilege, and being not less than four pages of five columns each, published at a fixed place of business and at fixed daily intervals continuously in the City of Fort Smith, Sebastian County, Arkansas, for more than a period of twelve months, circulated and distributed from an established place of business to subscribers and readers generally of all classes, in the city and county aforesaid, for a definite price for each copy, or a fixed price per annum, which was fixed at what is considered the value of the publication based upon the news service value it contains, that at least fifty percent of the subscribers thereto have paid cash for their subscription to the newspaper or its agents or through recognized news dealers, over a period of at least six months and that said newspaper published an average of more than forty percent news matter. The newspaper is circulated in the counties of Crawford, Franklin, Johnson, Logan, Polk, Scott and Sebastian in Arkansas.

I further certify that the legal notice hereto attached in the matter of:

#4106 PCSPECMTGPUB2FEB2013

Was published in the regular daily issue of said newspaper for consecutive insertions commencing on Sunday the 3rd day of February 2013, and concluding on Sunday the 3rd day of February 2013 for the following dates:

02/03/13

for a total cost of: \$ **64.74**

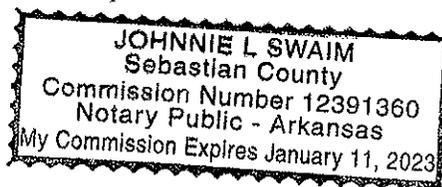
Radonna Taylor

Radonna Taylor

Sworn before me on the 5 day of February, 2013

Johnnie L Swaim
My commission expires:

Notary Public



PROOF OF PUBLICATION
STATE OF ARKANSAS
COUNTY OF SEBASTIAN

**NOTICE OF SPECIAL
PUBLIC HEARING**

The City Planning Commission will hold a special public hearing on Monday, February 11, 2013, at 11:30 a.m. in the Rose Room of the Creekmore Park Community Center located at 3301 South "M" Street to consider amendments to the Unified Development Ordinance relative to billboards.

All interested parties are invited to attend and are entitled to be heard.

Wally Bailey
Director of Development Services

I, Radonna Taylor, do solemnly swear that I am the Inside Sales Manager of the Times Record, a daily newspaper having a second class mailing privilege, and being not less than four pages of five columns each, published at a fixed place of business and at fixed daily intervals continuously in the City of Fort Smith, Sebastian County, Arkansas, for more than a period of twelve months, circulated and distributed from an established place of business to subscribers and readers generally of all classes, in the city and county aforesaid, for a definite price for each copy, or a fixed price per annum, which was fixed at what is considered the value of the publication based upon the news service value it contains, that at least fifty percent of the subscribers thereto have paid cash for their subscription to the newspaper or its agents or through recognized news dealers, over a period of at least six months and that said newspaper published an average of more than forty percent news matter. The newspaper is circulated in the counties of Crawford, Franklin, Johnson, Logan, Polk, Scott and Sebastian in Arkansas.

I further certify that the legal notice hereto attached in the matter of:

#4106 PCSPECMTG PUB FEB 2013

Was published in the regular daily issue of said newspaper for consecutive insertions commencing on Sunday the 27th day of January 2013, and concluding on Sunday the 27th day of January 2013 for the following dates:

01/27/13

for a total cost of: \$ **64.74**

Radonna Taylor

Radonna Taylor

Sworn before me on the 29 day of

January, 2013

Johnnie L Swaim

Notary Public

My commission expires:

JOHNNIE L SWAIM
Sebastian County
Commission Number 12391360
Notary Public - Arkansas
My Commission Expires January 11, 2023



Lighting Sciences Inc.
7826 East Evans Road
Scottsdale, Arizona 85260 U.S.A.
Tel: 480-991-9260 Fax: 480-991-0375
www.lightingsciences.com

October 1, 2008

Report to: Outdoor Advertising Association of America

Subject: Digital Billboard Recommendations and Comparisons to Conventional Billboards

Abstract

This report summarizes several research projects undertaken by Lighting Sciences, Inc. (LSI) related to billboard lighting. The topics that have been addressed are:

- Development of digital billboard luminance recommendations
- A comparison of luminances of conventional billboards and digital billboards
- “Sky Glow” lumens entering the night sky from conventional and digital billboards.

i. Digital Billboard Luminance Recommendations

Lighting Sciences, Inc., has undertaken research to develop a method for specification of luminance (brightness) limits for digital billboards based on accepted practice by the Illuminating Engineering Society of North America (IESNA). The recommendation is extremely simple to implement and requires only a footcandle (fc) meter to be used.

The research establishes criteria for billboard luminance limits based on billboard-to-viewer distances for standardized billboard categories. For example, a standard billboard-to-viewer distance of 250 feet is used to establish the billboard luminance limits for a 14' x 48' foot (672 sq.ft.) bulletin.

The recommended technique is based on accepted IESNA practice for “light trespass.” Previous outdoor lighting research has documented an established limit on the amount of light arriving at a person’s eyes to ensure that the source of the light is not offensive, or worse, potentially dangerous. The technique is simple: the light level at the eye is measured in footcandles and has an upper limit. The limit is low for areas that are generally quite dark, but considerably higher in well lit urban areas.

A recommended specification for digital billboards is to use a limit of 0.3 fc over ambient light conditions. To check if the level is acceptable, a footcandle meter would be held at a height of 5 ft. (which is approximately eye height) and faced towards the billboard at the desired billboard-to-viewer distance. A reading of 0.3 fc or less above ambient light conditions would indicate compliance. It should be noted that the footcandle level produced by the billboard is characteristic of the billboard only; because the value of 0.3 fc is *above ambient*, it is not affected by whatever the ambient level may be.

The standards set forth in the report are based on the worst-case scenario of a driver or pedestrian viewing the display head-on (directly at a 90-degree angle), while in practice most displays are viewed at an angle. Since displays are generally viewed at an angle, the luminance (glare) is substantially reduced.

Furthermore, the report provides values for billboard luminance of different color images and notes that luminance levels are based on a worst-case scenario of an all-white display, which is unlikely to happen, save for a malfunction. Knowing these values, and having established a billboard luminance limit for a particular billboard, the allowable percentage of dimming setting is also easily calculated .

The investigations and this report do not cover factors related to changing images and billboard message movement. Issues that may be related to motorist attention are beyond the scope of the work and use of the proposals in this study should be based on that understanding.

ii. Comparison of Conventional and Digital Billboard Luminances

A study by Rensselaer Polytechnic Institute Lighting Research Center has measured the luminance of typical conventional billboards and has developed the maximum value of luminance that can be expected. LSI has compared the recommendations developed in this report to the Rensselaer measured values. The digital billboards will be brighter, but only slightly brighter, than the maximum luminance of conventional billboards.

iii. Sky Glow

Sky glow is caused by lighting at night entering the atmosphere and being scattered by airborne particulates. Sky glow may result from the use of lighting fixtures that emit light above a horizontal plane so that it enters the atmosphere directly. The effect also is caused by light reflecting from lighted objects, such as a road surface, a building or a billboard.

The study has evaluated the amount of light entering the atmosphere from a variety of lighting installations. Measured in "sky lumens," the results allow a comparison to be made of different lighting systems relative to sky glow. Specifically calculations have been made to compare the sky lumens produced by conventional billboard lighting systems, both three and four luminaire bottom mounted systems lighting a standard 14 x 48ft. billboard, to the sky lumens caused by roadway and parking lot lighting.

Various scenarios have been used for the roadway lighting, combining residential and major highway lighting in a typical neighborhood. Areas have been considered that consist only of roadway lighting, as well as areas that contain both roadway and parking lot lighting.

The results of the study support a conclusion that the vast majority of sky glow is a product of urban development. Even where full cut-off fixtures are used on all roadway and parking lot lighting fixtures, and if there is an average of one billboard per square mile, over 96% of the sky glow produced per urban square mile is from those sources and not billboard lighting, for the conditions examined. For the examples considered, a single three fixture billboard lighting system produces approximately 2 to 3% of the sky lumens caused by roadway/parking area lighting in the example one square mile area. For a four fixture billboard lighting system, the range becomes roughly 2.5 to 4%. These figures can be prorated. For example, if there are two such billboards per square mile, the percentages are doubled; if there is one such billboard per two square miles, the percentages will be halved.

The exact percentages of sky glow are affected by the density of roadways/parking areas, the type of lighting fixtures used and the lighting level provided, among other factors. It is emphasized that the comparisons herein between billboards, roadway and parking lot lighting do not and cannot provide an estimate of the actual percentage of sky glow attributable to billboards. Significant sky glow is produced by multiple other sources such as ball fields, car headlights, floodlighted monuments and buildings, and other outdoor lighting sources. However, it is apparent that for the scenarios considered, the contribution of billboard lighting to sky glow is small in comparison to that from roadways and parking areas. Excluding these other sources, roadways and parking areas produce 96 to 98% of sky lumens, compared to the 2 to 4% produced per billboard in the example urban square mile.

Digital billboards operating at the luminance levels recommended in this report produce much fewer lumens into the night sky than conventional bottom mounted lighting systems. This is primarily due to the elimination of the external luminaires, but also is a result of the characteristics of the billboard pixel design whereby light in upward directions is reduced in comparison to light sent below the horizontal in the direction of viewers.

Definitions

Luminance. Also known as photometric brightness, this is the “brightness” of the billboard as seen from a particular angle of view. It is measured in candelas per sq. meter, also termed “nits.”

Illuminance. This is the amount of light from the billboard landing on a distant surface. It is measured in footcandles (fc) or lux.

Intensity. This is the candlepower, or concentration, of light emitted in a given direction from the entire billboard.

Reflectance. This is a measure of the proportion, or percentage, of light falling on a surface that is reflected by the surface.

SECTION A – DIGITAL BILLBOARD LUMINANCE RECOMMENDATIONS

A1. Introduction

This report has been prepared for OAAA under the contract issued to Lighting Sciences Inc. for the development of luminance (brightness) recommendations for digital billboards under nighttime conditions. Extensive investigations have been conducted into methodologies that could be used to develop such recommendations, specifically addressing environmental impact and possible visibility effects on drivers.

The following approaches can be used:

1. Develop billboard recommendations based on the control of possible glare to which drivers may be subjected.
- or 2. Produce recommendations founded on environmental impact, addressing the subject known as light trespass.

Either of these methods can be used as a viable approach to providing an acceptable practice for the control of digital billboard appearance, though the first method has disadvantages. In analyzing these methods, strict attention has been paid to satisfying the following:

1. The needs of the general public, including drivers.
2. The requirements of local government personnel, who may wish to incorporate language into ordinances related to the use of digital billboards. For this, the procedures must be straight forward and enforceable.
3. The needs of OAAA members, who require effective use of digital billboards, which in turn requires adequate brightness for clear visibility.

The two approaches are addressed below.

A2. Method 1, Specifications Based on Driver Glare

Drivers on roadways at night where virtually any form of lighting is provided are inevitably subjected to glare. Glare may be, for example, from oncoming headlights, street lights, or commercial lighting, including billboards. There are recommended limits to the amount of glare that can be produced by vehicle headlights (from the U.S. Department of Transportation) and by roadway lighting (from the American National Standards Institute and the Illuminating Engineering Society of North America –IESNA.) In particular, the extensive procedures that have been developed by IESNA can, in theory, be used to produce limitations on digital billboard luminance that will ensure that

any glare problems created for drivers will be relatively minor, in the order of glare often produced by a street lighting installation.

Lighting Sciences has conducted detailed investigations into this approach, based upon publication ANSI IESNA RP-8-00, "American National Standard Practice for Roadway Lighting." The basic procedures for such a method would be to specify an allowable average billboard luminance level that would ensure that the glare it produces does not exceed certain limits. These limits would be based on the level of highway lighting that is present. For example, higher billboard luminances would be allowed where a high level of street lighting is provided. Publication RP-8-00 classifies highways into many different types, and there is a set of recommendations for the lighting of each type. Thus using these principles for digital billboard specifications, there would be many different recommended billboard luminance limits, dependent upon the form of roadway lighting provided in the area.

After much consideration, Lighting Sciences does not recommend this approach for establishing digital billboard luminance limits. The reasons include the following:

1. Publication RP-8-00 describes 14 different roadway classifications. These are based on different roadway types (for example, freeways, major roadways, local roadways). There is a further breakdown based on the level of pedestrian activity, which may be high, medium or low. Basing billboard luminances on this wide range would produce a complex system of specifications that would lack the simplicity and clarity that is our goal.
2. Digital billboards are frequently visible from numerous vantage points. This creates an issue of deciding which of the 14 different categories would be applicable if different levels of roadway lighting exist in a general area.
3. There is further complexity in determining the amount of glare produced by a digital billboard using the methodology of publication RP-8-00. The amount of glare is affected not only by the luminance of a digital billboard, but by its distance from the driver. What distance would be selected to perform the necessary calculations when the driver might view the billboard from a wide range of distances?
4. The amount of glare is affected also by the location of the billboard with respect to the driver's line of sight. This changes as the driver looks in different directions and as his location changes. What billboard position would be used?
5. The extent of any glare produced is dependent upon the billboard size. Recommended limits of luminance, if based on glare control, would be different for each billboard size.

Thus it can be seen that, because of all the variables involved, the establishing of realistic billboard luminance limits based on the RP-8-00 methodology would be exceedingly complex. Even if simplifications were introduced, there would be problems in deciding

which luminance limit would be applicable to a given billboard. Checking and enforcement similarly would be highly problematic. For these reasons, Lighting Sciences Inc. has not developed and is not recommending a billboard luminance specification system based upon glare limitations. However, in conducting the detailed study of this method and the second method that follows below, it has been determined that if the method provided below is adopted, billboard luminances will be such that producing a significant amount of glare to drivers from a single digital billboard is unlikely. Situations where a multiplicity of such billboards appear in the driver's field of view simultaneously require further research. More evaluation of this topic is suggested using documents produced by other organizations.

A3. Method 2, Specification Based on Light Trespass

A3.1 Method Overview

“Light trespass” is a term used in the outdoor lighting industry to describe light that falls outside of the area that is primarily intended to be lighted. For example, if the lighting system for a shopping center parking lot causes light to spill over into an adjacent residential neighborhood, this would be considered to be light trespass. High levels of light trespass, as well as being wasteful of energy, may have an appearance that is objectionable. Publication TM-11-00 of the IESNA provides a table of limits of light trespass for various “lighting zones.” These zones range from “no ambient electric light” (dark rural areas) to “high ambient electric light” (typically high use urban areas.) The limits are expressed in terms of the illuminance in footcandles that the light source in question can produce at a person's eyes, measured above the ambient lighting that is produced by all other sources of light. The limitation values were determined from an extensive human factors research project into the levels of light trespass that may or may not be considered objectionable in the various zones. Application of the limits keep light trespass to a low level that is unlikely to be considered objectionable to most persons.

Digital billboards are not the form of lighting that TM-11-00 was developed to limit. In fact, digital billboards are specifically intended to be seen over a wide area, much of which may be remote from the billboard itself. Nevertheless, the principles of TM-11-00, in terms of the calculation method and the limits it provides, can be examined to determine whether the methodology can form a useful method of specifying billboard luminance limits.

Numerous calculations have been performed to evaluate billboard luminance in terms of the TM-11-00 procedures. The calculations involved are simpler than those discussed above for RP-8-00 procedures, as they simply involve determining the illuminance in footcandles (fc) at the location of the eyes of a viewer. (Referred to as “eye illuminance.”) TM-11-00 provides four different eye illuminance limits depending on the lighting zone, E1 to E4, ranging from very low ambient electric light to high ambient electric light. See table 1. (A description of each type of ambient electric light zone is included in Appendix B.)

Table 1 Eye Illuminance Limits (Light Produced by Billboard, above Ambient)		
Zone		Eye Illuminance Limit (fc)
E1	Very low ambient electric light	0.1
E2	Low ambient electric light	0.3
E3	Medium ambient electric light	0.8
E4	High ambient electric light	1.5

To simplify billboard luminance specifications, it is proposed that all billboard luminance limits, no matter where a billboard is located, are governed by the values given in the above table for zone E2. This will then produce a uniform method that does not require the lighting zone to be known. The logic for choosing zone E2 is based on two considerations. Firstly, it is highly unlikely that digital billboards will ever be used in areas described as zone E1. E1 applies to inherently very dark rural areas where there is almost no electric lighting, such as national parks. Digital billboards are likely to be used in zones E2 through E4. By using the limitations specified by IESNA for zone E2, the specifications are very stringent; any billboard meeting the E2 limits will be satisfactory for the higher ambient light conditions of zones E3 and E4. On this basis, while any eye illuminance value could be used, this report recommends using only that provided for zone E2.

Providing that a method is available to calculate the billboard luminance that will generate a certain illuminance at the eye of a viewer, the illuminance limits of TM-11-00 can be converted to billboard luminance limits. The conversion formula is provided below. It must be noted, however, that this method is not totally straightforward, for there are variables that must be considered for any given billboard, also discussed below.

A3.2 Determining the Maximum Allowable Billboard Average Luminance

The system for relating billboard luminance to the illuminance produced at the eye is briefly summarized in this section. A more detailed coverage of this topic, and lighting units and terms in general, is provided in Appendix A.

Billboard luminance (which refers to the *average* luminance or brightness of billboard) is expressed in candelas per square meter, cd/sq.m., sometimes termed "nits." The illuminance produced at the eye, considered as landing on a vertical plane at the eye, is designated E_v and is measured in footcandles.

To determine the maximum billboard average luminance, L , that can be allowed so as to meet a given illuminance limit at the viewer's eye, E_v in footcandles, the following must be known:

- Area of billboard = S sq. ft.

- Distance from billboard center to observation point = D feet (as measured from a plan view. Differences in height of the billboard and viewer normally can be disregarded, as can lateral angle effects from the billboard face.)

$$\text{Allowable maximum billboard average luminance, } L = \frac{10.76 D^2 E_v}{S}$$

cd./sq.m. (nits)

----- 1

For example, to determine whether a billboard meets a particular limit for the IESNA publication TM-11-00, the following steps are taken:

1. Select the applicable lighting zone. It is proposed that E2, an area with a low level of electric lighting, be selected as a standard.
2. Find the applicable eye illuminance limit from table 1. If zone E2 is assumed, this will be 0.3 fc.
3. Determine the billboard size. Assume for example a billboard measuring 10 ft. 6 ins. x 36 ft., giving an area of 378 sq. ft.
4. Assume a distance to the viewer. Use 200 ft. (See discussion below).

These values are entered into formula 1 above.

$$\begin{aligned} \text{Allowable maximum billboard average luminance} &= \frac{10.76 \cdot 200^2 \cdot 0.3}{378} \\ &= 342 \text{ cd./sq.m. (nits)} \end{aligned}$$

It should be noted that the footcandle level produced at viewer's eyes by a billboard is independent of the ambient lighting in the area. Footcandles are strictly additive. If a billboard produces 0.3 fc at the eye and the ambient illuminance is 1.0 fc, the total illuminance at the eye is 1.3 fc. If the ambient level is 2.0 fc, the total illuminance is 2.3 fc. The above methodology establishes the illuminance at the eye produced only by the billboard, independent of the ambient level. The actual measured illuminance is always the sum of that produced by the billboard plus the ambient level.

A3.2.1 Viewer Distance

The distance from the billboard to the viewer, D in the above formula, has a significant effect on the calculated allowable maximum billboard luminance. Billboards are typically viewed over a range of distances, and so the choice of the value of D will be somewhat arbitrary. A short distance such as 100 ft. is probably too small for normal situations, and can produce a very low luminance limit. On the other hand, a very large

distance such as 1000 ft. will rarely be applicable because viewers will normally be closer when reading the billboard.

It may be questioned whether a short distance should be used as a standard to guard against possible glare effects produced at the eyes of a person driving past a digital billboard. Considering this, as a driver moves closer to a billboard that is positioned to the side of the roadway and the driver is viewing the road ahead, the lateral angle from the driver's line of sight to the billboard increases. This angular effect causes any glare that the billboard may produce to reduce significantly. (Reference: American National Standard for Roadway Lighting, publication ANSI/IESNA RP-8-00, section A7. Glare reduces as the square of the angle from the line of sight.) Further, as this angle increases, the light intensity (candelas) directed toward the driver's eye decreases, as shown by photometric testing of a sample billboard. (Lighting Sciences Inc. test report no. LSI 21628). This effect also contributes to the reduction in glare as the driver approaches and then passes the billboard. These two effects more than offset other factors in determining the glare produced at the driver's changing location: that is, glare actually reduces as the driver's distance to a billboard that is off the side of the road becomes smaller, assuming attention is on the road ahead.

In discussions with members of the advertising industry, it is apparent that billboard size and viewing distance are related. Larger billboards are used to attract viewers at a greater distance, while small billboards are provided where the observer is fairly close. On this basis, the viewing distances, D, provided below are suggested for use with the formula, based on four prevalent standard billboard sizes:

Billboard Size	Billboard Dimensions (ft)	D ft.
Small	11 x 22	150
Medium	10.5 x 36	200
Large	14 x 48	250
Very large	20 x 60	350

If there is a specific reason why a value of D other than as given above should be applied for a particular billboard installation, this different value may be substituted accordingly in the formula. It should be noted, however, that use of the above distances for the various billboard sizes, and the billboard luminance values so produced, have been field evaluated and appear to be reasonable.

A3.2.2 Allowable Average Luminance and Billboard Size

For any given billboard size, formula 1 can be used to compute the allowable average luminance by incorporating the suggested distance value from table 2. The results for the standard dimension billboards are provided in table 3.

Table 3

Maximum Level of Digital Billboard Average Luminance
Candelas per Sq.M. (Nits)

Proposed Standard
(Based on IESNA Lighting Zone E2)

Billboard Dimensions (ft.)	D** ft.	Luminance (Cd./sq.m.)
11 x 22	150	300
10.5 x 36	200	342
14 x 48	250	300
20 x 60	350	330

*Based on an illuminance produced at the viewer's eye of 0.3 footcandles.

** Distance measured at ground level to observer facing the billboard perpendicularly

A3.3 Digital Billboard Photometric Testing

A small sample digital billboard was supplied to Lighting Sciences' laboratories in Scottsdale, Arizona for photometric evaluation. This was a Prism electronic display with a 20mm pixel spacing as commercially produced in November 2006 by Young Electric Sign Company. This was tested using a model 6440 goniophotometer in accordance with the approved methods of the Illuminating Engineering Society of North America. Tests were run for the device displaying entirely white, red, green and blue colors respectively. The white color is not formed by illuminating white LED's but rather by a combination of red, green and blue LED's. The white setting that was used was 6800K.

The digital billboard was programmable for different levels of dimming. Tests were conducted to measure the luminance at 10% dimming steps from 100% down to 10%.

It was determined that the actual luminance reduction achieved using the various dimming steps accurately corresponded to within a few percent of the dimming settings indicated on the controller.

Data from the series of tests allow the calculation of the luminance of any digital billboard color for full intensity or any level of dimming. Of specific interest were the luminances of a white display because this is the maximum luminance color, as it is generated by the combination of the red, blue and green LED's.

A3.4 Determining the Allowable Dimmer Setting

If a billboard luminance limit has been established by the methodology described above, the photometric data can also provide the dimming setting to be used.

Results of the testing indicated that the digital billboard produced a maximum average luminance of approximately 7000 cd/sq.m. when displaying a completely white (6800k) image at full power. In the above example, to limit the luminance to 342 cd/sq.m. the dimmer setting can be computed as follows:

$$\begin{aligned} \text{\% dimmer setting} &= \frac{\text{Allowable luminance}}{\text{Luminance at 100\% Setting}} \times 100 \\ &= \frac{342}{7000} \times 100 \\ &= 4.9\% \end{aligned} \quad \text{-----2.}$$

This example is for a medium billboard size measuring 10.5 x 36'. The dimmer setting will be different for other billboard sizes because the allowable luminance changes per table 3. Table 4 presents the dimming settings calculated in an equivalent manner for the standard billboard sizes.

Table 4

Suggested Dimming Settings
Example for the Digital Billboard as Tested

Proposed Standard
(Based on IESNA Lighting Zone E2)

Billboard Dimensions (ft.)	Dimming Setting
11 x 22	4.3%
10.5 x 36	4.9%
14 x 48	4.3%
20 x 60	4.7%

It should be noted that table 4 is applicable only to the digital billboard that was tested. Different types of billboards will produce different results, and therefore require separate photometric testing. Dimming settings will change from one model to another because each may produce a different maximum luminance.

A3.5 Non-white Billboards

If the digital image will never be totally white, higher % dimming settings can be used while still meeting the luminance limit. The actual measured luminances for the sample billboard measured in 2006 for a 100% luminance setting for different colors are:

White (6800k)	7000 cd/sq.m.
Red	1500 cd/sq.m.
Green	5100 cd/sq.m.
Blue	700 cd/sq.m.

For a normal image that includes multiple colors, the average luminance for a 100% setting will depend on the proportion of colors in the mix. Software and instrumentation is available to analyze billboard luminance when the billboard is being programmed.

A3.6 Monochrome Displays

The same methodology applies to monochrome displays as to the color displays described above. For such displays, Equation 1 is used to calculate the allowable maximum billboard average luminance. To calculate the dimming setting using equation 2, the luminance at the 100% setting for the monochrome display is entered. This value will typically be less than for the white display of a colored billboard, and therefore a monochrome billboard can be run at a higher percentage dimming setting, all other factors being equal.

A3.7 Adoption of the Method

This method uses the established and recommended procedures of IESNA to develop billboard luminance limits. The procedure can be adopted by referring to the limits of IESNA publication TM-11-00 as provided in table 1 above, with the suggestion that lighting zone E2 values be used as a standard. Billboard-to-viewer distances are proposed to be as provided in table 2 above.

Table 3 summarizes the recommended maximum billboard luminance values based on tables 1 and 2. These can be adopted directly into an ordinance or set of guidelines.

The limitations of TM-11-00 were established through research conducted by Lighting Sciences Inc. under a contract from the Lighting Research Office of EPRI (Electrical Producers' Research Institute). The basis of TM-11-00 was subsequently provided to IESNA to form the publication. Field use of the values for various forms of outdoor lighting confirm that the values are realistic and prevent undue annoyance to a majority of viewers, and thus appear to have formed a satisfactory basis for specifying such lighting limits.

The procedures outlined in this section of this report, method 2, specifications based on light trespass, are recommended by Lighting Sciences Inc. for evaluation and possible subsequent adoption by OAAA.

A3.8 Enforcement

After a billboard is installed, there will be cases where it is desired to evaluate the billboard luminance to ensure that it does not exceed the specified value. This procedure is extremely simple and requires only a footcandle meter.

The billboard luminance specification is based on ensuring that a certain footcandle level (above ambient) created by the billboard is not exceeded at a chosen distance. Thus all that is needed to check compliance is the measurement of the footcandles level at that distance with the billboard on and off. The footcandle meter would be held at a height of 5 ft. (which is approximately eye height) and aimed towards the billboard, from a distance as selected from table 2. If the difference in illuminance between the billboard-on and billboard-off conditions is 0.3 fc, then the billboard luminance is in compliance. When conducting this check, the meter should be at a location perpendicular to the billboard center (as seen in plan view) as this angle has the highest luminance.

This check should include the measurement of an all white image displayed by the billboard to evaluate the worst case condition.

A4. Summary of Proposed Method

Specification based on the light trespass limits adopted by IESNA in publication TM-11-00 appears to provide a manageable and technically viable technique.

It is proposed to use the IESNA recommended limits for environmental lighting zone E2, low level electric lighting, as a standard. This limits the maximum illuminance produced by the billboard and measured at the eye of a viewer to 0.3 footcandles over ambient. It is further proposed that the viewer be positioned from the billboard at ground level and facing in a direction perpendicular to the billboard. The distance will be dependent upon the billboard size.

Under these conditions, to meet the 0.3 fc limitations, the maximum allowable billboard average luminance will be as given in table 3 for various standard billboard sizes. The percentage dimmer setting, expressed as a percentage of the billboard maximum luminance, can be calculated from the table 3 luminance value, based on the maximum luminance of a billboard being 7000 cd/sq.m. or some other known value.

Because these values have been derived from IESNA publication TM-11-00, which in turn is based on an extensive human factors research project, adoption of such values should satisfy the requirement that most persons will not find these billboard luminances to be objectionable.

SECTION B – BILLBOARD LUMINANCE : DIGITAL VERSUS CONVENTIONAL

The foregoing has provided recommendations for the average luminance limits for digital billboards. It is of interest to compare these to the luminance levels found with conventional billboards. Such billboards are most commonly lighted using luminaires designed for this specific purpose, manufactured by the Holophane Company. Most installations consist of a series of fixtures that use 400 watt Metal Halide lamps. Typically a 14 x 48 ft. large billboard is lighted by four such fixtures mounted along the bottom edge of the billboard. Some billboards, employ a lighting system using only three bottom mounted luminaires. Other designs may use top mounted lighting in various configurations. An optical refractor or lens is used on each luminaire to direct light onto the billboard, which increases the billboard luminance.

The luminance of conventional billboards has been addressed in a study by the Lighting Research Center of Rensselaer Polytechnic Institute that was sponsored by the New York State Department of Transportation. A technical memorandum has been developed titled "Evaluation of Billboard Luminances" dated March 31, 2008. This memorandum states the following:

"... it is probably reasonable to expect that the luminance of a conventional billboard would not be likely to exceed about *280 cd/sq.m.* during the nighttime (assuming typical lighting practice as represented by the IESNA and industry recommendations, and by the lighting systems used on the billboards that were measured in the field)..."

The report indicates that the value of 280 cd/sq.m. (nits) is consistent with clean billboard lighting systems using new lamps. This is also the condition used for testing the digital billboard at Lighting Sciences' laboratories as referenced above.

It is thus anticipated that digital billboards operated in accordance with the recommendations developed above, (300 to 342 nits, depending on size), will be brighter, but only slightly brighter, than the maximum luminance of conventional billboards.

SECTION C – SKY GLOW

C1 Introduction

A further factor, "sky glow," has been addressed in relation to both conventional and digital billboards.

Sky glow is caused by light at night entering the atmosphere and being scattered by airborne particulates. Sky glow may result from the use of lighting fixtures that emit light above a horizontal plane so that it enters the atmosphere directly. The effect also is caused by light reflecting from lighted objects, such as a road surface, a building or a billboard.

It is highly desirable to reduce sky glow in order to preserve dark skies. This is an environmental concern, as well as a significant factor influencing the ability of astronomers to study the night sky.

The amount of light entering the atmosphere from a variety of lighting installations has been evaluated. Measured in "sky lumens," the results allow a comparison to be made of different lighting systems relative to sky glow. Specifically calculations have been made to compare the sky lumens produced by a typical billboard lighting system to the sky lumens caused by roadway and parking lot lighting. Extensive work was conducted for conventional billboards, then later work compared newer digital billboards to the conventional billboards.

Various scenarios were used for the roadway lighting, combining residential and major highway lighting in a typical neighborhood. Areas were considered that consist only of roadway lighting, as well as areas that contain both roadway and parking lot lighting.

It is emphasized that the comparisons herein between billboards, roadway and parking lot lighting do not and cannot provide an estimate of the actual percentage of sky glow attributable to billboards. Significant sky glow is produced by multiple other sources such as ballfields, car headlights, floodlighted monuments and buildings, and other outdoor lighting sources. These have not been included in the analysis as quantitative measures of the sky glow that these produce are not available.

C2.1 Conventional Billboards

A 14 x 48 ft. billboard was evaluated using both three and four bottom mounted Holophane "Panel Vue" fixtures. Each was equipped with a 400 watt metal halide lamp rated at 40,000 lumens. Photometric test data were obtained from the manufacturer and computerized calculations were performed.

All calculations were based on a 0.70 Light Loss Factor, or Maintenance Factor, to account for the reduction of light output as the lamp ages and as the fixture collects dirt.

For both the three and four fixture lighting systems, the following quantities were calculated:

- Total uplight lumens emitted by the group of fixtures
- Total lumens intercepted by the billboard
- Total lumens intercepted by the billboard underboard
- Total lumens emitted upwards by fixture that do not strike the billboard or underboard. (Direct sky lumens)
- Total lumens reflected upwards by the billboard
- Total lumens reflected upwards by the underboard
- Total lumens reflected upwards. (Indirect sky lumens)

The manufacturer's data were used directly; no additional shielding was assumed for the lighting fixtures.

Results obtained for the three and four fixture systems in terms of total sky lumens are as follows:

3 fixture system: 23,415 lms

4 fixture system: 31,535 lms

These values will be affected by the reflectance of the billboard face material, which is dependent on the lightness/darkness of the material. An average value of 25% was used, derived from laboratory measurements of sample billboard face materials. A reflectance value of 2.5% was used for the underboard.

No account is taken in these calculations of the angular direction of the uplight lumens as they enter the atmosphere, which is likely to have some influence on the degree of sky glow that is produced.

C2.2 Roadway Lighting

For this study, billboard lighting was compared to roadway lighting. While it is recognized that there are many sources of nighttime light other than roadway lighting, this form of lighting usually constitutes a major source of uplight lumens.

LSI has produced roadway lighting designs for three different roadway types and has computed resultant uplight lumens, as follows:

Local roadway. Illuminating Engineering Society of North America (IESNA) specification is 0.7 footcandles average maintained lighting level, with a 6:1 average to minimum uniformity. (i.e. The minimum footcandles at any point will not be less than one sixth of the average.)

Collector roadway. IESNA specification is 0.9 fc maintained, 4:1 uniformity.

Major roadway. IESNA specification is 1.3 fc maintained, 3:1 uniformity.

In all three cases, "medium pedestrian conflict" per IESNA was assumed.

A Light Loss Factor or Maintenance Factor of 0.70 was used, so as to be equivalent to the same factor used for the billboard calculations.

For each roadway, lighting system design has been conducted using a flat glass "full cut off" fixture, and the older style "cobra-head semicutoff" fixture with glass bowl lens. The full cut off fixture allows no light to escape above the horizontal, while the semicutoff fixture emits a few percent of its total lumens above the horizontal.

Most existing roadways, particularly where the lighting was installed 15 or more years ago, will use the glass bowl lens. Because of a desire to control sky glow, many agencies have now switched to full cut-off optics. In any urban area, both types of fixtures are

likely to be present. By analyzing roadway lighting with each of these fixture types, a realistic range of possibilities is examined.

For all designs, various pole heights were investigated. Each design was optimized to acquire the maximum pole spacing that can be used while meeting the IESNA lighting specifications. Thus the design procedures were similar to those used by typical roadway lighting designers.

For each lighting system, the following were calculated, all on the basis of a single mile of roadway:

Total lumens falling on the roadway
Total lumens falling on the ground outside of the roadway
Total lumens reflected upwards from the roadway
Total lumens reflected upwards from the ground outside the roadway
Total lumens emitted upwards directly from the fixtures. (This quantity is zero for the cutoff fixture.)

Typical known reflectance values were used for the road surface and areas outside the roadway.

Results of the computation, given in sky lumens per mile are as follows:

Local roadway, full cutoff fixture:	25,837 sky lumens per mile
Local roadway, semicutoff fixture:	38,079 sky lumens per mile
Collector roadway, full cutoff fixture:	47,652 sky lumens per mile
Collector roadway, semicutoff fixture:	64,071 sky lumens per mile
Major roadway, full cutoff fixture:	153,355 sky lumens per mile
Major roadway, semicutoff fixture:	259,910 sky lumens per mile

C2.3 Comparison of Conventional Billboards and Roadway Lighting

Based on the above values, the sky lumens produced by one billboard using a three fixture lighting system are approximately equal to the sky lumens produced by:

0.91 miles of local roadway with full cutoff fixtures
or 0.49 miles of collector roadway with full cutoff fixtures
or 0.15 miles of major roadway with full cutoff fixtures
or 0.61 miles of local roadway with semicutoff fixtures
or 0.37 miles of collector roadway with semicutoff fixtures.
or 0.09 miles of major roadway with semicutoff fixtures

The sky lumens produced by a four fixture billboard lighting system are roughly equal to the sky lumens produced by:

1.22 miles of local roadway with full cutoff fixtures

- or 0.66 miles of collector roadway with full cutoff fixtures
- or 0.21 miles of major roadway with full cutoff fixtures
- or 0.83 miles of local roadway with semicutoff fixtures
- or 0.49 miles of collector roadway with semicutoff fixtures.
- or 0.12 miles of major roadway with semicutoff fixtures

As another way of comparing the data, the total roadway lighting per square mile of an urban area can be computed and compared to billboard lighting. An example city square mile has been checked (in Denver, CO). For a typical urban built-up area, the following roadway lengths were present in the selected 1 sq. mile:

- Total length of local roadways: 21 miles
- Total length of collector roadways: 1 mile
- Total length of major roadways: 1 mile

The total sky lumens assuming all roadways are lighted for this square mile have been calculated and are:

- For all roadways lighted by full cutoff fixtures: 743,584 lumens
- For all roadways lighted by semicutoff fixtures: 1,123,640 lumens

If a single billboard is situated in this example square mile, the percentage of total sky lumens created by the billboard lighting is as follows:

- Billboard sky lumens as % of total, for 3 fixture system, when roadways are lighted with full cutoff fixtures: 3.1%
- Billboard sky lumens as % of total, for 4 fixture system, when roadways are lighted with full cutoff fixtures: 4.2%
- Billboard sky lumens as % of total, for 3 fixture system, when roadways are lighting with semicutoff fixtures: 2.1%
- Billboard sky lumens as % of total, for 4 fixture system, when roadways are lighting with semicutoff fixtures: 2.8%

Other assumptions for the density of roadway lighting and number of billboards can be similarly determined. For example, if the roadway lighting is as above, but the density of billboards is halved, the percentage sky glow from the billboards will be halved.

In certain urban areas, the roadway lighting usage may be greater than in the selected example area. There will likely be other sources of sky glow such as vehicle headlights, floodlighting for buildings and sports facilities. In such conditions, the percentage contribution of a given amount of billboard lighting to the overall sky glow will be reduced. In yet other areas, roadway lighting may be less than that illustrated above, and the proportion of sky glow produced by the billboard will be higher. Further efforts under an extended research program could analyze large urban areas and survey lighting usage by types.

C2.4 Parking and Roadway Lighting

As another example scenario, calculations have been made for a 1 square mile area consisting of both roadway lighting and parking lot lighting. In this example, a parking lot size of one quarter mile square has been included. The total length of local roadways has been reduced to 16 miles. The parking lot is assumed to be lighted to an average level of 1.5 footcandles.

Because the parking lot is lighted to a higher level than the roadway it replaces, and because a larger area is being lighted, the total sky lumens are increased versus the earlier example that assumes the presence of roadways only.

The modified values of total sky lumens are:

For all roadways and parking areas lighted by full cutoff fixtures: 836,687 lumens

For all roadways and parking area lighted by semicutoff fixtures: 1,273,028 lumens

If a single billboard situated in this example square mile, the percentage of total sky lumens created by the billboard lighting is as follows:

Billboard sky lumens as % of total, for 3 fixture system, when roadways and parking areas are lighted with full cutoff fixtures: 2.8%

Billboard sky lumens as % of total, for 4 fixture system, when roadways and parking areas are lighted with full cutoff fixtures: 3.8%

Billboard sky lumens as % of total, for 3 fixture system, when roadways and parking areas are lighting with semicutoff fixtures: 1.8%

Billboard sky lumens as % of total, for 4 fixture system, when roadways and parking areas are lighting with semicutoff fixtures: 2.5%

It should be noted that in this analysis, all lumens reflected from surfaces or emitted upwards directly from the fixtures are assumed to enter the sky. This is probably true for most billboard lighting systems. For roadway and parking lot lighting, however, reflected light may be blocked by objects such as buildings or trees. If this blockage is 50%, for example, the above percentage contribution of billboard lighting to sky lumens will be doubled. Nonetheless, even assuming a scenario where all roadway and parking lot lighting sources are fully-shielded fixtures, the sky glow caused by billboards is a small percentage of the overall sky glow, under the conditions evaluated.

C2.5 Evaluation Methodology

The above provides an evaluation methodology based upon certain assumptions; One billboard is situated in a one square mile area, and various scenarios for roadway and parking lot lighting are considered. For analysis of sky glow effects for an actual city, however, it is important to extend the analysis to cover the entire city, taking into account

the actual billboards present and other lighting systems throughout the area. Preferably such an analysis will also include sources of sky glow such as ballfields, vehicle headlights, floodlighting installations and other forms of nighttime lighting.

It should further be noted that the percentage sky glow contribution from multiple billboards is not additive. For example, if one billboard in a one square mile area produces 2.5% of the sky glow, 40 billboards in the same area will not produce $40 \times 2.5 = 100\%$ of the sky glow. The net percentage actually will be lower.

C2.6 Billboard Lighting Trends

The foregoing analysis is based on the lighting of 14 x 48 billboards using systems of 3 or 4 400 watt metal halide fixtures per billboard. Trends in lighting systems are towards lowering the number of fixtures used, and to the use of lower wattage lamps. Effective lighting systems are available using 3 or even 2 fixtures per billboard, and in some cases, 320 watt lamps are used. Sky glow will be reduced very approximately in proportion to the total lumens used.

C3 Digital Billboards and Sky Glow

The scenario to be evaluated for digital billboards in relation to sky lumens is completely different from conventional billboards: There is no reflecting billboard surface and no exterior luminaires, as the digital pixels themselves are the light sources. Some light from the pixels is emitted in directions below the horizontal where it provides the advertising message to viewers and some light is emitted above the horizontal where it enters the atmosphere (unless blocked by trees and structures).

The photometric test data for the digital billboard sample tested at Lighting Sciences' laboratories has been examined, and calculations have been performed to determine the sky lumens that will be generated for a typical 14 x 48 ft. digital billboard.

It is significant to note that the digital billboard as tested is designed to direct the majority of its light below the horizontal, in the direction of the viewer location. This is achieved by the use of horizontal louver blades that are angled downwards and that run between adjacent rows of pixels. This is illustrated in figure 1; in this figure, the lengths of the arrows represent the actual intensities of the light rays in the various directions as documented in the laboratory photometric test report. For example, light intensity emitted 20 degrees below the horizontal is more than double the intensity emitted 20 degrees above the horizontal. This has the obvious effect of reducing sky lumens versus that which would be produced if light above and below the horizontal were equal.

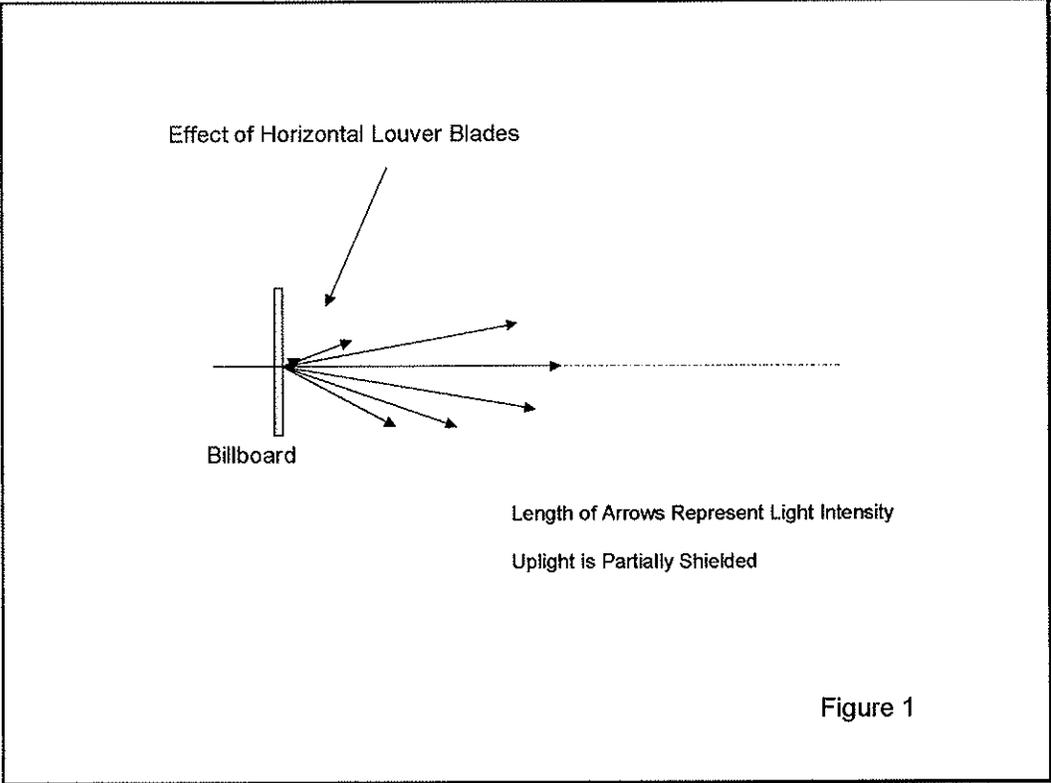
Elimination of bottom mounted exterior luminaires commonly used for conventional billboards play a very significant role in the reduction of sky glow. For the example scenario detailed earlier in this report, where a four luminaire bottom mounted system produces 31,535 sky lumens, roughly 90% of those lumens are emitted into the sky directly from the fixtures.

For the digital billboard calculations, it was assumed that no dimming of the light output occurs due to age, as the computerized controls can be set to overcome any LED light output degradation with time. A Light Loss Factor of 0.90 was assumed to account for a possible 10% loss due to the accumulation of dust and dirt.

For the conventional billboard discussed above, a 25% average reflectance was used in the given example. A similar “message” was assumed for the digital billboard calculations, i.e., a billboard luminance was assumed that would be created by an array of colors equivalent to that used for the conventional billboard analysis, rather than an all white display. It was further assumed that a 14 x 48 ft. billboard would be operated at 4.3% of full output at night, as recommended in table 4 above. For these example conditions, the amount of light directly emitted into the atmosphere by the digital billboard is 2260 lumens. This compares to the value of 31,535 sky lumens for the example conventional billboard lighted by four bottom mounted luminaires, and is 8% of that amount.

Digital billboards can be seen to offer a major opportunity to reduce sky glow if they are replacing conventional billboards that employ a bottom mounted lighting system. This is a result of the elimination of the external luminaires and the direct sky lumens they produce, and also because of the design of digital billboards whereby less light from the billboard face is directed upward versus downward.

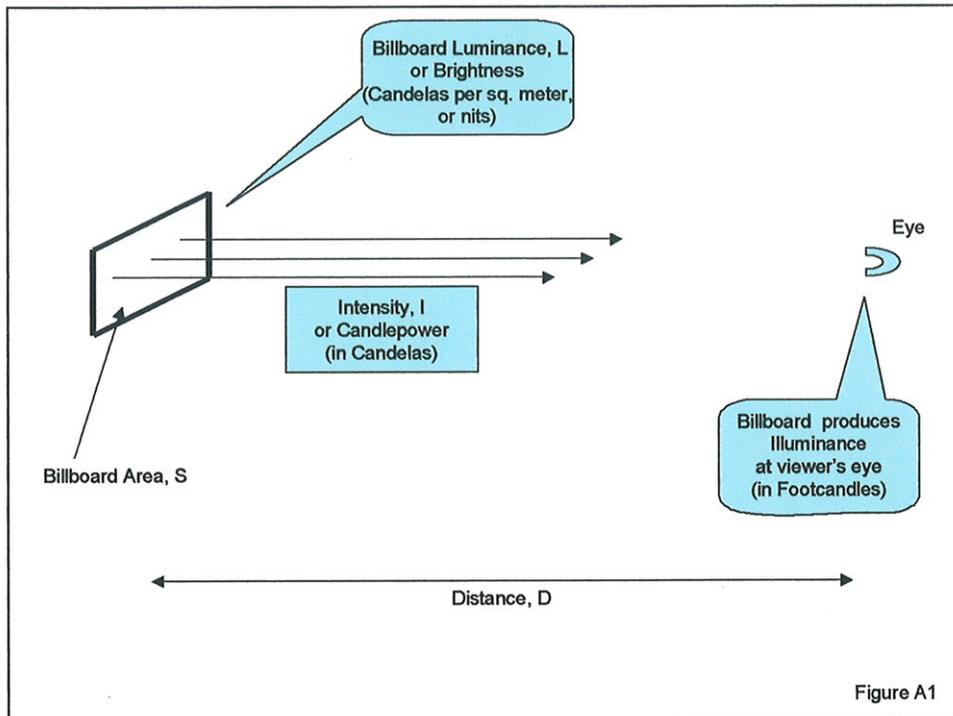
Ian Lewin Ph.D., FIES, L.C.
November 26, 2008



Appendix A

Lighting Units and Terms

Several terms are useful in describing the light characteristics of digital billboards. See figure A1.



Candlepower. This is the intensity, I , of light produced by the billboard in a particular direction, and it is measured in "candelas." For example, a billboard of a certain size will emit a certain intensity of light in a direction perpendicular to its face. The intensities emitted in other directions will be less than that in the perpendicular direction. If the billboard displays a white image, this intensity will be higher than if the billboard face is any other color.

Candlepower does not change significantly with distance, providing the atmosphere is clear; the intensity continues as the light rays move in a straight line until they strike a surface.

Luminance, L , often called "brightness," relates to the overall appearance of the billboard. It is the candlepower emitted per unit area, and is expressed in units of "candelas per square meter," or $\text{cd}/\text{sq.m.}$ Say a billboard that has an area of 2 square meters produces 400 candelas when viewed from a direction perpendicular to its face, then its luminance is $400/2$, equal to $200 \text{ cd}/\text{sq.m.}$ The term "nit" is also used. Such a billboards is said to have a brightness of 200 nits.

The formula relating the billboard size, luminance (or brightness) and the candlepower it projects is:

Candlepower (in candelas) = Luminance (in candelas/sq.m. or nits) x billboard area (in square meters)

or
A1.
$$I = L \times S$$

(L is in nits, S is in sq.m.)

Illuminance, E. This is a measure of the amount of light that is intercepted by an object that is illuminated by the billboard. Illuminance is measured in “footcandles,” and is dependent on the distance from the billboard, as well as the candlepower the billboard produces. If a viewer is looking at the billboards, the illuminance at the viewer’s eye, E_v , can be found using the “Inverse Square Law,” which states

$$\text{Illuminance (in footcandles)} = \frac{\text{Candlepower (in candelas)}}{\text{Distance}^2 \text{ (in feet)}}$$

or
A2.
$$E_v = \frac{I}{D^2}$$

The value of I from equation 1 can be substituted into equation 2 to give

A3.
$$E_v = \frac{L \times S}{D^2}$$

Equation 3 is very useful because it relates billboard size (S), billboard luminance (or brightness) (L), and gives the footcandles (E_v) that will be produced by the billboards at a distance, D feet. It can be rewritten:

A4.
$$L = \frac{D^2 E_v}{S}$$

footcandles, L is in nits, E_v is in
D is in feet, S is in sq. meters

Otherwise, if the area of the billboard, S, is in square feet, the equation becomes

$$L = \frac{10.76 D^2 E_v}{S}$$

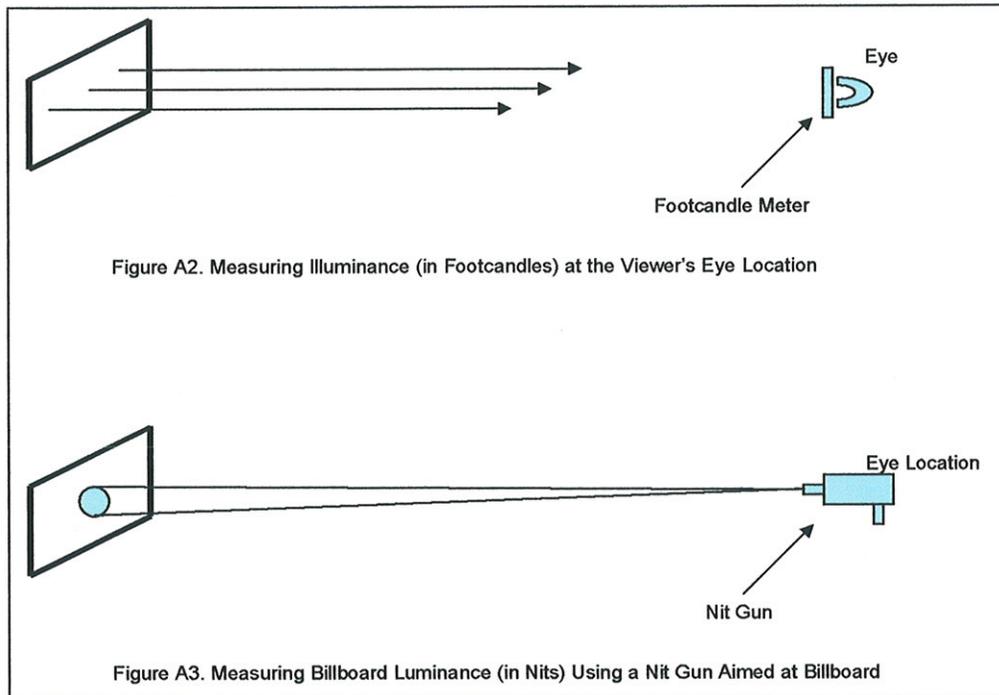
A5.

footcandles,

L is in nits, E_v is in

D is in feet, S is in sq. feet

The illuminance, E, can be measured easily with a relatively inexpensive footcandle meter at a measured distance D feet from the billboard. Figure A2. The area of the billboard, S, presumably is known. Inserting these values of E, D and S into equation 5 allows the luminance, L in nits, to be calculated.



L, the billboard luminance, can also be measured with a “nit gun”, which is a luminance meter that can be pointed at the billboard. Figure A3. However such devices are more expensive and less readily available than a footcandle meter.

Because of the simple relationship as given in equation A5, billboard luminance specifications can be written in terms of footcandle limitations at a certain distance. For compliance checking, if the footcandle value produced by the billboard and measured at a

prescribed distance is at or below a specified level, then it will be known that the billboard luminance meets the desired limitation.

Appendix B

Description of the Lighting Environmental Zone (from IESNA publication TM-11-00)

- E1. Areas with intrinsically dark landscapes. Examples are national parks, areas of outstanding natural beauty, or residential areas where inhabitants have expressed a strong desire for strict limitation of light trespass.
- E2. Areas of low ambient brightness. These may be suburban and rural residential areas. Roadways may be lighted to typical residential standards.
- E3. Areas of medium ambient brightness. These will generally be urban residential areas. Roadway lighting will normally be to traffic route standards.
- E4. Areas of high ambient brightness. Normally this category will include dense urban areas with mixed residential and commercial use with a high level of nighttime activity.

Note: The above descriptions are being considered for revision by IESNA at the time of writing this report. The categories are not changed, but the descriptions are more extensive for clarity.

ORDINANCE NO. 98-12

AN ORDINANCE DIRECTING A STUDY OF REGULATIONS OF
OUTDOOR ADVERTISING SIGNS IN THE CITY OF FORT SMITH
AND ITS EXTRATERRITORIAL JURISDICTION AND DECLARING A
MORATORIUM ON THE RECEIPT AND CONSIDERATION OF
APPLICATIONS FOR NEW OR MODIFIED OUTDOOR ADVERTISING SIGNS

WHEREAS, the administrative staff and the Planning Commission of the City of Fort Smith are engaged in a study of appropriate regulations concerning outdoor advertising signs, including the conversion of existing signs into digital signs, in the City and in its extraterritorial jurisdictional area; and,

WHEREAS, it is determined that the protection of the health, safety and welfare of the inhabitants of the City requires a temporary moratorium on the conversion of existing signs into digital signs and on the receipt and consideration of applications for the construction of new outdoor advertising signs during the period of study of the City's existing regulations and potential amendments thereto; NOW, THEREFORE;

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

SECTION 1: The administrative staff of the City in conjunction with the Planning Commission of the City of Fort Smith shall continue and complete the study of existing and potential regulations concerning outdoor advertising signs in the City of Fort Smith and its extraterritorial jurisdiction area.

SECTION 2: There is hereby declared and established a moratorium from the date of adoption of this Ordinance for a period of approximately four months extending through the date of April 19, 2013, during which moratorium no application or permit for the construction or location of a new outdoor advertising sign shall be considered or acted upon by the administrative staff or the Planning Commission of the City of Fort Smith and, further, during which time no conversion of an existing advertising sign to a digital billboard shall be permitted or allowed in the City of Fort Smith or in its extraterritorial jurisdiction.

SECTION 3: The City Administrator and City Attorney are hereby authorized to take any and all necessary action to enforce the moratorium declared by Section 2 of this Ordinance.

SECTION 4: Emergency Clause. It is hereby determined that the provisions of this Ordinance should be immediately effective in order to allow time for the consideration of appropriate regulations of outdoor advertising signs and conversions of existing signs to a digital format. Therefore, an emergency is declared to exist, and this Ordinance, being necessary for the

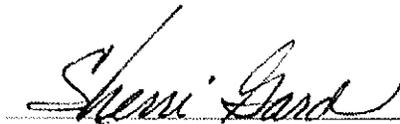
protection of the health, safety and welfare of the inhabitants of the City, shall be of full force and effect from the date of its adoption.

This Ordinance adopted this 18th day of December, 2012.



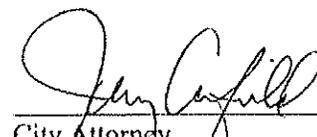
Mayor

ATTEST:



City Clerk

Approved as to form:



City Attorney
Publish One Time