



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**  
**September 9, 2014 ~ 12:00 Noon**  
**Fort Smith Public Library Community Room**  
**3201 Rogers Avenue**

**CALL TO ORDER**

1. Update regarding the Riverview Hope Campus ~ *Requested at the May 27, 2014 Brainstorming Meeting ~*
2. Report regarding the Comprehensive Plan Update
3. Discuss creation of a beautification commission ~*Weber/Catsavis placed on agenda at the July 22, 2014 study session ~*
4. Review preliminary agenda for the September 16, 2014 regular meeting

**ADJOURN**

# MEMORANDUM

**To:** Ray Gosack, City Administrator  
**From:** Wally Bailey, Director of Development Services  
**Date:** September 5, 2014  
**Subject:** Update Regarding the Riverview Hope Campus

At the September 9, 2014, Board of Directors study session, Ken Pyle, Executive Director Fort Smith Housing Authority, and Debbie Everly, Homeless Programs Director, will be making a presentation to update the Board about the Riverview Hope Campus.

The subject of a campus to provide services to the homeless was developed from work that was done by a homelessness task force that was appointed by the Board of Directors to review issues related to the problem of homelessness in Fort Smith. The task force was appointed as a result of public discussions that occurred when conditional use applications to expand existing homelessness services by the Next Step Day Room and the Community Rescue Mission were submitted. Both of those applications for expansion were denied.

The Board of Directors accepted the recommendations of the task force and prioritized their recommendations. A copy of Resolution R-91-10 with exhibit A is enclosed. Priorities two and six relate to establishment of a campus.

Priority one from the accepted list of recommendations is the strengthening of the Old Fort Homeless Coalition with city involvement through a full-time staff person. The city currently budgets one half of Ms. Everly's salary and benefits (\$30,000) to help accommodate this need. This is included in the Planning Department's (program 4106) budget.

The City of Fort Smith Community Development Block Grant (CDBG) funds are currently allocated for the purposes of acquiring the property at 301 South E Street for the homeless campus. I have provided a copy of the Board of Directors' Resolution R-24-14 that provided for the current allocation of CDBG and HOME funds. I have highlighted Section 7 from the Resolution. This paragraph includes significant requirements with regard to the CDBG funding including the Department of Housing and Urban Development (HUD) requirement to provide financial commitments to complete Phase I. The resolution includes a September 30, 2014, deadline to submit the information. Any revision to the deadline or other conditions within the resolution will require action by the Community Development Advisory Committee (CDAC) and the Board of Directors.

Please contact me if you have any questions.

RESOLUTION NO. R-91-10

A RESOLUTION ACCEPTING AND PRIORITIZING THE RECOMMENDATIONS OF THE HOMELESSNESS TASK FORCE

WHEREAS, the Board of Directors appointed a Homelessness Task Force to review issues related to the problem of homelessness in Fort Smith; and,

WHEREAS, the Homelessness Task Force conducted several meetings and has made recommendations to the Board of Directors which will assist the City of Fort Smith address issues related to homelessness in Fort Smith; and,

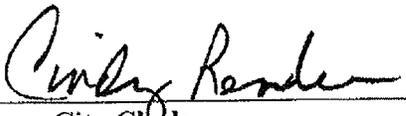
WHEREAS, the Board of Directors expresses their appreciation to the members of the Homelessness Task Force.

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

- Section 1: The Board of Directors hereby accepts the recommendations of the Homelessness Task Force.
- Section 2: The Homelessness Task Force Recommendations are hereby prioritized by the Board of Directors as shown in Exhibit A.

This Resolution adopted this 18<sup>th</sup> day of May, 2010.

APPROVED:  
  
 \_\_\_\_\_  
 Mayor

ATTEST:  
  
 \_\_\_\_\_  
 City Clerk

*Approved as to form  
 JSL  
 No publication required*

**PRIORITIZED HOMELESSNESS TASK FORCE RECOMMENDATIONS**

- #1 Strengthen the Old Fort Homeless Coalition with city involvement through a full-time paid staff person
- #2 Explore a campus site in a current industrial area south of Garrison Avenue
- #3 Old Fort Homeless Coalition conduct an analysis of homelessness services to identify any gaps in services to the homeless
- #4 Put more teeth in existing ordinances and hold property owners responsible for the maintenance of their properties, and add more staff to administer ordinances
- #5 Identify a homeless management reporting system to identify the scope of the homeless problem in our area
- #6 Establish a campus setting with a consolidation of services that will eliminate travel, duplication of services, and better represent the dignity of homeless persons (including exploring funding sources and solutions to the disposition of service providers existing facilities
- #7 Continuation of enhanced police protection in the Belle Grove and Downtown Areas
- #8 Create a job corps, through the Old Fort Homeless Coalition, and that the city give priority to the jobs corps when city services, such as lot clean-ups are contracted
- #9 Undertake a community education program to generate support (awareness) for the homeless and a homelessness campus

RESOLUTION NO. R-24-14

**A RESOLUTION APPROVING THE YEAR 40 COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET, THE YEAR 21 HOME INVESTMENT PARTNERSHIP ACT PROGRAM BUDGET, AUTHORIZING THE SUBMISSION OF THE PROGRAM YEAR 2014 ACTION PLAN AND FOR OTHER PURPOSES**

**WHEREAS,** it is the intention of the Board of Directors of the City of Fort Smith to allocate Community Development Block Grant (CDBG) funds in such a manner that the maximum feasible priority is given to activities which will benefit low to moderate income families or persons and eliminate slum and blight.

**WHEREAS,** it is the intention of the Board of Directors of the City of Fort Smith to allocate HOME Investment Partnership Act (HOME) funds in such a manner as to provide affordable housing opportunities to low and moderate income persons or families.

**WHEREAS,** there is a total of \$772,819 estimated for Year 40 funds allocated to the CDBG Program for budgetary purposes; and

**WHEREAS,** there is a total of \$326,802 estimated in Year 21 funds allocated to the HOME Program for budgetary purposes; and

**WHEREAS,** there are project changes to the Homeless Campus Project from the Year 38 CDBG program and Year 39 CDBG to be amended;

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

**SECTION 1:** The Year Forty CDBG budget totaling seven hundred, seventy-two thousand, eight hundred and nineteen dollars (\$772,819) for budgeting purposes is adopted by reference to the attached budget sheet.

**SECTION 2:** The Year Twenty-one HOME Program budget totaling three hundred, twenty-six thousand, eight hundred and two dollars (\$326,802) for budgeting purposes is adopted by reference to the attached budget sheet.

**SECTION 3:** The in-house Affirmative Action Policy which prescribes equal opportunity policies for the recruitment, hiring, training, promoting, demotions and termination of employees, with personnel goals revised annually, as stated in Resolution No. R-7-81 is reaffirmed.

- SECTION 4:** A Year Forty CDBG Affirmative Action Plan is adopted to provide contractual procedures with regard to equal opportunity personnel policies on the part of CDBG project contractors.
- SECTION 5:** The Fair Housing Program/Policy of the City of Fort Smith as stated in Resolution No. 2214, is reaffirmed to affirmatively further Fair Housing practices in the sale, lease or rental of housing and to prevent discrimination on the basis of race, color, religion, national origin, sex, disability or familial status and to provide a procedure and Fair Housing Officer to assist and educate the public on their rights and procedures available to have complaints reviewed, investigated and resolved.
- SECTION 6:** The Director of Community Development is authorized to prepare and submit the Program Year (P. Y.) 2014 Action Plan to carry out the activities/projects identified in the 2011-2015 Five-Year Consolidated Plan and the amendment to the P. Y. 2012 and 2013 Plans to the U. S. Department of Housing and Urban Development (HUD) for review and approval. Once the approvals by HUD have occurred, the Mayor is authorized to execute agreements, his signature being attested by the City Clerk, with the agencies identified in the Community Development Department Budget as application numbers 2014-A through 2014-Q to undertake the activities/projects in the 2014 Annual Action Plan.
- SECTION 7:** The request to allocate the CDBG funds from Program Year 2012 – CDBG Year 38 in the amount of \$92,721 and Program Year 2013 – CDBG Year 39 in the amount of \$115,923 from the Next Step Day Room (now known as Next Step Homeless Services) to the Old Fort Homeless Coalition for the purposes of acquiring the property located at 301 South “E” Street for the homeless campus is approved. The Director of Community Development is authorized to amend the P.Y. 2012 and P.Y. 2013 annual action plans to reflect these changes. The Old Fort Homeless Coalition must provide financial commitments to the Director of Community Development to complete Phase 1 of the Homeless Campus project by September 30, 2014. If the deadline is not met, the funds from Program Year 2012 will transfer to the Fort Smith Housing Assistance Program #8722.
- SECTION 8:** All approved agencies of CDBG and HOME funds will use, at a minimum, the city’s procurement procedures for any services or contracts.
- SECTION 9:** Any P. Y. 2014 CDBG project not commenced by June 30, 2015 will be canceled and the project funding will transfer to the Fort Smith Housing Assistance Program #8722. All CDBG program income from prior projects will transfer to the Fort Smith Housing Assistance Program #8722 and the allowed 20% for program administration will be deducted prior to the transfer.
- SECTION 10:** Any P. Y. 2014 HOME project not commenced by December 31, 2015 will be canceled and the funding will transfer to the Downpayment Assistance Program #8503 with the exception of CHDO Reserve funds. All HOME program income received by the City will transfer to the Downpayment Assistance Program # 8503 with the allowed 10% for program administration deducted prior to the transfer. HOME recaptured funds will be used according to federal regulations.

- SECTION 11:** Any funding sequestration or rescission from the U. S. Dept. of HUD which reduces the budgeted amounts in this resolution and attached budget will cause each project/activity to take a reduction by the same percentage amount that the funds were reduced.
- SECTION 12:** Any funding increase will first be reduced by the allowed program administration and the balance placed in the programs noted in Sections 9 or 10, depending on whether it is the CDBG or HOME program.
- SECTION 13:** Subject to approval of form by the City Attorney, the City Administrator or his authorized agent is authorized to execute any documents related to real property transactions that are funded with the CDBG and / or HOME funds; this includes but is not limited to deeds, mortgage releases, subordination agreements and participation in HUD's FHA Good Neighbor Program.
- SECTION 14:** The City Administrator is authorized to execute all grant documents and certifications required by the U. S. Department of Housing and Urban Development. The City Administrator or his authorized agent will be designated as the Environmental Certifying Officer.
- SECTION 15:** Any activity that is proposed to be altered in terms of its purpose, scope, location, or beneficiaries to such an extent that it can no longer reasonably be construed as the activity reviewed by the public and approved by the Fort Smith Board of Directors will be canceled.

**THIS RESOLUTION APPROVED THIS 18<sup>th</sup> DAY OF MARCH 2014.**

APPROVED:

  
MAYOR

ATTEST:

  
CITY CLERK

Approved as to form:

  
No Publication Required

**CDBG Program Year 2014 COMMUNITY DEVELOPMENT BUDGET**

Application Identifier	Agency	CDBG Year 40
2014-A	Crisis Intervention Center – Storage	\$1,843
PS-2014-B	Children’s Emergency Shelter	\$41,180
PS-2014-C	Old Fort Homeless Coalition – Campus	\$72,877
PS-2014-D	Good Samaritan Clinic - Medical Services	\$16,705
PS-2014-E	Crisis Intervention Center - Case Management	\$16,966
PS-2014-F	Heart to Heart PSC - Baby Items	\$10,407
PS-2014-G	Bost, Inc. - Range	\$6,833
PS-2014-H	Community Dental Clinic - Patient Fees	\$16,705
PS-2014-I	Fountain of Youth - Client Fees	\$9,501
PS-2014-J	Girls, Inc. - Membership & Summer Fees	\$5,563
PS-2014-K	WestArk RSVP - VITA Tax Assistance	\$9,788
2014-L	WestArk RSVP - Medicare Counseling	\$6,682
2014-M	Next Step Homeless Services – Case Management	\$16,749
2014-N	Bost, Inc. – Kitchen Improvements	\$17,780
2014-O	Old Fort Homeless Coalition – Campus	\$55,220
	Fort Smith Housing Assistance	\$233,671
	FS Housing Rehab. Administration	\$60,000
	Fort Smith - Administration	\$154,563
	Unprogrammed	\$19,786
	<b>Totals</b>	<b>\$772,819</b>

Application Identifier	Agency	HOME Year 21
2014-P	CSCDC - Acq/Rehab/Resale – CHDO Funds	\$151,740
2014-Q	Housing Authority of FS – New Const. EN Funds	\$138,260
	Fort Smith - HOME Administration	\$32,680
	Unprogrammed	\$4,122
	<b>Totals</b>	<b>\$326,802</b>

CHDO – Community Housing Development Organization

EN – Entitlement

**CDBG Program Year 2014 COMMUNITY DEVELOPMENT BUDGET**

Adjusted

Leverage

Application Identifier	Agency	CDBG Year 40		
2014-A	Crisis Intervention Center – Storage	\$1,843		\$325
2014-B	Children’s Emergency Shelter	\$41,180		\$23,594
2014-C	Old Fort Homeless Coalition – Campus	\$72,877		\$504,100
PS-2014-D	Good Samaritan Clinic - Medical Services	\$16,705		\$110,000
PS-2014-E	Crisis Intervention Center - Case Management	\$16,966		\$278,541
PS-2014-F	Heart to Heart PSC - Baby Items	\$10,407		\$32,868
PS-2014-G	Bost, Inc. - Range	\$6,833		\$4,167
PS-2014-H	Community Dental Clinic - Patient Fees	\$16,705		\$20,000
PS-2014-I	Fountain of Youth - Client Fees	\$9,501		\$59,100
PS-2014-J	Girls, Inc. - Membership & Summer Fees	\$5,563		\$6,514
PS-2014-K	WestArk RSVP - VITA Tax Assistance	\$9,788		\$12,235
PS-2014-L	WestArk RSVP - Medicare Counseling	\$6,682		\$8,353
PS-2014-M	Next Step Homeless Services – Case Management	\$16,749		\$171,699
PS-2014-N	Bost, Inc. – Kitchen Improvements	\$17,780		\$9,885
2014-O	Old Fort Homeless Coalition – Campus	\$55,220		\$0
	Fort Smith Housing Assistance	<del>\$233,671</del>	\$247,807	
	FS Housing Rehab. Administration	\$60,000		
	Fort Smith - Administration	<del>\$154,563</del>	\$160,340	
	Unprogrammed	\$19,786	\$28,754	
	<b>Totals</b>	<b>\$772,919</b>	<b>\$801,700</b>	<b>\$1,241,381</b>

Application Identifier	Agency	HOME Year 21		
2014-P	CSCDC - Acq/Rehab/Resale – CHDO Funds	<del>\$151,740</del>	\$148,478	\$73,000
2014-Q	Housing Authority of FS – New Const. EN Funds	\$138,260	\$135,287	\$49,500
	Fort Smith - HOME Administration	\$32,680	\$31,529	
	Unprogrammed	\$4,122	\$0	
	<b>Totals</b>	<b>\$326,802</b>	<b>\$315,294</b>	<b>\$122,500</b>

CHDO – Community Housing Development Organization

EN – Entitlement

Adjustments made per R-24-14 per Sections 11 & 12

# MEMORANDUM

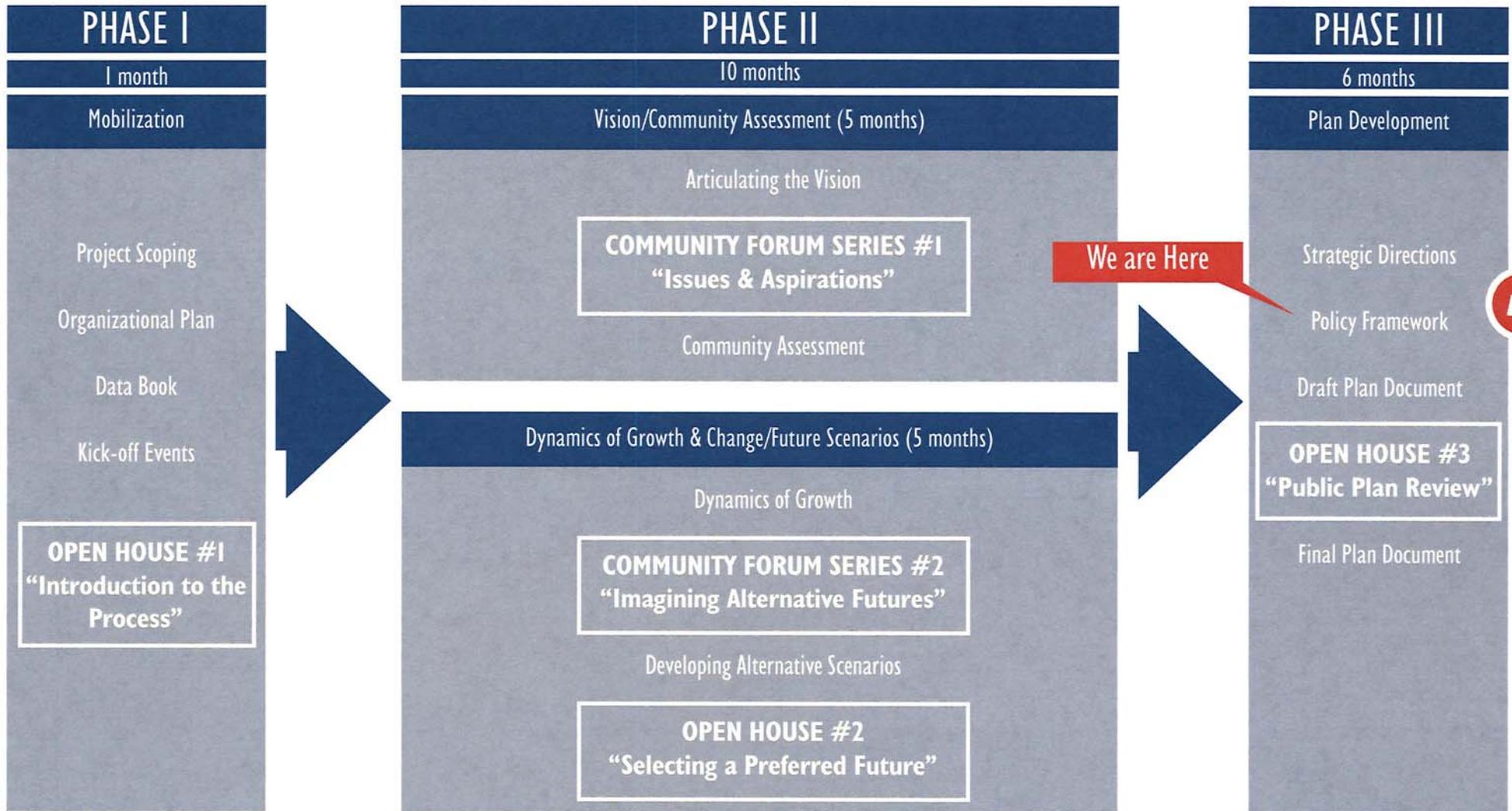
**To:** Ray Gosack, City Administrator  
**From:** Wally Bailey, Director of Development Services  
**Date:** September 5, 2014  
**Subject:** Comprehensive Plan Update

The comprehensive plan update is in its final phase. A chart showing the project work schedule is attached. Currently the Comprehensive Plan Steering Committee (CPSC) has been working with our comprehensive plan consultant Wallace Roberts & Todd (WRT) to develop the policy framework for the comprehensive plan document. The policy framework has also been reviewed by the Technical Review Team which includes representatives from city departments.

This framework was developed in coordination with the CPSC and includes updated goals, policies, and actions based on the public input collected throughout the planning process. The CPSC and WRT hosted three community forums and twelve meetings in a box. For anyone who was unable to attend a meeting an online survey was made available to collect their ideas. The public input included approximately 1,600 ideas, 600 priorities, and included 415 residents that participated in the discussions.

At the September 9, 2014, Board of Directors study session, representatives from the CPSC and WRT will present a brief summary of the Future Fort Smith Policy Framework, and bring the Board of Directors up to date on the remaining steps in the final phase of the Comprehensive Plan Update. A draft and final plan are anticipated to be completed over the next few months.

Please contact me if you have any questions.





## MEMORANDUM

September 5, 2014

To: Ray Gosack, City Administrator

From: T. Baridi Nkokheli, Director

Subject: Beautification Committee/Commission

The creation of a beautification committee was a priority cited by the board of directors during their retreat in July 2013. The topic was discussed further during the study session on December 10, 2013, but was ultimately deferred for action in 2014. A brief, final discussion included whether a committee or commission would be appropriate with questions regarding the differences between the two being raised. General characteristics of each type of group are listed below.

<u>Committee</u>	<u>Commission</u>
Appointed by the board.	Appointed by the board.
Small group which meets to discuss particular issues and reports or makes recommendations to the board.	Empowered by the board to carry out a particular task.
Little decision making ability.	More decision making ability and/or authority.

Administrative funding (personnel, office equipment, communications, and advertising) in the amount of \$50,000 was included in the department's 2014 Budget. Further funding for the activities of the committee will be derived from grants and other fundraising activities. Once the form of the group is decided, an establishment ordinance will be forthcoming defining the roles and duties of the committee or commission. Many roles and duties are suggested in the December 2013 memo (attached). The board should discuss these and identify any other roles and duties the committee or commission should be assigned.

Please contact me should you have any questions or would like additional information.



## MEMORANDUM

December 5, 2013

To: Ray Gosack, City Administrator

From: T. Baridi Nkokheli, Director

Subject: 2014 Beautification Committee Establishment

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The Board of Directors identified the establishment of a beautification committee as a priority during their retreat held in July 2013. Formal establishment of the committee will require a Board approved ordinance, however, further information and clarification from the Board concerning their specific goals and objectives for the committee is requested before the ordinance is drafted.

Department staff researched beautification efforts and the establishment of beautification committees in other towns and cities within the United States. Based on our research, staff recommends establishment of a seven (7) person committee, including a peer elected chairperson, made up of members selected by the Board of Directors. Members would serve three (3) year staggered terms. Furthermore, staff recommends employing a part time Beautification and Recycling Coordinator to administer the work of the committee and serve as a liaison between the City and the volunteer committee.

The purpose and goal of the committee, as we see it, will be to create public awareness by involving local citizens in beautification efforts, neighborhood cleanups, litter reduction, and solid waste diversion. The committee will act as the liaison for the City of Fort Smith with Keep America Beautiful (KAB) and Keep Arkansas Beautiful. They will also be responsible for completion of the annual KAB litter index. The committee will research and develop plans for updating and beautifying the physical appearance of Fort Smith by targeting areas that could be enhanced by litter removal, landscaping, and the planting of flowers and/or trees. They may also be asked to provide advice to the Planning Department for modifications and additions to the unified development ordinance (UDO) with regards to landscaping codes. The committee will strive to ensure that waste reduction methods and procedures are brought to the general public's attention to promote recycling and environmentally friendly initiatives that will teach youths and adults about solid waste management as well as motivate them to become involved in programs such as litter clean up and recycling. The committee will provide the resources and support required to assume the lead in coordinating all interested parties concerned about beautification, litter reduction, and recycling to bring about a concerted effort of all interested parties doing their part to effect real change. The DOS would also like to see increased participation in recycling programs by local businesses.

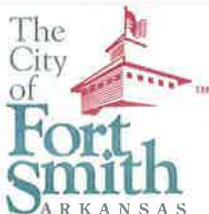
Programs will consist of community volunteers conducting litter pickups, community cleanups, graffiti removal, illegal dumpsite cleanups, and beautification projects such as planting gardens, trees, and flowers. Sponsors could donate goods such as garbage bags, gloves, and equipment to help with these projects. The costs associated with these programs would include advertising and producing brochures and/or flyers for promotion. Statistics could be reported to the committee, showing how much litter is abated and solid waste diverted from these programs. The coordinator will work closely with solid waste collection managers who will provide guidance on recycling to promote environmental awareness.

The Department of Sanitation requested and the necessary funding was approved to employ a part time coordinator in the 2014 Budget. Funding for the activities of the committee will be derived from grants (e.g. litter prevention and recycling grants) and other fundraising activities employed by the committee.

Department staff will draft an ordinance establishing the beautification committee following discussion at the December 10, 2013 study session.

Please contact me should you have any questions or would like additional information.

A handwritten signature in black ink, appearing to be the initials 'NK'.



September 2, 2014

TO: Members of the Board of Directors  
Members of the Fire Code Board of Appeals and Adjustments

RE: Appointments:

The term of Gene Nelson of the Fire Code Board of Appeals and Adjustments will expire October 31<sup>st</sup>, 2014. In accordance with Ordinance No. 2926 applications for this prospective vacancy are now being received. Applicants must be residents and registered voters in the City of Fort Smith.

Please submit applications to the city administrator's office no later than the close of business on September 30th, 2014. A list will be compiled for review by the Board of Directors. Applications are available on the City of Fort Smith website. Go to [www.fortsmithar.gov](http://www.fortsmithar.gov) and click on boards and commissions.

Sincerely,

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

Ray Gosack  
City Administrator

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