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

November 12, 2013 ~ 12:00 Noon

Fort Smith Public Library Community Room

3201Rogers Avenue

1. Review 2014 funding recommendations of the Outside Agency Review Panel
2. Discuss regularly scheduled meetings of the Board of Directors for 2014
3. Review preliminary agenda for the November 19, 2013 regular meeting

1.

MEMORANDUM

November 12, 2013

TO: Mayor, Board, City Administrator, Director of Finance

FROM : Christy Deuster-Administrative Coordinator Finance Department Christy

SUBJECT: 2014 Outside Agency Funding Award Recommendations

Attached for your consideration are the 2014 outside agency service contract funding award recommendations. A total of 26 agencies applied for funding in three categories as follows: 5-Recreation, 7-Arts & Humanities and 14-Social and Community Services. **Exhibit A** is an overview of the applications received by category, amount requested and recommended awards. **Exhibit B** is a master list compiled from panel review sessions, and panel observations/concerns for each applicant. The worksheet also highlights the total dollar amount requested for each category.

The 2014 proposed budget includes $162,000 for this program which is consistent with 2013. The funding was divided equally among the three categories as directed by the Board, allowing each category $54,000.

Notices applications were available for download on the City web site were emailed on August 7, 2013. In addition, notices ran in the Times Record on August 4th, 8th, and 12th. An ad ran on the City Access Channel in August and notices were posted to the entry doors of the Stephens Building as well to ensure maximum exposure for the program. A workshop for agencies was held on August 13th to review changes to the application and submission process approved by the Board for the 2014 cycle.

Each individual category panels met to review applications and determine recommendations for funding. A final meeting with all category panelists and the core panel members was held on November 6th, to finalize award recommendations. Media notices were sent for all reviews, and notice of reviews emailed to agencies who applied for funding.

Awards as submitted will be approved when the 2014 Budget document is presented to the Board for consideration on December 3rd unless adjustments to the panel's recommendations and made by the Board. Service contracts for each agency approved for funding will be submitted in December.

Should you have any questions or require more information, please let me know.

Overview EXHIBIT A

2014 Outside Agency Applications
26 Total Applications

2014 Total of Requests $ *380,159*
2014 Proposed Allocation for Program $ *162,000*

Agency		*$ Allocation*	2014 Allocation Process Requested	Awarded	Difference
RECREATION					
5 Applications		*$ 54,000*			
1st Tee	1		$ 15,000	$ 8,000	$ (7,000)
ARC for the River Valley	2		$ 10,000	$ 5,000	$ (5,000)
Fort Smith Boys & Girls Clubs	3		$ 30,000	$ 18,000	$ (12,000)
Girls Inc.	4		$ 20,000	$ 10,000	$ (10,000)
Lincoln Youth Service	5		$ 17,000	$ 13,000	$ (4,000)
Total			$ 92,000	$ 54,000	$ (38,000)
ARTS & HUMANITIES					
7 Applications		$ 54,000			
Fort Smith Chorale	1		$ 6,000	$ 5,860	$ (140)
Fort Smith Heritage Foundation	2		$ 10,045	$ 8,410	$ (1,635)
Fort Smith Little Theater	3		$ 5,600	$ 5,600	$ -
Fort Smith Museum of History	4		$ 7,858	$ 6,400	$ (1,458)
Fort Smith Regional Art Museum	5		$ 20,000	$ 13,000	$ (7,000)
Fort Smith Symphony	6		$ 13,000	$ 10,000	$ (3,000)
Western Arkansas Ballet	7		$ 6,999	$ 4,730	$ (2,269)
Total			$ 69,502	$ 54,000	$ (15,502)

Agency		$ Allocation	2014 Allocation Process Requested	Awarded	Difference
SOCIAL & COMMUNITY SERVICES					
14 Applications		**$ 54,000**			
River Valley Regional Food Bank	1		$ 26,000	$ 7,450	$ (18,550)
Don Reynolds Cancer Support House	2		$ 5,000	$ 2,000	$ (3,000)
The Steps, Inc	3		$ 5,200	$ 2,100	$ (3,100)
Hope Chest	4		$ 4,000	$ 475	$ (3,525)
Crisis Intervention Center	5		$ 25,000	$ 7,450	$ (17,550)
Girls Shelter	6		$ 8,000	$ 3,500	$ (4,500)
Kistler Center	7		$ 6,000	$ 3,500	$ (2,500)
FS Christian Women's Job Corp	8		$ 9,665	$ -	$ (9,665)
Alzheimer's Association	9		$ 19,800	$ 3,350	$ (16,450)
Next Step Day Room	10		$ 25,000	$ 6,400	$ (18,600)
Fountain of Youth Adult Day Care	11		$ 17,330	$ 2,595	$ (14,735)
Community Services Clearinghouse	12		$ 25,000	$ 7,450	$ (17,550)
Good Samaritan Clinic	13		$ 10,000	$ 4,450	$ (5,550)
Old Fort Homeless Coalition	14		$ 32,662	$ 3,280	$ (29,382)
Total			$218,657	$54,000	-$164,657
Grand Total All Requests					
26 Applications		$ 162,000	$ 380,159	$ 162,000	$ (218,159)

Recreation Worksheet

Requesting Agency	Amount Requested	Use	Observations	Reduction/Reasoning	Allocation	$
1st Tee	$ 15,000	Utilities	Better information on how reaching under privilaged children, goal was graduation so how do they track that?	Number of people having an affect on, other funding they were receiving, What they received last year.		$ 8,000
ARC For the River Valley	$ 10,000	Utilities	Asked how they count served she replied (they count Thursday and Saturday evening members only FS only)	100% of what they received last year.		$ 5,000
Fort Smith Boys & Girls Clubs	$ 30,000	Utilities		4,736 served, Under estimating the amount of people served. Less % than others awarded, but more funding because they feel it is under estimated numbers served.		$ 18,000
Girls Inc.	$ 20,000	Utilities		Large ratio dollars per member, Different numbers in packet tab 1 , 650 then estimates 850. Need consistent membership numbers.		$ 10,000
Lincoln Youth Service	$ 17,000	Expand Services, Utilities		87% of 2013 award, number served, 67% of requested.		$ 13,000
Total Requested	$ 92,000					
					0.00	$54,000
Total to Allocate	$ 54,000					
Amount over	$ 38,000					

Took in consideration the number of people the overall they are serving and next year needed to be clarified how they dertermined how they determined the numbers they served. Panel thinks that organizations should be told how they are to calculate the numbers served. Every group met the criteria required in the packet.

Arts & Humanities

Requesting Agency	Amount Requested	Use	Observations	Reduction/Reasoning	Allocation	$
Fort Smith Chorale	6,000	Music & Musicians	Agency has a low budget.	Award is comparable to 2013 award.		5,860.00
Fort Smith Heritage Foundation	10,045	Utilities		Award recommendation after review of actual 2013 utility expenses compared to amount requested.		8,410.00
Fort Smith Little Theater	5,600	Utilities	Requested amount is in line with 2013 award.	Awarded recommendation is for full request. Requested amount only covers 6 months of actual utility costs..		5,600.00
Fort Smith Museum of History	7,858	Elevator Repair	New elevator installed, cost still applicable for yearly maintenance.	Recommendation made based on review of actual 2013 expenses.		6,400.00
Fort Smith Regional Art Museum	20,000	Utilities		2014 award recommendation based on actual utility costs, less expense for monthly phone expense.		13,000.00
Fort Smith Symphony	13,000	Civic Center Rental & Additional School Program	Agency is solvent, has multiple funding sources .	Recommendation is comparable to 2013 award.		10,000.00
Western Arkansas Ballet	6,999	Utilities		Reviewed actual utility reimbursements to date and doubled amount spent.		4,730.00
Total Requested	$ 69,502					
						$54,000
Total to Allocate	$ 54,000					
Amount over	$ 15,502					

Panel considerations:Free/Discount programs for seniors, youth and citizens on low or fixed income. Current utility reimbursements were weighed against requests to determine how far award recommendations will stretch.

Social/Community Services Worksheet

Requesting Agency	Amount Requested	Use	Observations	Reduction/Reasoning	Allocation	$
River Valley Regional Food Bank	$26,000.00	Purchase of Food	specifies which senior centers receive the food, asking for $100 a week if gave what was given last year at 100 a week for 5 centers it would get them 9 weeks. Two priorities b/c of elderly and low income.			$7,450
Reynolds Cancer Support House	$5,000.00	Transportation (gas vouchers) , medical supplies, and short term prescription assitance	Not a direct providing service. 1,275 Fort Smith residents served last year.	providing funds to get assistance from other agencies, act as a pass through		$2,000
The STEPS Inc	$5,200.00	Utilities	Unduplicated services, only program in the state, supevised visits,$433 a month for electric,gas, and water, provide parenting classes, support groups, assistance to grandparents now raising their grandchildren			$2,100
Hope Chest	$4,000.00	Purchase Diaper Bags and supplies to fill them	$30 a bag, did 100 bags last year, made a list, if see a need will place something additional in, service teenage mothers, Word of mouth , service 50 families a day, give out clothing, dishes, household items. Could have gave out more just did not have enough to go around. Average 3 bags per week to expecting mothers in their last month, keep a record of items and persons that get items, they track the clients.	Other agencies give out clothing. Award will be earmarked for the purchase of diapers for distribution.		$475
Alzheimer's Association	$19,800.00	Utilities	Make sure to outline for FS only, help elderly but provide different services that no one else provides.	Can reimburse for utilities. Rent for facility not eligible purpose for request.		$3,350
Old Fort Homeless Coalition	$19,800.00	Matresses at Building	They want to be a diversion from jail, worship center by choice, storage for items, will have kennels for their pets, with medical care and food for their pets as well. Numbers based on Day Room numbers that they service. Warranty for 5 years don't need to be replaced every year their cost each is $360. Linens/Towels/Blankets donated by Cure.	Award will be earmarked for the purchase of mattresses.		$3,280

Crisis Intervention Center	$25,000.00	Utilities	Annual cost for utilities estimated at $4,104, 2200 sq ft for building, last year $6,267			$7,450
Girls Shelter	$8,000.00	Utilities	Last yr paid 5mths of utilities, they provide a unique service to the community the only one like their kind in the community. Very clear application, a good job stating what was needed and what it was being requested for. Out of their homes, all are low income, make sure they see dentist, eye, and doctor.	Consider how many people they can serve.		$3,500
Kistler Center	$6,000.00	Utilities	Serving children that are low income, unique service, only ones that they provide.	Heated therapy pool contributes to high utility costs.		$3,500
FS Christian Women's Job Service Corp	$9,665.00	Utilities ,equipment,expansion	Expand what is currently provided, doubled what they have already provided $9,665 is the utilities and expansion costs (refrigerator,microwave,computer), All volunteers using their own vehicles and fuel, board meeting minutes tie everything together explain everything being asked for, going to have a computer lab.	Unable to fund agency. Services are contingent on client participation in religious activities/bible study.		$0
Next Step Day Room	$25,000.00	Direct service 10/15 clarified as Support Services, hot lunch, medicine, birth certificates at 1,140	Needs verification , what is cost for a hot lunch and a picture ID, so when they turn it in they need to list this went for hot lunch and ID. After call it is for Hot lunch, medicines, and birth certificates.	Funds will be earmarked for medicine, fees to obtain birth certificates, ID's and hot lunches for clients.		$6,400
Fountain of Youth	$17,330.00	Utilities	500 a month on electric and 100 gas only provider of this service in town, 5,400 last year was what was given, make sure to do the same and cover as many utility costs as we can.	521 a month for utilities gas, electricity, internet, telephone and cable. Not for rent, for utilities only.		$2,595
Community Services Clearninghouse	$25,000.00	Back Pack meal program	Gives food to children of low income families, Summer program is only FS.	Number served is broken out to only include Fort Smith families.		$7,450

Good Samaritan Clinic	$10,000.00	Testing Supplies, Medical Supplies, Centered around Diabeties	Their services are provided at a low rate 10$ office fee, they do not turn away anyone that cannot pay 75% of their patients are diabetic with them if everything is going well they like to see them two to three times. They were given $4,000 last year and they spend close to $10,000 a month total, so 4 would cover one time a month. Application very good, it helps to show where it all goes.			$4,450
Total Requested	$205,795.00					
Total to Allocate	$54,000.00					**$54,000.00**
Amount over	$151,795.00					$0.00

Panel Priority: life sustaining services, sole provider of services, food,shelter, clothing. To serve the greatest number of citizens.

MEMORANDUM

To: Ray Gosack, City Administrator

From: Sherri Gard, City Clerk

Date: November 8, 2013

Re: 2014 Board Meeting Schedule

Attached is a 2014 calendar that identifies all regularly scheduled meetings *(regular meetings and study sessions)* of the Board of Directors. City recognized holidays in which City offices will be closed are also identified. There are no holidays that conflict with regular meetings in 2014.

The year 2014 contains four (4) five-Tuesday months, i.e. April, July, September and December. The Board typically does not hold a study session on a fifth Tuesday; however, such dates are identified on the attached calendar as "TENTATIVE" in the event a study session is requested. The library community room is reserved on said dates.

In 2013, the Board selected multiple weeks, i.e. the weeks of spring break and Independence Day, Thanksgiving and Christmas holidays, in which no meeting would be held. Such was to allow members of the Board to plan vacations without having to be absent from a scheduled meeting. For your convenience, spring break *(March 24 - 28, 2014)* is also noted on the attached calendar.

In 2014, most of the aforementioned weeks are study sessions, which requires no formal board action to cancel or reschedule. The only formal action required would be if the Board opts to cancel the first regular meeting in July, the week of Independence Day *(Friday, July 4)*.

Since all regular meetings are held at the Fort Smith Public Schools Service Center, the City must coordinate with the school for use of the meeting room on dates other than the first and third Tuesday of each month. The school district has confirmed that if the Board desires to select alternate regular meeting dates in July 2014, the meeting room is available on Tuesday, July 8 and 22. Since July is a five-Tuesday month, said dates will allow study sessions to be rescheduled for Tuesday, July 15 and July 29. Please note, however, July 8 is a scheduled Planning Commission meeting date.

Each year, the Board must adopt an ordinance setting the date, time and location of regular meetings for the upcoming year. If the Board desires to select alternate regular meeting dates for July 2014, such will need to be specifically identified in the annual ordinance, which is scheduled for consideration at the December 3, 2013 regular meeting.

The requested brainstorming meetings have been recommended to be held quarterly and on the last Monday evening of the month beginning February 2014, i.e. February, May, August and November. Such are also identified on the attached calendar. There is a conflict in May whereby such falls on Memorial Day *(Monday, May 26)*. Said meeting has been tentatively placed on the following evening *(Tuesday, May 27)*. Also, if the Board opts to not meet the week of Thanksgiving, as in 2013, such creates another conflict whereby an alternate date for the November brainstorming meeting should be considered. Budget hearings are also held on two (2) evenings in mid-November; therefore, please keep such in mind if an alternate date is considered.

Other planned meetings are the quarterly neighborhood meetings, i.e. January (Ward 1), April (Ward 2), July (Ward 3) and October (Ward 4). Exact dates are determined in consultation with the ward director and availability of meeting venues.

If you have any questions, please let me know.

2014 BOARD MEETING CALENDAR

~ January 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
			1 ~ CLOSED ~ NEW YEAR'S DAY	2	3	4
5	6	7 REGULAR MEETING	8	9	10	11
12	13	14 STUDY SESSION	15	16	17	18
19	20 ~ CLOSED ~ MARTIN L. KING, JR. DAY	21 REGULAR MEETING	22	23	24	25
26	27	28 STUDY SESSION	29	30	31	Notes:

~ February 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 REGULAR MEETING	5	6	7	8
9	10	11 STUDY SESSION	12	13	14	15
16	17	18 REGULAR MEETING	19	20	21	22
23	24 BRAINSTORM MEETING	25 STUDY SESSION	26	27	28	Notes:

~ March 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 REGULAR MEETING	5	6	7	8
9	10	11 STUDY SESSION	12	13	14	15
16	17	18 REGULAR MEETING	19	20	21	22
23	24	25 STUDY SESSION	26	27	28	29
	~ SPRING BREAK ~					
30	31	Notes:				

~ April 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 REGULAR MEETING	2	3	4	5
6	7	8 STUDY SESSION	9	10	11	12
13	14	15 REGULAR MEETING	16	17	18 ~ CLOSED ~ GOOD FRIDAY	19
20	21	22 STUDY SESSION	23	24	25	26
27	28	29 STUDY SESSION ~ TENTATIVE ~	30	Notes:		

~ May 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6 REGULAR MEETING	7	8	9	10
11	12	13 STUDY SESSION	14	15	16	17
18	19	20 REGULAR MEETING	21	22	23	24
25	26 ~ CLOSED ~ MEMORIAL DAY	27 STUDY SESSION BRAINSTORM MEETING	28	29	30	31

~ June 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3 REGULAR MEETING	4	5	6	7
8	9	10 STUDY SESSION	11	12	13	14
15	16	17 REGULAR MEETING	18	19	20	21
22	23	24 STUDY SESSION	25	26	27	28
29	30	Notes:				

~ July 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
		1 REGULAR MEETING	2	3	4 ~ CLOSED ~ INDEPENDENCE DAY	5
6	7	8 STUDY SESSION	9	10	11	12
13	14	15 REGULAR MEETING	16	17	18	19
20	21	22 STUDY SESSION	23	24	25	26
27	28	29 STUDY SESSION ~ TENTATIVE ~	30	31	Notes:	

~ August 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5 REGULAR MEETING	6	7	8	9
10	11	12 Primary Election STUDY SESSION	13	14	15	16
17	18	19 REGULAR MEETING	20	21	22	23
24	25 BRAINSTORM MEETING	26 STUDY SESSION	27	28	29	30
31	Notes:					

~ September 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
	1 ~ CLOSED ~ LABOR DAY	2 REGULAR MEETING	3	4	5	6
7	8	9 STUDY SESSION	10	11	12	13
14	15	16 REGULAR MEETING	17	18	19	20
21	22	23 STUDY SESSION	24	25	26	27
28	29	30 STUDY SESSION ~ TENTATIVE ~	Notes:			

~ October 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7 REGULAR MEETING	8	9	10	11
12	13	14 STUDY SESSION	15	16	17	18
19	20	21 REGULAR MEETING	22	23	24	25
26	27	28 STUDY SESSION	29	30	31	Notes:

~ November 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 General Election REGULAR MEETING	5	6	7	8
9	10	11 ~ CLOSED ~ VETERANS DAY	12	13	14	15
16	17	18 REGULAR MEETING	19	20	21	22
23	24 BRAINSTORM MEETING	25 STUDY SESSION	26	27 ~ CLOSED ~ THANKSGIVING	28 ~ CLOSED ~ THANKSGIVING	29
30	Notes:					

~ December 2014 ~

SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 REGULAR MEETING	3	4	5	6
7	8	9 STUDY SESSION	10	11	12	13
14	15	16 REGULAR MEETING	17	18	19	20
21	22	23 STUDY SESSION	24 ~ CLOSED ~ CHRISTMAS	25 ~ CLOSED ~ CHRISTMAS	26	27
28	29	30 STUDY SESSION ~ TENTATIVE ~	31	Notes:		

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AGENDA ~ Summary

Fort Smith Board of Directors
Study Session
November 12, 2013 ~ 12:00 Noon
Fort Smith Public Library Community Room
3201Rogers Avenue

1. Review 2014 funding recommendations of the Outside Agency Review Panel
   The Board conveyed concurrence with the proposed 2014 funding recommendations.

2. Discuss regularly scheduled meetings of the Board of Directors for 2014

   REGULAR MEETINGS
   No change in regular meeting dates for 2014 *~ Settle/Lorenz placed ordinance on November 19, 2013 regular meeting ~*

   STUDY SESSIONS
   No change except Tuesday, November 11 (Veterans Day) rescheduled to Monday, November 10

   NO STUDY SESSIONS
   Tuesday's March 25, June 24, September 30, November 25 and December 23

   BRAINSTORMING MEETINGS
   Monday, February 24; Tuesday, May 27; Monday, August 25; and, Monday, October 27

   2014 BUDGET HEARINGS
   Thursday, November 13 and Monday, November 17

3. Review preliminary agenda for the November 19, 2013 regular meeting

   ADJOURN
   12:25 p.m.