

Mayor – Sandy Sanders
City Administrator – Ray Gosack
City Clerk – Sherri Gard

Board of Directors

Ward 1 – Keith 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 ~ Summary
Fort Smith Board of Directors
Regular Meeting
December 3, 2013 ~ 6:00 P.M.
Fort Smith Public Schools Service Center
3205 Jenny Lind Road

THIS MEETING IS BEING TELECAST LIVE ON THE GOVERNMENT ACCESS CHANNEL 6

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

All present

PRESENTATION BY MEMBERS OF THE BOARD OF DIRECTORS OF ANY ITEMS OF BUSINESS NOT ALREADY ON THE AGENDA FOR THIS MEETING

(Section 2-37 of Ordinance No. 24-10)

Information available by viewing rebroadcast of the meeting on the City Access Channel 6 or City website

APPROVE MINUTES OF THE NOVEMBER 19, 2013 REGULAR MEETING

Unanimously approved as written

ITEMS OF BUSINESS:

1. Presentation: S.R.C.A Christmas cards to Board of Directors
2. Ordinance rezoning identified property and amending the zoning map (*from Residential Single Family-Duplex Low/Medium Density (RSD-2) and Residential Multi-Family High Density (RM-4-SPL) to Planned Zoning District located at 1000 South Waldron Road*)
Approved 5 in favor, 1 opposed (Catsavis) and 1 recusal (Lau) / Ordinance No. 63-13

3. Ordinance amending the Master Land Use Plan map and rezoning identified property and amending the zoning map (*Master Land Use Plan: from Mixed Use Employment & Park/Open Space to Mixed Use Employment / Rezoning: from Residential Estate One Acre (RE-1) and Industrial Moderate (I-2) to a Planned Zoning District located at 201 to 3201 Riverfront Drive*)
Approved 7 in favor, 0 opposed / Ordinance No. 64-13
4. Ordinance amending the 2009 Unified Development Ordinance of the City of Fort Smith (*December 2013 Amendments*)
Approved 7 in favor, 0 opposed / Ordinance No. 65-13
5. Ordinance amending the 2013 Operating Budget
Approved 7 in favor, 0 opposed / Ordinance No. 66-13
6. Public hearing and ordinance to adopt the fiscal year 2014 Operating Budget and to provide other matters relating thereto ~ *Merry/Lorenz placed on the agenda at the November 26, 2013 study session* ~
Approved 6 in favor, 1 opposed (Lau) / Ordinance No. 67-13
7. Ordinance establishing salaries and benefits and related procedures for City employees
Approved 7 in favor, 0 opposed / Ordinance No. 68-13
8. Ordinance amending rate schedule for transit department services
Approved 6 in favor, 1 opposed (Catsavis) / Ordinance No. 69-13
9. Consent Agenda
 - A. Resolution adopting ground rules for brain storming meetings of the Board of Directors
Approved 7 in favor, 0 opposed / Resolution No. R-171-13
 - B. Resolution setting public hearing date on petition to vacate a portion of an alley located in South Fort Smith, Block 18, between Lots 5-8 and Lots 9-12 and addition to the City of Fort Smith, Arkansas
Approved 7 in favor, 0 opposed / Resolution No. R-172-13
 - C. Resolution approving a contract with Daily & Woods, P.L.L.C. for general legal services for 2014
Approved 7 in favor, 0 opposed / Resolution No. R-173-13
 - D. Resolution approving specific excess insurance and aggregate excess insurance for the City's employee health coverage
Approved 7 in favor, 0 opposed / Resolution No. R-174-13

- E. Resolution approving claim service, specific excess insurance and aggregate excess insurance for City's workers' compensation coverage
Approved 7 in favor, 0 opposed / Resolution No. R-175-13
- F. Resolution adopting the 2014 Audit Plan
Approved 7 in favor, 0 opposed / Resolution No. R-176-13
- G. Ordinance declaring exceptional circumstance and authorizing continuation of agreement with Data-Tronics Corporation
Approved 7 in favor, 0 opposed / Ordinance No. 70-13
- H. Resolution to accept the bids and authorize a contract for 2013 Street Striping Replacement, Project No. 13-85-A (\$28,472.69 / *Engineering Department / Budgeted – Sales Tax Program Fund*)
Approved 7 in favor, 0 opposed / Resolution No. R-177-13
- I. Resolution authorizing Amendment No. 2 to the design agreement between the Department of the Army and the City of Fort Smith, Arkansas for design for the May Branch, Fort Smith, Arkansas Project
Approved 7 in favor, 0 opposed / Resolution No. R-178-13
- J. Resolution authorizing the Mayor to execute an agreement for professional services with Frontier Engineering, Inc. for the design of the River West Trail (\$156,000.00 / *Parks Department / Budgeted – 1/8 Cent Sales Tax*)
Approved 6 in favor, 1 opposed (Catsavis) / Resolution No. R-179-13
- K. Resolution authorizing a contract Change Order No. 2 to the contract for the construction of the Fort Smith Landfill Scale Facility (\$80,926.39 / *Sanitation Department / Budgeted – Sanitation Sinking Fund for Landfill Construction*)
Approved 7 in favor, 0 opposed / Resolution No. R-180-13
- L. Resolution accepting the project as complete and authorizing final pay to Heckathorn Construction for the construction of an elevator and associated ADA facility enhancements to the transit facility located at 6821 Jenny Lind Road, Project No. 12-26 (\$59,583.50 / *Transit Department / Budgeted – 2012 General Fund & Federal Transit Administration – 90 % reimbursement*)
Approved 7 in favor, 0 opposed / Resolution No. R-181-13

M. Resolution authorizing acquisition of real property interests for the Mill Creek Interceptor Improvements – Phase II (\$4,041.00 / Utility Department / Budgeted – 2012 Sales and Use Tax Bonds)
Approved 6 in favor, 1 opposed (Merry) / Resolution No. R-182-13

10. Resolution authorizing acquisition of real property in connection with the Mill Creek Pump Station and Equalization Tank (\$86,000.00 / Utility Department / Budgeted – 2012 Sales and Use Tax Bonds)
Defeated 3 in favor (Lau, Lorenz, Settle), 4 opposed (Good, Catsavis, Weber, Merry)

OFFICIALS FORUM ~ presentation of information requiring no official action
(Section 2-36 of Ordinance No. 24-10)

➤ Mayor

➤ Directors

➤ City Administrator

Information available by viewing rebroadcast of the meeting on the City Access Channel 6 or City website

ADJOURN

7:28 p.m.

ORDINANCE NO. 63-13**AN ORDINANCE REZONING IDENTIFIED PROPERTY
AND AMENDING THE ZONING MAP**

WHEREAS, the City Planning Commission has heretofore held a public hearing upon request No. 17-11-13 to rezone certain properties hereinafter described, and, having considered said request, recommended on November 12, 2013, that said change be made;

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

SECTION 1: That the following properties to-wit:

Part of Lots 12 and 13 and all of Lots 10, 11, 14 and 15, Oakland Heights, an addition to the City of Fort Smith (filed for record December 1, 1906, plat No. 27), Sebastian County, Arkansas, being more particularly described as follows:

Beginning at the Northwest corner of said Lot 10, on the south right of way line of Free Gerry Road; thence S87°04'27"E along the north line of said Lot 10, 11 and 12, 283.55'; thence S02°07'18"W along said right of way line, 5.07'; thence S87°38'49"E along said right of way line, 59.39'; thence S 32°36'22"E along said right of way line, 33.98' to the west right of way line of Waldron Road; thence S03°05'10"W along said right of way line, 446.00' to the south line of said Lot 13; thence N87°00'45"W along the south line of said Lots 13, 14 and 15, 357.54' to the southwest corner of said Lot 15; thence N02°27'01"E along the west line of said Lots 10 and 15, 477.76' to the Point of Beginning, containing 3.94 acres more or less.

more commonly known as 1000 South Waldron Road, should be, and is hereby rezoned from Residential Single Family-Duplex Lot/Medium Density (RSD-2) and Residential Multi-Family High Density Special (RM-4-SPL) to a Planned Zoning District by Classification. The approved change in zoning classification is based and conditioned upon the Planned Zoning District

provisions of Section 27-341 of the Unified Development Ordinance and the Planned Zone Project Booklet reviewed by the Fort Smith Planning Commission and approved hereby, which Project Booklet shall be filed in the office of the City Clerk.

The zoning map of the City of Fort Smith is hereby amended to reflect said rezoning.

PASSED AND APPROVED THIS 3rd DAY OF December, 2013.

APPROVED:



Mayor

ATTEST:



City Clerk

Approved as to form:

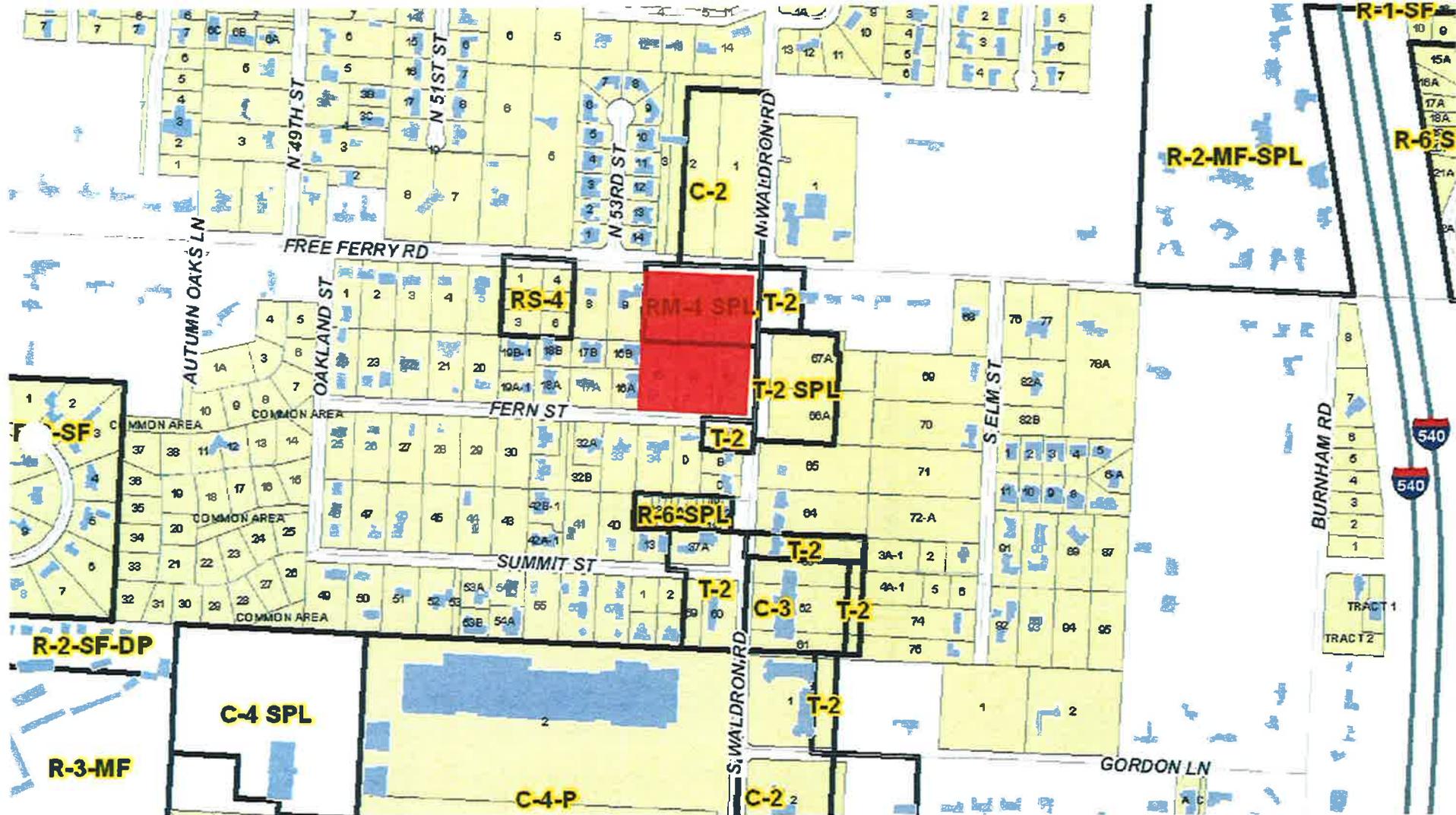


Publish One Time

Rezoning #17-11-13: From Residential Single Family Duplex Low/Medium Density (RSD-2) and Residential Multifamily High Density Special (RM-4 SPL) to Planned Zoning District (PZD)

HS

1000 South Waldron Road



ORDINANCE NO. 64-13**AN ORDINANCE AMENDING THE MASTER LAND USE PLAN MAP AND
REZONING IDENTIFIED PROPERTY AND AMENDING THE ZONING MAP**

WHEREAS, the City Planning Commission has held a public hearing to consider a request to amend the Master Land Use Plan Map relative to property described in Section 1 of this ordinance, and, having considered the request, recommended on November 12, 2013, that said change be made; and,

WHEREAS, the Planning Commission determined the change to the Master Land Use Plan Map does conform to the goals and objectives of the Comprehensive Plan.

WHEREAS, the City Planning Commission has heretofore held a public hearing to consider request No. 16-11-13 to rezone certain properties hereinafter described, and, having considered said request, recommended on November 12, 2013, that said change be made;

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

SECTION 1: The hereinafter described property is hereby reclassified on the Master Land Use Plan Map from Mixed Use Employment & Park/Open Space to Mixed Use Employment and the Master Land Use Plan Map is hereby amended to reflect said amendment to-wit:

Part of the Northeast Quarter of the Southwest Quarter, part of the Northwest Quarter of the Southeast Quarter, and part of the Northeast Quarter, all in Fractional Section 8, Township 8 North, Range 32 West, part of the South Half of the Southeast Quarter and part of the Northeast Quarter of the Southeast Quarter, all in Fractional Section 5, Township 8 North, Range 32 West, Fort Smith, Sebastian County, Arkansas. Being more particularly described as follows:

Commencing at the Northeast Corner of said Fractional Section 8, said point being marked with an existing 2" aluminum cap; Thence N90°00'W, 862.7 feet to the westerly right-of-way line of River Front Drive; Thence along said right-of-way line the following bearings and distances: S13°53'W, 277.7 feet; S25°58'W, 411.7 feet; S23°28'W, 105.2 feet; S17°09'W, 325.6 feet; S22°25'W, 209.8 feet; S33°44'W, 275.3 feet; S39°34'W, 335.0 feet; S37°21'W, 305.2 feet; S42°39'W, 371.9 feet; S41°16'W, 278.7 feet; S38°31'W, 278.7 feet; S37°08'W, 399.7 feet to the northeasterly corner of the City of Fort Smith Riverfront Amphitheater property; Thence along the northerly line of said property, N50°06'W, 321.0 feet, more or less, to the high water mark on the easterly bank of the Arkansas River; Thence leaving said northerly line and along the meanders in said high water mark the following bearings and distances: N30°19'E, 682 feet; N27°12'E, 696 feet; N24°50'E, 504 feet; N23°19'E, 196 feet; N23°50'E, 252 feet; N22°08'E, 577 feet; N20°25'E, 721 feet; N18°50'E, 1000 feet; N16°07'E, 515 feet to a point on the southerly line of the Airplane Company, LLC property; Thence leaving said high water mark and along southerly line, S64°48'E, 839.2 feet, more or less to the southeasterly corner of said property and a point on said westerly right-of-way line of River Front Drive; Thence along said right-of-way line the following bearings and distances: S25°00'W, 168.8 feet; S26°37'W, 538.5 feet; S13°08'W, 204.3 feet; S23°43'W, 402.0 feet; S18°00'W, 100.0 feet; S16°04'W, 299.7 feet to the Point of Beginning. Containing 77.5 acres, more or less.

AND

The Clayton Riverfront, LLC property (Sebastian County Identification Number 18883-0000-00254-00). Boundary description taken from Quit Claim Deed filed for record February 16, 2007 as Document Number 7209932.

Part of the East Half of Section 5 and part of the West Half of Section 4 all in Township 8 North, Range 32 West, Fort Smith, Sebastian County, Arkansas, more particularly described as follows:

Commencing at the Southeast corner of said Section 5; thence N 03°08'20"E along the East line of said Section 5, 2454.71' to the Point of Beginning on the West right-of-way line of Clayton Expressway (Arkansas Highway 255), being S 03°08'20"W 183.15' from the Northeast corner of the Northeast Quarter of the Southeast Quarter of Section 5; thence along said West right-of-way line of Clayton Expressway the next (5) courses:

S 17°11'07"W 256.97'; S 40°08'07"W 189.70'; S 24°51'07"W 100.00'; S 10°49'07"W 206.20'; S 24°51'07"W 203.14'; thence N 64°56'18"W 803.00', more or less to the normal high water line of the Arkansas River; thence northeasterly along the meanderings of said normal high water line the next (15) courses: N 11°29'40"E 72.69'; N 20°26'19"E 71.38'; N 13°07'59"E 88.39'; N 17°02'10"E 130.08'; N 13°37'06"E 87.77';

N 16°34'43"E 87.06'; N 14°31'37"E 181.42'; N 14°49'50"E 111.68'; N 15°54'03"E 98.59'; N 13°21'07"E 137.32'; N 14°10'58"E 103.83'; N 13°14'15"E 129.42'; N 12°36'44"E 160.00'; N 14°06'20"E 125.78'; N 11°09'48"E 160.10'; thence leaving said normal high water line S 88°58'21"E 771.16' to the West line of a levee right-of-way; thence S 04°22'16"W along said levee right-of-way line 162.60'; thence continuing along said levee right-of-way line on a curve to the left having a central angle of 85°06'19" and a radius of 75.00' to a point subtended by a chord bearing and distance of S 38°10'47"E 101.44' to said West right-of-way line of Clayton Expressway; thence S 10°11'07"W along said West right-of-way line 170.02'; thence continuing along said West right-of-way line S 07°19'07"W 567.00'; thence continuing along said West right-of-way line, S 17°11'07"W 186.03' to the Point of Beginning, containing 38.00 acres, more or less.

Containing in aggregate, 115.5 acres, more or less.

more commonly known as 201-3201 Riverfront Drive.

SECTION 2: The real property described in Section 1 is hereby rezoned from Residential Estate One Acre (RE-1) and Industrial Moderate (I-2) to a Planned Zoning District by Classification. The approved change in zoning classification is based and conditioned upon the Planned Zoning District provisions of Section 27-341 of the Unified Development Ordinance and the Planned Zone Project Booklet reviewed by the Fort Smith Planning Commission and approved hereby, which Project Booklet shall be filed in the office of the City Clerk.

The zoning map of the City of Fort Smith is hereby amended to reflect said rezoning.

PASSED AND APPROVED THIS 3rd DAY OF December, 2013.

ATTEST:



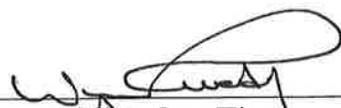
City Clerk

APPROVED:



Mayor

Approved as to form:

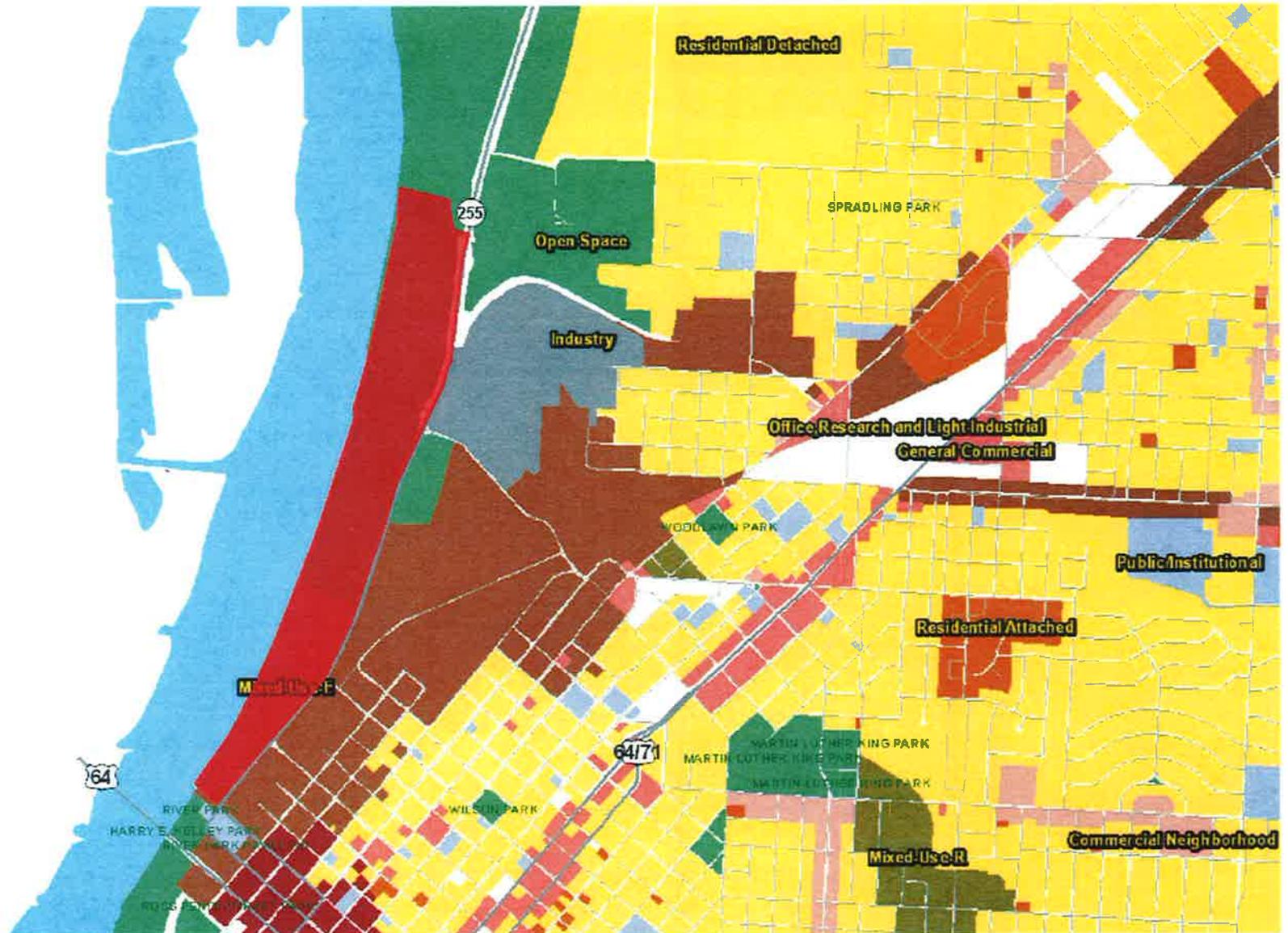


Publish One Time

Master Land Use Amendment: From Mixed Use Employment and Park/Open Space to Mixed Use Employment

HE

201-3201 Riverfront Drive



ORDINANCE NO. 65-13**AN ORDINANCE AMENDING THE 2009 UNIFIED DEVELOPMENT
ORDINANCE OF THE CITY OF FORT SMITH**

WHEREAS, the Board of Directors passed and approved Ordinance No. 36-09 which adopted the Unified Development Ordinance on May 19, 2009; and,

WHEREAS, it is necessary to amend certain sections of the Unified Development Ordinance to provide clarity and remove conflicts with other provisions of the municipal code; and,

WHEREAS, the Planning Commission held a public hearing regarding these amendments and recommended on November 12, 2013, that said changes be made; and,

WHEREAS, three (3) copies of December 2013 Amendments to the Unified Development Ordinance have been on file in the Office of the City Clerk of the City of Fort Smith for inspection and review by the public prior to the passage of this Ordinance; and,

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

SECTION 1: The December 2013 Amendments to the Unified Development Ordinance is hereby adopted.

SECTION 2: The codifier shall codify the new sections and amend the existing sections of the Unified Development Ordinance.

SECTION 3: It is hereby found and determined that the adoption of these amendments to the Unified Development Ordinance is necessary to alleviate an emergency created by the lack

of regulation of uses of property within the City of Fort Smith so that the protection of the health, safety and welfare of the inhabitants of the City requires that the amendments be effective, and the amendment is hereby made effective, as of the date of approval of this Ordinance.

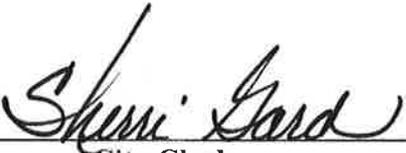
PASSED AND APPROVED THIS 3rd DAY OF December, 2013.

APPROVED:



Mayor

ATTEST:



City Clerk

Approved as to form:



Publish One Time

DECEMBER 2013

**AMENDMENTS TO THE UNIFIED DEVELOPMENT
ORDINANCE**

empowered to act on behalf of other persons.

Auto (rental and leasing)

shall mean an area or structure for storing or displaying cars, trucks, trailers, RVs and recreational goods, which are offered for rent for a fee.

Auto auction

shall mean a facility for the sale of automobiles to the highest bidder.

Auto and vehicle dealer

shall mean a facility for display, service and sales of used or new automobiles, motorcycles, recreation vehicles, and travel trailers, excluding heavy equipment.

Auto and vehicle impoundment or holding yard (no salvage)

shall mean a parcel of land or a building that is used for the impoundment of vehicles and storage of inoperable vehicles usually awaiting insurance adjustment or transport to a repair shop and where vehicles are kept for a period not to exceed sixty (60) days.

Auto and vehicle towing (wrecker)

shall mean the operating of a truck for the towing of inoperable motor vehicles.

Auto body and paint shop

shall mean a facility which provides collision repair services, including body frame straightening, replacement of damaged parts, and or painting.

Auto detailing service

shall mean a facility for the cleaning, washing, waxing and polishing of motor vehicles including steam cleaning.

Auto glass, muffler and seatcover shop

shall mean an automotive service establishment specializing in assembly, fitting and installation of glass, seatcovers or mufflers in automobiles as a primary activity.

Auto insurance claims office

shall mean a branch office of a major auto insurance agency in which a liability adjuster assists in damage claims and adjustments to vehicles.

Auto manufacturing

see manufacturing, medium

Auto parts and accessory sales

shall mean a facility having auto parts, accessories and tools for sale (no repairing).

Auto quick lube

shall mean facilities which perform routine servicing of motor vehicles, including the replacement of elements and fluids which are expected to be routinely replaced on a

frequent basis (such as engine oil and other lubrication; brake, transmission and power steering fluids; and air filters) generally while customers wait.

Auto repair

shall mean a facility for motor vehicle maintenance, service, and engine repair (not including painting or body and frame work).

Auto repair or assembly (salvage parts)

shall mean a facility which performs auto body, painting and engine repair and/or which assembles operable vehicles from salvage parts and components.

Auto salvage yard

see salvage yard.

Automatic teller machine (ATM)

shall mean an automated device that performs banking or financial functions (deposits, withdraws, fund transfers) at a location remote from the controlling financial institution.

Average Daily Trips (ADT)

ADT is determined in accordance with the Institute of Transportation Engineers, *Trip Generation* (7th ed. 2003), which is incorporated by reference.

Bail bonds office

financial establishment providing legal assistance for a fee in posting bonds to release customers from a detention facility.

Bait and tackle shop

shall mean retail sales of fishing supplies and general outdoor items to include live bait, tackle, camping supplies and food items.

Bakery and confectionary shop (neighborhood)

shall mean a place for preparing, cooking, baking, and selling of products on the premises.

Bakery (commercial and industrial)

see food and beverage processing.

Bank, credit union or savings institution

shall mean a completely enclosed facility, the primary use of which is the custody, loan, exchange or issue of money, the extension of credit and the transmission of funds.

Barge or ship manufacturing

see manufacturing, heavy

Bar or tavern

an establishment, also known as bars, taverns, or drinking places, primarily prepare and serve alcoholic beverages for immediate consumption. These establishments may also provide limited food and entertainment (primarily music) services.

ORDINANCE NO. 106-13

AN ORDINANCE AMENDING THE 2013 BUDGET

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

SECTION 1: The revised 2013 revenue estimates as listed for the General Fund and the Street Maintenance Fund on Exhibits 1 and 2 are hereby approved.

SECTION 2: There is hereby authorized the following appropriations from the unreserved/unrestricted balances of the General Fund, the Street Maintenance Fund, the Water and Sewer Operating Fund, and the Sanitation Operating Fund for additional funding costs in 2013:

Planning Program 4106	\$ 50,000.00
City Attorney Program 4204	60,000.00
Internal Audit Program 4405	1,000.00
Street Sidewalk Program 5305	50,000.00
Sanitation Non-Departmental Program for Scale House	<u>500,000.00</u>
	<u>\$661,000.00</u>

THIS ORDINANCE ADOPTED THIS 3rd DAY OF DECEMBER, 2013.

APPROVED:



MAYOR

ATTEST:



City Clerk

Approved as to form:


No Publication Required

ORDINANCE NO. 67-13

AN ORDINANCE TO ADOPT THE FISCAL YEAR 2014
OPERATING BUDGET AND TO PROVIDE FOR OTHER
MATTERS RELATING THERETO

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

Section 1: The City of Fort Smith fiscal year 2014 Operating Budget is approved
and authorized as on file in the City Clerk's office.

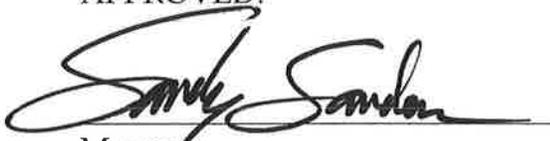
Section 2: The City Administrator is hereby authorized to transfer
appropriated monies among and within authorized programs.

Section 3: The 2013 year end encumbrances are hereby appropriated in the 2014
Budget.

Section 4: All ordinances and resolutions in conflict with the budget
are amended to conform with the budget hereby approved.

PASSED AND APPROVED THIS 3rd DAY OF DECEMBER 2013.

APPROVED:



Mayor

ATTEST:



City Clerk

Approved as to form:



No Publication Required

ORDINANCE NO. 68-13

AN ORDINANCE ESTABLISHING SALARIES AND BENEFITS AND RELATED PROCEDURES FOR CITY EMPLOYEES

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

SECTION 1: Pay Rates and Salaries

All employees shall be paid based on the salary grade ranges as shown in Appendix A.

- A. **For calendar year 2014 all merit, performance, step or time in grade pay increases as defined throughout this ordinance are hereby suspended for all City employees. However, performance evaluations will continue through 2014 as described in this ordinance.**
- B. For non uniformed employees below the midpoint of the salary grade, a pay for performance evaluation will take place shortly before their position anniversary date:
1. If the employee is meeting job requirements, a step increase will be granted on the position anniversary date.
 2. An additional step increase may be granted if the employee at times exceeds job requirements (an average of 2.0 or better on the attached performance scale). Should the step increases place the salary at or above the midpoint, any pay increase over the midpoint shall be based on the formula found in Section C (2.) of this Ordinance.
 3. Two additional step increases may be granted if the employee consistently exceeds job requirements (an average of 3.0 on the attached performance scale). Should the step increases place the salary at or above the midpoint, any pay increase over the midpoint shall be based on the formula found in Section C (1.) of this Ordinance.
 4. No step increase will be granted to an employee evaluated as Progressing to Minimum Requirements. (An average score of less than 1.0 or one or more evaluation category rating of E)
 5. The 2014 pay increase will be rescinded if the employee is found to need improvement and a decision about the employee's future with the City will be made no later than the time of the evaluation. (An average score of less than 1.0 and one or more evaluation category rating of E)

*Approved as to form
Jerry Confield
no publication required*

C. For non uniformed employees at or above the midpoint of the salary grade, a pay for performance evaluation will take place shortly before their position anniversary date.

1. Based on the employee's average score, a pay increase of 3% will be granted if the employee consistently exceeds job requirements. The actual percentage will be determined by the attached scale in Appendix B and will be adjusted to either one third or two thirds of the total percentage in Appendix B if the employee's first or second step of the increase otherwise placed them above the midpoint.
2. Based on the employee's average score, a pay increase between 1-3% will be granted if the employee at times exceeds job requirements. The actual percentage will be determined by the attached scale in Appendix B and will be adjusted to one half of the total percentage in Appendix B if the employee's first step of the increase otherwise placed them above the midpoint.
3. No additional pay increases will be granted if the employee is evaluated as Meeting Job Requirements.
4. The 2014 pay increase may be rescinded if the employee is working toward expectations. (An average score of less than 1.0 or one or more evaluation category rating of E)
5. The 2014 pay increase will be rescinded if the employee is found to need improvement and a decision about the employee's future with the City will be made no later than the time of the evaluation. (An average score of less than 1.0 and one or more evaluation category rating of E)

While the preceding steps in SECTION 1. B. & C. are listed to illustrate the effect of the pay decisions based on their performance evaluation, Supervisors and Department Heads are encouraged to engage in periodic evaluation discussions with employees. These discussions can be a method to let employees know if they are meeting or exceeding expectations during the year. Supervisors and Department Heads should also deal with deficient performance issues immediately and not wait until the scheduled evaluation to inform the employee of these problems.

D. For non uniformed employees at or above the maximum salary for the grade, no salary increase will be granted if the employee is meeting expectations. A onetime payment that will not become part of the employee's permanent salary may be approved by the City Administrator if the employee consistently exceeds or at times exceeds job requirements. The amount of the onetime payment will follow the same percentages found in Section C (1.) & C (2.) of this Ordinance.

E. For Police uniformed employees, a step increase will be granted if the employee is evaluated as satisfactory regardless of their location on the pay grade until the employee has reached the last step.

No pay increases will be granted, including cost of living, to any employee if they are

found to be unsatisfactory on their annual performance evaluation.

- F. For Fire Department uniformed employees, a step increase will be granted if the employee is evaluated as satisfactory regardless of their location on the pay grade until the employee has reached the last step.

No pay increases will be granted, including cost of living, to any employee if they are found to be unsatisfactory in any one evaluation category.

- G. Employees designated by their department director as a language interpreter are eligible for language incentive pay of \$83.34 per month subject to certain conditions and procedures as follows:

Each employee will be required to pass a certification test verifying their ability to speak, listen or sign at the designated competency level required by their department.

The City will pay for the first two certification tests for the designated employee. If the employee fails to pass the certification test on the first two attempts then it will be the employee's responsibility to pay for any subsequent attempts to achieve certification.

- H. Employees designated as an IT user liaison are eligible for incentive pay of \$100.00 per month subject to certain conditions and procedures as follows:

Each employee will be required to attend IT user liaison training and pass a certification test verifying their competency. IT user liaisons will spend 5-10 % of their work week supporting IT users and the IT function of the city.

- I. All non uniformed employees shall receive longevity pay as follows:

1. After the first five (5) years of continuous and uninterrupted service, the sum of \$10.00 shall be added to monthly compensation.
2. After each five (5) year period of continuous and uninterrupted service thereafter, an additional \$5.00 per month for each said five year periods shall be added provided however, that \$30.00 per month shall be the maximum longevity pay.

- J. Employees designated by their department director as a member of the chlorine emergency response team are eligible for incentive pay of \$100.00 per month subject to certain conditions and procedures as follows: Each employee will be required to initially complete 40 hours of specialized training to be eligible to participate on the chlorine emergency response team. Then each member will be required to complete a minimum of 8 hours of continuing education each year to remain on the chlorine emergency response team.

- K. Employees designated by their position description as a salesperson will be paid a commission of 5% on all sales in excess of their gross sales (excluding "contract labor fees") for the same quarter of the previous year subject to certain conditions and procedures

as follows: The gross sales amount for the previous year will be determined by the department director of the salesperson eligible to receive the commission.

SECTION 2: Non-Exempt Non-Uniformed Employees

- A. Shift Differential - a Non-Exempt employee assigned to work a second shift shall receive a shift differential of ten (10) cents per hour for each hour worked beginning with a regularly scheduled shift starting time of 2:00 p.m. and ending before 10:00 p.m. A Non-Exempt employee assigned to work a third shift shall receive a shift differential of fifteen (15) cents per hour for each hour worked beginning with a regularly scheduled shift starting time of 10:00 p.m. and ending before 6:00 a.m.
- B. Mileage Reimbursement - Employees, who on written instructions, use their personal automobile(s) on City business will be reimbursed at the "Internal Revenue Service Code" rate.

SECTION 3: Exempt Employees Salaries

- A. In addition to any other current contributions, a contribution to the International City Managers Association - Retirement Corporation (ICMA-RC) of one-hundred dollars (\$100) per month will be made for each department head as listed below:

City Administrator	Deputy City Administrator
District Court Clerk	Police Chief
Fire Chief	Director of Engineering
Director of Development & Construction	Director of Human Resources
Director of Finance	Director of Utilities
Director of Sanitation	Director of Streets & Traffic Control
Director of Parks & Recreation	Director of Transit
Director of Information & Technology	City Clerk
Internal Auditor	

SECTION 4: Civil Service (uniformed) employees of the Fire Department shall be paid a rate of pay as set forth in Appendix C. **For calendar year 2014 all merit, performance, step or time in grade pay increases as defined throughout this ordinance are hereby suspended for all City employees. However, performance evaluations will continue through 2014 as described in this ordinance.**

- A. All firefighters hired (including rehires) by the City shall initially be placed in Step A in the Firefighter F-1 position. Advancement to Step B shall occur on the first anniversary date of the date of appointment to the position if an employee's performance is found to be satisfactory. Advancement into each step subsequent to Step B shall occur on the respective subsequent anniversary date of the appointment to the position.
- B. Drivers, Captain, Battalion Chiefs, Fire Marshals, Training Officer and Assistant Chief are eligible on their position anniversary date for advancement to Step B (in the applicable range) based on merit as determined by a job performance evaluation. Advancement to each step subsequent to Step B shall also be based on merit as determined by a job

performance evaluation on each subsequent promotion anniversary date.

- C. All hourly compensated firefighters shall have a work period of fourteen (14) days (106 hours) and shall be subject to the Section 7 (k) exemption of 29 CFR Part 553 application of the Fair Labor Standards Act to Employees of State and Local Governments.
- D. All firefighters shall receive compensation for an additional thirteen (13) days paid as legal holidays in accordance with the provisions of Act 501 of 1987. Compensation for holidays is based on the firefighter's daily rate of pay and is in addition to the regular pay schedule. Holiday compensation is included in the rates of pay provided in Appendix C. The thirteen (13) days of holiday equalization pay shall be prorated and paid during the regular payroll periods. "Daily rate of pay" for all hourly compensated firefighters is hereby defined for all budgetary purposes of the City of Fort Smith as being one-tenth of the biweekly base pay for the applicable employment grade and range. The biweekly base pay period for all firefighters shall be based on an average of one-hundred-twelve (112) hours worked biweekly.
- E. All firefighters shall be granted annual vacation as follows:
 - After twelve (12) months of continuous and uninterrupted service, 144 hours.
 - After six (6) consecutive years of continuous and uninterrupted service, 168 hours.
 - After ten (10) consecutive years of continuous and uninterrupted service, 192 hours.
 - After fifteen (15) consecutive years of continuous and uninterrupted service, 216 hours.
 - After twenty (20) consecutive years of continuous and uninterrupted service, 240 hours.Annual vacation leave shall not be accumulated from calendar year to calendar year.
- F. For administrative convenience, the annual vacation of not less than fifteen (15) days with full pay for Fire Department employees as required by A.C.A. 14-53-107 and provided in Section (E) above is hereafter defined in terms of annual vacation "hours" as provided in this section. Each three days of annual vacation with full pay provided for in A.C.A. 14-53-107 and each three days of additional annual vacation granted by Section (E) above is deemed to be equal to one scheduled working shift of twenty-four (24) hours. For administrative record keeping of the City, the City Administrator and his designated agents are authorized to maintain records regarding annual vacation leave in terms of "scheduled working hours." Using such administrative procedure, the annual vacation provided by Section (E) above shall be provided in terms of three (3) calendar days being equal to one (1) working shift of twenty-four (24) hours. For each hour of vacation leave that a firefighter is away from a regularly scheduled work shift, one hour shall be credited against his annual vacation benefit.
- G. The administrative procedures provided in Section (F) shall not be interpreted or construed to enlarge or decrease the current vacation leave benefit provided by A.C.A. 14-53-107 and this ordinance.
- H. Sick leave for firefighters shall accumulate at a rate of 360 hours per year beginning with the date of employment and decreasing to 288 hours per year beginning four (4) years after employment. Unused sick leave shall accumulate to firefighters provided with 360 hours per year and 288 hours per year sick leave to a maximum of 2400 hours. If at the end of

his/her term of service, upon death or retirement defined as being eligible to receive normal, early or disability LOPFI retirement pension payments immediately upon separation of employment, any firefighter who has unused accumulated sick leave, he/she shall be paid for such sick leave at the regular rate of pay in effect at the time of retirement provided, however, that payment for unused sick leave upon retirement shall not exceed three (3) months salary as per state law, A.C.A. 14-53-108

I. All Civil Service Fire Department personnel shall receive longevity pay as follows:

1. After the first five (5) years of continuous and uninterrupted service, the sum of \$10.00 shall be added to monthly compensation.
2. After each five (5) year period of continuous and uninterrupted service thereafter, an additional \$5.00 per month for each said five year periods shall be added provided however, that \$30.00 per month shall be the maximum longevity pay.

J. All firefighters, after their first year of probation, shall be eligible for a monthly pay bonus for the completion of certificates awarded by the Arkansas State Fire Academy or the National Fire Academy according to the following schedule.

<u>Certificate</u>	<u>Monthly Pay Bonus</u>
1. Pump Operation/Emergency Driving	\$15.00
2. Fire Inspector 1	\$15.00
3. First Responder	\$15.00
4. Fire Officer 1	\$15.00
5. Emergency Medical Technician EMT	\$15.00
6. Special Certification Certificate as per Fire Chief	\$15.00
7. Arson Investigation	\$15.00
8. Hazardous Materials	<u>\$15.00</u>
Total possible Certificate pay	\$120.00

K. An additional 10%, after their first year of probation, shall be added to the pay rate of a firefighter who becomes a Certified Paramedic. Certification must be maintained or certification pay will be eliminated.

L. All firefighters shall receive an annual physical examination by the City to determine their physical fitness to perform firefighting activities.

M. All firefighters are eligible for educational bonus pay subject to certain conditions and procedures as follows: If the employees hire date is prior to or December 31, 2004 and the employee has entered an educational program then schedule (1) will be followed. If an employee has not entered an educational program prior to January 1, 2005 or the employee hire date is January 1, 2005 or later then schedule (2) will be followed. If an employee who is eligible and receiving bonus pay based on schedule (1) earns a bachelors degree then that employee will be eligible for schedule (2).

Schedule (1)

Educational Program

Percentage of Total Annual Pay Added as Bonus

Entry into the Plan	1%
Completion of 15 semester hours	2%
Completion of 30 semester hours	3%
Completion of 45 semester hours	4%
Completion of 60 semester hours plus	5% attainment of Associates Degree

Schedule (2)

<u>Educational Program</u>	<u>Percentage of Total Annual Pay Added as Bonus</u>
Associates Degree	3%
Bachelors Degree	6%
Masters Degree	7%

- N. Firefighters designated by the fire department and certified to maintain and service breathing apparatus are eligible for incentive pay of \$100.00 per month.

SECTION 5: Civil Service (uniformed) employees of the Police Department shall be paid a rate of pay as set forth in Appendix D. **For calendar year 2014 all merit, performance, step or time in grade pay increases as defined throughout this ordinance are hereby suspended for all City employees. However, performance evaluations will continue through 2014 as described in this ordinance.**

- A. All Police Officers hired (including rehires) by the City shall initially be placed in the Entry Level in the Patrol Officer/Detective P-1 Range. Advancement to subsequent levels of pay shall be based upon an officer's anniversary date as indicated in the schedule in Appendix D.
- B. Advancement to the Corporal rank P-1 will occur upon reaching the tenth step of a patrol officer/detective. Advancement to subsequent levels of pay shall be based upon an officer's position anniversary date as indicated on the schedule in Appendix D.
- C. All hourly compensated Police Officers shall have a work period of seven (7) days, shall receive overtime pay after 40 hours, and shall be subject to the Section 7 (K) exemption of 29 CFR Part 553 Application of the Fair Labor Standards Act to Employees of State and Local Governments.
- D. All Police Officers shall receive compensation for an additional thirteen (13) days as paid legal holidays in accordance with the provisions of Act 501 of 1987. Compensation for holidays is based on the officer's daily rate of pay and is in addition to the base pay schedule. In calculating the holiday pay, the "daily rate of pay" for all hourly compensated Police Officers is hereby defined for budgetary purposes of the City of Fort Smith as being the per hour rate of base pay times (8) hours for the applicable employment grade and range. Holiday compensation is included in the rates of pay provided in Appendix D. Holiday pay is to be prorated and paid during the regular payroll periods.
- E. All Police Officers shall be granted annual vacations as follows:
1. After twelve (12) months of continuous and uninterrupted service, fifteen (15) working days.

2. After six (6) consecutive years of continuous and uninterrupted service, seventeen (17) working days.
3. After ten (10) consecutive years of continuous and uninterrupted service, twenty (20) working days.
4. In addition to the foregoing vacation days, each officer will receive one (1) discretionary day off with pay each year after (12) months of continuous service.

Annual vacation leave and the discretionary day shall not be accumulated for more than a twelve month period from the date of accrual for Civil Service Employees.

F. All Police Officers shall accumulate sick leave at the rate of twenty (20) working days (i.e., 28 calendar days) per year beginning one (1) year after the date of employment. Sick leave may be accumulated from year to year to maximum accumulation of one hundred twenty (120) working days (i.e., 168 calendar days) at any one time. If at the end of his/her term of service, upon death or retirement defined as being eligible to receive normal, early or disability LOPFI retirement pension payments immediately upon separation of employment, any Police Officer has unused accumulated sick leave, he/she shall be paid for such sick leave at the regular rate of pay in effect at the time of retirement or death, provided however, that payment of unused sick leave upon retirement or death shall not exceed (3) months salary for Police Officers in the rank of Captain and above and shall not exceed salary for five hundred twenty (520) hours for Police Officers in the rank of Sergeant and below.

G. All civil service police officers shall receive longevity pay as follows:

1. After the first five (5) years of continuous and uninterrupted service, the sum of \$10.00 shall be added to monthly compensation.
2. After each (5) year period of continuous and uninterrupted service thereafter, an additional \$5.00 per month for each of said five (5) year periods shall be added, provided, however, that \$30.00 per month shall be the maximum longevity pay.

H. All Police Officers, after their first year of probation, shall be eligible for a monthly pay bonus for the completion of the State of Arkansas Law Enforcement Standards and Training Certificates as follows:

1. General Certificate - \$20.00 added to monthly compensation
2. Intermediate Certificate - \$40.00 added to monthly compensation.
3. Advanced Certificate - \$60.00 added to monthly compensation.
4. Senior Certificate - \$80.00 added to monthly compensation.

All police officers are eligible for educational bonus pay subject to certain conditions and procedures as follows:

If the employees hire date is prior to or December 31, 2004 and the employee has entered

an educational program then schedule (1) will be followed. If an employee has not entered an educational program prior to January 1, 2005 or the employees hire date is January 1, 2005 or later then schedule (2) will be followed. If an employee who is eligible and receiving bonus pay based on schedule (1) earns a bachelors degree then that employee will be eligible for schedule (2).

Schedule (1)

<u>Educational Program</u>	<u>Percentage of Total Annual Pay Added as Bonus</u>
Entry into the Plan	1%
Completion of 15 semester hours	2%
Completion of 30 semester hours	3%
Completion of 45 semester hours	4%
Completion of 60 semester hours plus	5% attainment of Associates Degree

Schedule (2)

<u>Educational Program</u>	<u>Percentage of Total Annual Pay Added as Bonus</u>
Associates Degree	3%
Bachelors Degree	6%
Masters Degree	7%

SECTION 6: Policy

As to non uniformed employees, in extreme and unusual employment and promotional situations related to business necessity and efficiency, the City Administrator may waive or alter the step increase procedure to fill a position with the most highly qualified candidate and assign the appropriate wage within the job classification.

SECTION 7: All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

PASSED AND APPROVED THIS 3rd day of December, 2013

APPROVED:


Mayor

ATTEST:


City Clerk

Appendix A

HOURLY PAY GRADE RANGES
BUDGET YEAR 2014

(basis, 8 hrs/day, 5 days/week, 52 weeks/year)

Grade	Entry	Midpoint	Maximum	Step
1	\$ 9.44	\$ 11.41	\$ 13.38	\$ 0.40
2	\$ 10.55	\$ 12.76	\$ 14.96	\$ 0.44
3	\$ 11.65	\$ 14.09	\$ 16.54	\$ 0.49
4	\$ 12.78	\$ 15.45	\$ 18.12	\$ 0.53
5	\$ 13.90	\$ 16.79	\$ 19.69	\$ 0.58
6	\$ 15.00	\$ 18.13	\$ 21.25	\$ 0.62
7	\$ 16.10	\$ 19.46	\$ 22.84	\$ 0.67
8	\$ 17.20	\$ 20.80	\$ 24.39	\$ 0.71
9	\$ 18.32	\$ 22.16	\$ 25.98	\$ 0.76
10	\$ 19.43	\$ 23.50	\$ 27.56	\$ 0.82
11	\$ 20.54	\$ 24.84	\$ 29.14	\$ 0.87
12	\$ 20.56	\$ 26.45	\$ 32.34	\$ 1.17
13	\$ 21.63	\$ 27.83	\$ 34.01	\$ 1.23
14	\$ 22.90	\$ 29.47	\$ 36.02	\$ 1.31
15	\$ 23.96	\$ 30.81	\$ 37.68	\$ 1.38
16	\$ 25.29	\$ 32.53	\$ 39.74	\$ 1.45
17	\$ 26.34	\$ 33.88	\$ 41.43	\$ 1.51
18	\$ 27.41	\$ 35.27	\$ 43.11	\$ 1.57
19	\$ 28.49	\$ 36.67	\$ 44.84	\$ 1.63
20	\$ 29.56	\$ 38.04	\$ 46.52	\$ 1.69
21	\$ 30.65	\$ 39.44	\$ 48.21	\$ 1.75
22	\$ 31.69	\$ 40.80	\$ 49.89	\$ 1.82
23	\$ 32.78	\$ 42.19	\$ 51.59	\$ 1.89
24	\$ 33.86	\$ 43.57	\$ 53.27	\$ 1.95

BI-WEEKLY PAY GRADE RANGES
BUDGET YEAR 2014

(basis, 8 hrs/day, 5 days/week, 52 weeks/year)

Grade	Entry	Midpoint	Maximum	Step
1	\$ 755.20	\$ 912.80	\$ 1,070.40	\$ 32.00
2	\$ 844.00	\$ 1,020.80	\$ 1,196.80	\$ 35.20
3	\$ 932.00	\$ 1,127.20	\$ 1,323.20	\$ 39.20
4	\$ 1,022.40	\$ 1,236.00	\$ 1,449.60	\$ 42.40
5	\$ 1,112.00	\$ 1,343.20	\$ 1,575.20	\$ 46.40
6	\$ 1,200.00	\$ 1,450.40	\$ 1,700.00	\$ 49.60
7	\$ 1,288.00	\$ 1,556.80	\$ 1,827.20	\$ 53.60
8	\$ 1,376.00	\$ 1,664.00	\$ 1,951.20	\$ 56.80
9	\$ 1,465.60	\$ 1,772.80	\$ 2,078.40	\$ 60.80
10	\$ 1,554.40	\$ 1,880.00	\$ 2,204.80	\$ 65.60
11	\$ 1,643.20	\$ 1,987.20	\$ 2,331.20	\$ 69.60
12	\$ 1,644.80	\$ 2,116.00	\$ 2,587.20	\$ 93.60
13	\$ 1,730.40	\$ 2,226.40	\$ 2,720.80	\$ 98.40
14	\$ 1,832.00	\$ 2,357.60	\$ 2,881.60	\$ 104.80
15	\$ 1,916.80	\$ 2,464.80	\$ 3,014.40	\$ 110.40
16	\$ 2,023.20	\$ 2,602.40	\$ 3,179.20	\$ 116.00
17	\$ 2,107.20	\$ 2,710.40	\$ 3,314.40	\$ 120.80
18	\$ 2,192.80	\$ 2,821.60	\$ 3,448.80	\$ 125.60
19	\$ 2,279.20	\$ 2,933.60	\$ 3,587.20	\$ 130.40
20	\$ 2,364.80	\$ 3,043.20	\$ 3,721.60	\$ 135.20
21	\$ 2,452.00	\$ 3,155.20	\$ 3,856.80	\$ 140.00
22	\$ 2,535.20	\$ 3,264.00	\$ 3,991.20	\$ 145.60
23	\$ 2,622.40	\$ 3,375.20	\$ 4,127.20	\$ 151.20
24	\$ 2,708.80	\$ 3,485.60	\$ 4,261.60	\$ 156.00

ANNUAL PAY GRADE RANGES
BUDGET YEAR 2014

(basis, 8 hrs/day, 5 days/week, 52 weeks/year)

Grade	Entry	Midpoint	Maximum	Step
1	\$ 19,635.20	\$ 23,732.80	\$ 27,830.40	\$ 832.00
2	\$ 21,944.00	\$ 26,540.80	\$ 31,116.80	\$ 915.20
3	\$ 24,232.00	\$ 29,307.20	\$ 34,403.20	\$ 1,019.20
4	\$ 26,582.40	\$ 32,136.00	\$ 37,689.60	\$ 1,102.40
5	\$ 28,912.00	\$ 34,923.20	\$ 40,955.20	\$ 1,206.40
6	\$ 31,200.00	\$ 37,710.40	\$ 44,200.00	\$ 1,289.60
7	\$ 33,488.00	\$ 40,476.80	\$ 47,507.20	\$ 1,393.60
8	\$ 35,776.00	\$ 43,264.00	\$ 50,731.20	\$ 1,476.80
9	\$ 38,105.60	\$ 46,092.80	\$ 54,038.40	\$ 1,580.80
10	\$ 40,414.40	\$ 48,880.00	\$ 57,324.80	\$ 1,705.60
11	\$ 42,723.20	\$ 51,667.20	\$ 60,611.20	\$ 1,809.60
12	\$ 42,764.80	\$ 55,016.00	\$ 67,267.20	\$ 2,433.60
13	\$ 44,990.40	\$ 57,886.40	\$ 70,740.80	\$ 2,558.40
14	\$ 47,632.00	\$ 61,297.60	\$ 74,921.60	\$ 2,724.80
15	\$ 49,836.80	\$ 64,084.80	\$ 78,374.40	\$ 2,870.40
16	\$ 52,603.20	\$ 67,662.40	\$ 82,659.20	\$ 3,016.00
17	\$ 54,787.20	\$ 70,470.40	\$ 86,174.40	\$ 3,140.80
18	\$ 57,012.80	\$ 73,361.60	\$ 89,668.80	\$ 3,265.60
19	\$ 59,259.20	\$ 76,273.60	\$ 93,267.20	\$ 3,390.40
20	\$ 61,484.80	\$ 79,123.20	\$ 96,761.60	\$ 3,515.20
21	\$ 63,752.00	\$ 82,035.20	\$ 100,276.80	\$ 3,640.00
22	\$ 65,915.20	\$ 84,864.00	\$ 103,771.20	\$ 3,785.60
23	\$ 68,182.40	\$ 87,755.20	\$ 107,307.20	\$ 3,931.20
24	\$ 70,428.80	\$ 90,625.60	\$ 110,801.60	\$ 4,056.00

Appendix B

<u>Performance Level</u>	<u>Performance Points</u>
A	3
B	2
C	1
D	0
E	0

Performance Increase

<u>Average Score</u>	<u>Increase</u>
1.2 - 1.3	1.0%
1.4 - 1.5	1.5%
1.6 - 1.7	2.0%
1.8 - 1.9	2.5%
2.0 - 2.1	3.0%
2.2 - 2.3	3.0%
2.4 - 2.5	3.0%
2.6 - 2.7	3.0%
2.8 - 2.9	3.0%
3.0	3.0%

Appendix C

City of Fort Smith
Fire Department
Pay Schedule
Budget Year 2014

Rank	Range	Rate	A	B	C	D	E	F	G
Probationary Firefighter & Firefighter	F1	Hourly	\$10.21	\$11.03	\$11.81	\$12.61	\$13.37	\$14.16	\$14.90
Driver	F2	Hourly	\$15.47	\$16.97					
Captain	F3	Hourly	\$18.45	\$20.21					
Captain (exempt)	F3	Hourly	\$4,663.34	\$5,108.18					
Fire Marshal Battalion Chief Training Officer	F5	Monthly	\$5,536.98	\$6,229.13					
Assistant Chief	F6	Monthly	\$6,972.75						

Appendix D

City of Fort Smith
Police Department
Pay Schedule
Budget Year 2014

Rank	Rate	Entry	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
Patrol	Hourly	\$ 16.43	\$ 16.95	\$ 17.48	\$ 17.96	\$ 18.49	\$ 19.02	\$ 19.54	\$ 20.08	\$ 20.59	\$ 21.12
		\$ 0.82	\$ 0.85	\$ 0.87	\$ 0.90	\$ 0.92	\$ 0.95	\$ 0.98	\$ 1.00	\$ 1.03	\$ 1.06
		\$ 17.25	\$ 17.80	\$ 18.35	\$ 18.86	\$ 19.41	\$ 19.97	\$ 20.52	\$ 21.08	\$ 21.62	\$ 22.18
Corporal	Hourly	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19
			\$ 21.64			\$ 22.20			\$ 22.49		
			\$ 1.08			\$ 1.11			\$ 1.12		
		\$ 22.72			\$ 23.31			\$ 23.61			
Sergeant	Hourly	Entry	Step 1	Step 2	Step 3	Step 4	Step 5				
		\$ 23.32	\$ 24.00	\$ 24.73	\$ 25.41	\$ 26.10	\$ 26.82				
		\$ 1.17	\$ 1.20	\$ 1.24	\$ 1.27	\$ 1.31	\$ 1.34				
		\$ 24.49	\$ 25.20	\$ 25.97	\$ 26.68	\$ 27.41	\$ 28.16				
Captain	Annually	Entry	Step 1	Step 2	Step 3	Step 4	Step 5				
		\$ 58,562.35	\$ 59,662.51	\$ 60,762.67	\$ 61,862.82	\$ 62,962.98	\$ 64,084.08				
		\$ 2,928.12	\$ 2,983.13	\$ 3,038.13	\$ 3,093.14	\$ 3,148.15	\$ 3,204.20				
		\$ 61,490.47	\$ 62,645.64	\$ 63,800.80	\$ 64,955.96	\$ 66,111.13	\$ 67,288.28				
Major	Annually	Entry	Step 1	Step 2	Step 3	Step 4	Step 5				
		\$ 67,288.32	\$ 69,448.01	\$ 71,607.70	\$ 73,767.39	\$ 75,927.08	\$ 78,086.75				
		\$ 3,364.42	\$ 3,472.40	\$ 3,580.39	\$ 3,688.37	\$ 3,796.35	\$ 3,904.34				
		\$ 70,652.74	\$ 72,920.41	\$ 75,188.09	\$ 77,455.76	\$ 79,723.43	\$ 81,991.09				

ORDINANCE NO. 69-13

AN ORDINANCE AMENDING RATE SCHEDULE
FOR TRANSIT DEPARTMENT SERVICES

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

SECTION 1: The Transit Department Services Rate Schedule listed below is hereby adopted to become effective on January 6, 2014.

Fort Smith Transit Services Rate Schedule

Fixed Route Trip	\$1.25
Fixed Route Trip - Age 65+ and Certified Disabled50¢
Fixed Route Trip - Medicare Recipients50¢
Demand Response Trip	\$2.50
Additional Service Trip.....	\$3.00
(Demand response service when fixed routes are closed)	
Monthly Pass (Fixed Route Only).....	\$35.00
Bulk Ticket Sales (\$1.25 tickets only)	32 Tickets for \$35.00
Children Age 7 and Under	FREE
Transfers.....	FREE

Charter Service..... City of Fort Smith Department Rates:

- First Hour - \$85.00 (\$25.00 for admin. + \$60.00 service hour) Each Additional Hour - \$60.00

Charter Service.....Private Charter Rates (all other entities besides city departments):

- First Hour - \$200.00 (Includes local deadhead travel) Each Additional Hour - \$100.00

All charters require a minimum seven (7) day advance reservation notice and are subject to federal approval.

SECTION 2: The existing Transit Department Services Rate Schedule adopted by Resolution R-17-10 shall continue to be effective through January 5, 2014.

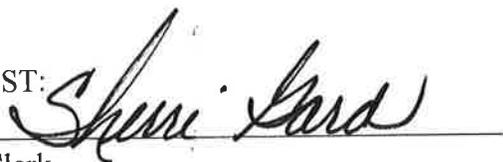
This Ordinance passed and approved this 3rd day of December, 2013.

APPROVED:

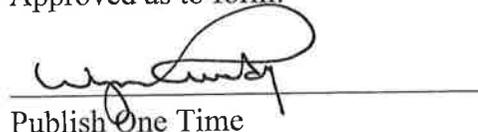

Mayor

ATTEST:

City Clerk



Approved as to form:


Publish One Time

RESOLUTION NO. R-171-13

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

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

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

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

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

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


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:


No Publication Required

GROUND RULES FOR BOARD BRAIN STORMING MEETINGS

1. Overall objectives of brain storming meetings are to:
 - Allow the mayor and board members to engage in free-flowing discussion on matters of importance to the elected officials.
 - Identify new, creative, innovative, breakthrough ways to view and solve problems, issues and concerns.
2. Discussion should be focused on long-term issues and policy matters; and be forward thinking. The discussion should be about the “what” and “why” questions.
3. Discussion should avoid micro management. The discussion should avoid the “how” questions.
4. Everyone is treated as an equal and has equal opportunity during discussion. A round-robin technique for input may be used. Listen respectfully to each person’s input.
5. When input is offered, it should not be questioned initially. Suspend judgment. Research and analysis (e.g., testing the idea) can be provided later.
6. All ideas should be recorded.
7. Discussions should be honest and candid.
8. Keep an open mind; shut down personal bias. Encourage new and creative ideas. Build on other people’s ideas. Pursue seemingly conflicting thoughts and ideas.
9. Ask anything. Question things you don’t understand. But, questions should clarify ideas, not evaluate, criticize or compliment the ideas.
10. No side conversations.
11. Have an agreed-upon method for reaching consensus, but there is no formal action or voting.
12. Treat these as guidelines, not as hard and fast rules.

RESOLUTION NO. R-172-13

**RESOLUTION SETTING PUBLIC HEARING DATE ON PETITION
TO VACATE A PORTION OF AN ALLEY LOCATED IN
SOUTH FORT SMITH, BLOCK 18, BETWEEN LOTS 5-8 AND LOTS 9-12
AN ADDITION TO THE CITY OF FORT SMITH, ARKANSAS**

WHEREAS, a petition to vacate an alley located in South Fort Smith, Block 18, between Lots 5-8 and Lots 9-12, an Addition to the City of Fort Smith, Arkansas has been filed with the Office of the City Clerk in the manner and form as provided by law.

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

Said petition is hereby set for hearing on the 17th day of December 2013, at 6:00 p.m. at the regular meeting of the Board of Directors of the City of Fort Smith, and the city clerk is hereby directed to give notice of said meeting by publication once a week for two (2) consecutive weeks in a newspaper of general circulation in the City of Fort Smith, Arkansas.

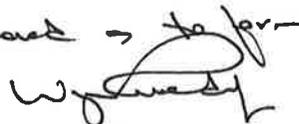
THIS RESOLUTION ADOPTED THIS 3rd DAY OF DECEMBER 2013.

APPROVED:


Mayor

ATTEST:


City Clerk

Approved - to join

NPR

90.

RESOLUTION NO. R-173-13

A RESOLUTION APPROVING A CONTRACT WITH DAILY & WOODS,
P.L.L.C. FOR GENERAL LEGAL SERVICES FOR 2014

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

The legal services agreement with Daily & Woods, P.L.L.C. for general
legal services for 2014 attached hereto is hereby approved. The Mayor is
hereby authorized to execute said agreement on behalf of the city.

THIS RESOLUTION PASSED THIS 3rd DAY OF December,
2013.

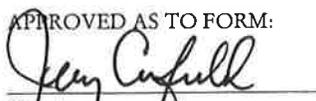
APPROVED:


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:


City Attorney
No Publication Required

9D

RESOLUTION NO. R-174-13

A RESOLUTION APPROVING SPECIFIC EXCESS
INSURANCE AND AGGREGATE EXCESS INSURANCE FOR THE
CITY'S EMPLOYEE HEALTH COVERAGE

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

SECTION 1: The Renewal Agreement with HCC Life Insurance Company to provide
Specific Excess Insurance and Aggregate Excess Insurance for the year 2013 for the Self-Funded
Health Coverage program for employees of the City of Fort Smith, Arkansas is accepted.

SECTION 2: The City Administrator or his designee is hereby authorized to execute all
documents necessary to bind coverage and secure the claims service.

This Resolution adopted this 3rd day of December 2013.

APPROVED:



Mayor

ATTEST:



City Clerk

Approved as to form:
Jerry Caldwell
no publication required

RESOLUTION NO. R-175-13

A RESOLUTION APPROVING CLAIM SERVICE, SPECIFIC EXCESS
INSURANCE AND AGGREGATE EXCESS INSURANCE FOR
CITY'S WORKERS' COMPENSATION COVERAGE

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

SECTION 1: The Renewal Agreement with Central Adjustment Corporation Inc. to provide Claims Administration and Regions Insurance to provide Specific Excess Insurance and Aggregate Excess Insurance for the year 2013 for the Self-Insured Workers' Compensation program for employees of the City of Fort Smith, Arkansas is accepted.

SECTION 2: The City Administrator or his designee is hereby authorized to execute all documents necessary to bind coverage and secure the claims service.

This Resolution adopted this 3rd day of December 2013.

APPROVED:


Mayor

ATTEST:


City Clerk

*Approved as to form
Jerry Confield
no publication required*

RESOLUTION NO. R-176-13
RESOLUTION ADOPTING THE 2014 AUDIT PLAN

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

SECTION 1: The 2014 Audit Plan attached is hereby adopted.

Passed and Approved this 3rd day of December, 2013.

Approved

MAYOR

ATTEST:


CITY CLERK

Approved as to form:


No Publication Required



City of Fort Smith, Arkansas

FY 2014 Internal Audit Plan

November 21, 2013



Table of Contents

Overview	3
Introduction	3
Internal Audit Resources.....	3
Internal Audit 2014 Service Objectives	4
Internal Audit Plan	4
Project Scopes.....	5
Project Descriptions	5



Overview

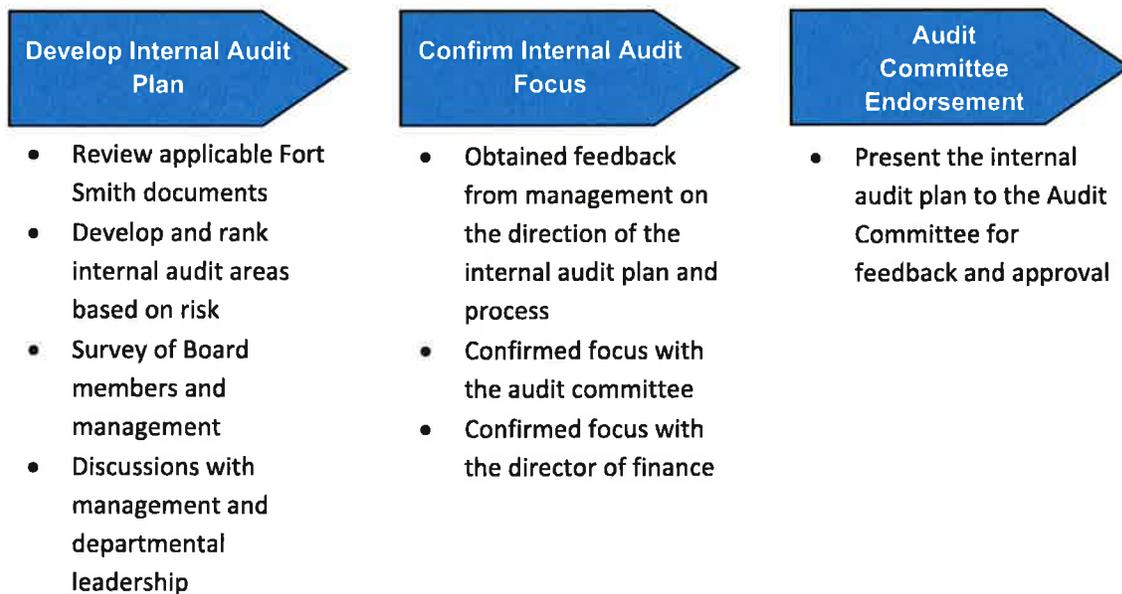
The City of Fort Smith (“the City”) management team, with the support and guidance of the City’s Audit Committee, has undertaken the creation of the City’s fiscal year 2014 (FY2014) annual internal audit plan to support the City’s Internal Audit function. Recognizing the need for a formal plan, the Internal Audit Department (“Internal Audit”) has proposed the projects listed within this document.

Introduction

The City has created a Strategic Internal Audit Plan (“the plan”) to guide the direction of the Internal Audit testing in FY2014. The plan is meant to provide guidance to the various resources fulfilling the role of the Internal Audit to the City under the direction of management and the Audit Committee.

In keeping with the Institute of Internal Auditor’s definition of Internal Audit, the City’s Internal Audit goal is to provide an independent, objective assurance and consulting activity designed to add value and improve the City’s operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

The development of the plan involved a number of different activities and considerations including:



Internal Audit Resources

Recognizing the array of City resources in staffing the internal audit function is important to the execution of the plan. All reports from any internal audit processes will be issued directly to the appropriate department and the Audit Committee for review and consideration. The internal audit department will, on a functional basis, report to the management team; however, final reporting of Internal Audit remains with the Board through the Audit Committee. Management will provide support



and assistance in ensuring the timely cooperation of employees within the City. Management will also coordinate, with necessary support from other parties, the execution of the internal audit plan.

Internal Audit 2014 Service Objectives

In the proposed FY2014 City budget, Internal Audit included the following items as service objectives for the upcoming year. The items are reproduced below.

1. Assist departments with required audit procedures for outside regulating entities.
2. Perform performance audits determined based on risk assessment and audit plan approval.
3. Continue to aid departments in establishing key performance indicators so that administration and the Board of Directors as well as the public can see the continuous improvement that all city departments strive for.
4. Perform detailed risk assessment with administration and department heads.
5. Continue key performance measures in the internal audit department.

Key Performance Indicators					
	2011 Actual	2012 Actual	2013 Target	2013 Estimated	2014 Target
Implement continuous monitoring procedure	1	1	1	1	2
Perform cash surprise counts for each department	New Indicator	New Indicator	24	24	24
Percentage of recommendations implemented by departments	New Indicator	New Indicator	80%	90%	80%
Provide staff training with Webb Watch	New Indicator	2	2	2	2

Internal Audit Plan

From the various planning steps completed above, the following items were deemed to be appropriate internal audit projects for FY2014. These projects are broken down into three different areas: (1) Internal Audits, (2) Re-occurring/Continuous Monitoring Internal Audits, and (3) Consulting and Support Projects. Internal Audit projects are those that generally involve a typical internal audit process such as a review of internal controls, compliance with a policy or procedure, or performance of a program or process. Consulting and Support Projects are those driven by a department or management request to provide input or expertise to a process or item without performing any management role or being



involved in the decision making process. Finally, the Re-occurring/Continuous Monitoring projects are those that occur during each cycle in order to address a specific high-risk area. The projects are not listed in order of importance. Generally, Internal Audit operates with an hourly budget of approximately 1,850 hours towards operations, which excludes holiday and vacation time of 216 hours. Within the 1,850 hours, approximately 350 hours are reserved for training time, development time, meeting time (i.e., Board, staff, department heads, audit committee, etc.), planning and risk assessment, and available time for unforeseen developments during the fiscal year.

Project Scopes

Selection of each project was determined by input of the elected officials and management. Based on the circumstances, discussions, and interviews, each anticipated scope was determined. The scope of each project is discussed in more detail under the project description section of the plan.

Project Descriptions

The various project descriptions provide a basis for planning a particular engagement. In considering each engagement, the appropriate resources should be allocated to obtain the best results for each planned area. The project names are not presented in any particular order.

Project Name	Anticipated scope	Project Area	Estimate of Hours
Healthcare Provider Review	Review the process for migrating to the new healthcare provider for the City including any purchasing documentation and the latest SSAE 16 (SAS 70 replacement).	Internal Audit	100
New Court System	Review the internal controls around the newly implemented court system. The project will be completed once the system has been implemented.	Internal Audit	150
Utility Revenue	Review addresses where an AOG meter is installed without an associated City water meter.	Internal Audit	100
Cash Handling Rotational Review	Follow-up and perform a general review of cash handling internal controls at the following departments – Court, Collections, and Sanitation.	Internal Audit	150
Police IT Survey	Review the City’s Police IT Department’s internal operations considering items such as change management, security, network processes, business continuity management, etc. Compare the prior year General IT Department survey.	Internal Audit	60
Journal Entries	Implement ongoing, automated data mining of journal entry transactions to identify transactions in need of further review.	Re-occurring/Continuous Monitoring	50
Scale House	Implement ongoing, automated data mining of	Re-	100



Project Name	Anticipated scope	Project Area	Estimate of Hours
Collections	scale house transactions to support sanitations goals and objectives with cash handling including review of selected contracts.	occurring/Continuous Monitoring	
Petty/Surprise Cash	Surprise cash counts throughout all City departments including both active drawers and petty cash funds for approximately 24 times during the year. <i>New for this year</i> , IA will also be reviewing completed cash count sheets during the surprise counts to support ongoing internal control testing.	Re-occurring/Continuous Monitoring	100
Police – Drug Buy Money	Annual audit of the Police Department’s cash handling operations.	Re-occurring/Continuous Monitoring	20
Homestead Credit Monitoring	Monitoring of certain properties for the correct reporting and selection of homestead credits with the county as recommended by Internal Audit.	Re-occurring/Continuous Monitoring	10
Ghost Employee	Examine the City’s human resource and payroll records for unusual activity and potential areas of ghost employees. The examination will include distributing payroll checks to 2 departments during the year as well as analysis of City human resource and payroll data.	Re-occurring/Continuous Monitoring	50
Sole Source Vendors	Implement ongoing, automated data mining of sole source vendor information to support purchasing goals and objectives.	Re-occurring/Continuous Monitoring	100
Inventory Counts	Perform surprise inventory counts of 4 locations during the year (approximately 3-6 total visits). Also, perform a year-end inventory at the Utility Department.	Re-occurring/Continuous Monitoring	50
Construction Contract Management	Assess the policies, procedures, and internal controls around the construction contract process from start of the contract to final approval and closure. Various active and close contracts will be examined during testing.	Internal Audit	205



Project Name	Anticipated scope	Project Area	Estimate of Hours
Economic Conditions Report	Present a brief, visual report of key economic conditions to the audit committee as requested.	Consulting and Support	125
Green Initiative - Paper	Review the general levels of paper usage throughout the City. Consider the processes requiring paper usage and if any alternatives exist to reduce paper usage.	Consulting and Support	50
Internal Control Training	Assist management in completing 2 internal control training seminars for various City staff. The training seminars include feedback, interaction, and case studies along with handouts covering the material presented.	Consulting and Support	80
Total (Estimated)			1,500

ORDINANCE NO. 70-13

AN ORDINANCE DECLARING AN EXCEPTIONAL CIRCUMSTANCE
AND AUTHORIZING CONTINUATION OF THE AGREEMENT WITH
DATA-TRONICS CORP.

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

SECTION 1: The City Administrator is hereby authorized to continue the agreement between the City of Fort Smith and Data-Tronics Corp. for the period January 1, 2014 through December 31, 2014, which agreement authorizes Data-Tronics Corp. to provide data processing services to the City at the rates indicated in the Data Processing Service Schedule attached hereto.

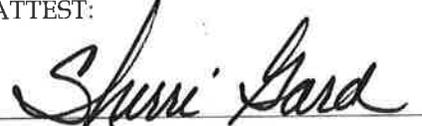
SECTION 2: It is determined that an exceptional circumstance exists with reference to the City's data processing services arrangement with Data-Tronics Corp. The exceptional circumstances relate to the continuous nature of the services provided, the confidentiality involved in the handling of the data being processed and the availability of sources for the services as indicated by former evaluations. By reason of said exceptional circumstances, it is determined that competitive bidding is not feasible and the contract should be continued.

THIS ORDINANCE ADOPTED THIS 3rd DAY OF DECEMBER 2013.

APPROVED:


MAYOR

ATTEST:


City Clerk

Approved as to form:


No Publication Required

RESOLUTION R-177-13

**A RESOLUTION TO ACCEPT THE BIDS AND AUTHORIZE CONTRACT FOR
2013 STREET STRIPING REPLACEMENT
PROJECT NO. 13-85-A**

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

SECTION 1: The bid of Advanced Workzone Services, LLC received November 19, 2013, for the 2013 Street Striping Replacement, Project No. 13-85-A, in the amount of \$28,472.69 be accepted.

SECTION 2: The Mayor is authorized to execute a contract with Advanced Workzone Services, LLC subject to the terms set forth in Section 1 above.

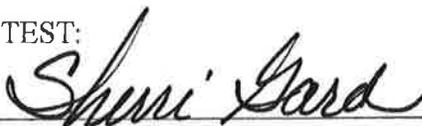
SECTION 3: Payment for construction authorized by Section 1 is hereby authorized from the Sales Tax Fund (1105).

This resolution adopted this 3rd day of December, 2013.

APPROVED:


Mayor

ATTEST:



City Clerk

Approved as to Form



 No Publication Required
 Publish _____ Times

RESOLUTION R-178-13**A RESOLUTION AUTHORIZING AMENDMENT NUMBER TWO TO THE DESIGN AGREEMENT BETWEEN THE DEPARTMENT OF THE ARMY AND THE CITY OF FORT SMITH, ARKANSAS FOR DESIGN FOR THE MAY BRANCH, FORT SMITH, ARKANSAS PROJECT**

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

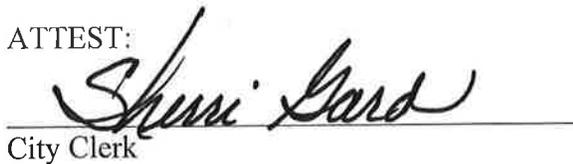
SECTION 1: The Mayor is hereby authorized to execute, his signature being attested by the City Clerk, amendment number two to the Design Agreement between the Department of the Army and the City of Fort Smith, Arkansas for design for the May Branch, Fort Smith, Arkansas project.

This resolution adopted this 3rd day of December, 2013.

APPROVED:


Mayor

ATTEST:


City Clerk

Approved as to Form


NPR

RESOLUTION NO. R-179-13

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH FRONTIER ENGINEERING, INC. FOR THE DESIGN OF THE WEST RIVER TRAIL

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

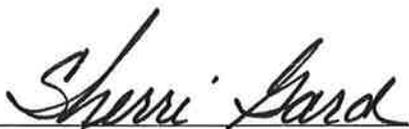
The Mayor is hereby authorized to execute an agreement for professional services with Frontier Engineering, Inc. for the design of the West River Trail Project No. 14-02 for an amount not to exceed \$156,000.00.

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

APPROVED:


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM


npr

RESOLUTION R-180-13

**A RESOLUTION AUTHORIZING CONTRACT CHANGE
ORDER #2 TO THE CONTRACT FOR THE CONSTRUCTION
OF THE FORT SMITH LANDFILL SCALE FACILITY**

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

SECTION 1: A contract change order amending the City's contract with Steve Beam Construction, Inc. for the construction of the Fort Smith Landfill Scale Facility increasing the contract amount by \$80,926.39, to an adjusted contract amount of \$3,231,641.81, is hereby approved.

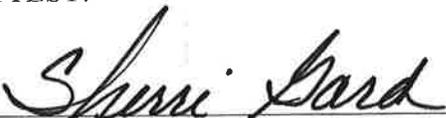
SECTION 2: The Mayor is hereby authorized to execute the contract change order approved by Section 1 of this Resolution.

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

APPROVED:


Mayor

ATTEST:


City Clerk

Approved as to form:


No Publication Required

RESOLUTION NO. R-181-13

A RESOLUTION ACCEPTING THE PROJECT AS COMPLETE AND AUTHORIZING FINAL PAY TO HECKATHORN CONSTRUCTION FOR THE CONSTRUCTION OF AN ELEVATOR AND ASSOCIATED ADA FACILITY ENHANCEMENTS TO THE TRANSIT FACILITY LOCATED AT 6821 JENNY LIND ROAD PROJECT NO. 12-26

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

SECTION 1: The City of Fort Smith hereby accepts the renovation and additions to the above captioned project as complete.

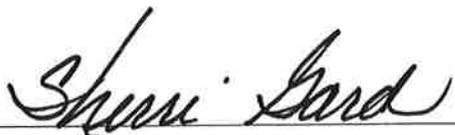
SECTION 2: Final payment is hereby authorized in the amount of \$59,583.50 to the contractor, Heckathorn Construction Company, Inc. for the captioned project.

This resolution adopted this 3rd day of December, 2013.

APPROVED:


Mayor

ATTEST:



City Clerk

Approved as to form:



No Publication Required

RESOLUTION AUTHORIZING ACQUISITION OF REAL PROPERTY INTERESTS
FOR THE MILL CREEK INTERCEPTOR IMPROVEMENTS - PHASE II

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

The City Administrator and the City Attorney are hereby authorized to acquire by the exercise of City's power of eminent domain, if necessary, a sewer utility easement on the following properties designated as 12-12-P, Tracts 30 and 31, for the Mill Creek Interceptor Improvements - Phase II,

Project Number 12-12-C1:

<u>Tract No.</u>	<u>Owner</u>	<u>Appraised Value</u>
30	Westbrook Development, LLC, its successor and assigns	\$ 3,769.00
31	Robert J. Viguet and Richard B. Griffin	\$ 272.00

Until acquisition by the City, authorization set forth in Section 2-214 of the City's Property Acquisition Policy Resolution R-40-05 on May 17, 2005 is continued in effect in the event the property owner desires to agree to acquisition at the appraised value set forth in the Resolution.

This Resolution adopted this 3rd day of December 2013.

APPROVED:


Mayor

ATTEST:


City Clerk

APPROVED AS TO FORM:


npr