



City of Bryant
2nd
Quarter Report
2013

2nd Quarter Reports 2013

Public Works

Director's Report

To kick off the second quarter, we have submitted a series of letters to the Arkansas Highway and Transportation Department requesting State Aid Funding for the following projects:

- Design and Construction of Sheaff Avenue (continuation of the Springhill Extension).
- Design and Construction of Snooks Road from Highway 5 to Hilldale at Hilltop.
- Design and Construction of the Shobe Road Extension to Evans Loop and connecting to Ridgecrest.
- Widening and Overlay of Springhill Road from Highway 5 to the city limits.
- Widening and Overlay of Boone Road from Reynolds Road to the city limits.
- Overlay of Springdale Road
- Overlay of Rogers Drive and Bristol Drive.

An application for a Department of Transportation TIGER Grant has been submitted for funding to continue the Springhill Extension from Woodland Park Road to Prickett Road.

As usual, the Public Works crews have been working diligently on several different jobs and at this point in the year we are on top of maintenance issues such as mowing right-of-ways, replacing culverts and ditching. Water crews are caught up with new sprinkler taps and currently addressing a number of small leaks resulting from the AMI project.

Bryce Rimmer and Scott Chandler recently discovered a manhole on Boone Road, near a creek, that turned out to be a major source of Inflow into the sewer system. Working with the Street Department to repair the 10" sewer main we have successfully stopped approximately 790,000 gallon of inflow per rain event into the wastewater treatment plant.

A preconstruction conference (on the Springhill Extension to Woodland Park Road) with Burkhalter Construction was held on June 7, 2013 to review the plans and specifications and address any questions of the contractor and concerns of the City. Notice to Proceed, upon approval of the stormwater pollution prevention plan by ADEQ, was issued on June 11, 2013.

The Council has passed the new Minimum Standards for Street Specifications

Eagle Construction has completed the Westpoint Phase III construction and is now involved in restoring properties affected by the work. Eagle Construction is ready for the preconstruction conference for the next phase of their work.

The two FEMA trailers have been auctioned off and removed from premises.

Mid-Year Budget Summary

2013 PUBLIC WORKS BUDGET SUMMARY - YEAR TO DATE				
WATER SYSTEM - TOTAL OPERATING BUDGET	ANNUAL BUDGET	YEAR TO DATE ACTUAL	PROJECTED YTD BUDGET	PERCENT OF BUDGET USED
	\$ 5,419,377	\$ 3,068,713	\$ 3,123,880	57%
WASTEWATER SYSTEM - TOTAL OPERATING BUDGET	ANNUAL BUDGET	YEAR TO DATE ACTUAL	PROJECTED YTD BUDGET	PERCENT OF BUDGET USED
	\$ 2,357,550	\$ 988,732	\$ 1,375,238	42%
STREET DEPARTMENT - TOTAL OPERATING BUDGET	ANNUAL BUDGET	YEAR TO DATE ACTUAL	PROJECTED YTD BUDGET	PERCENT OF BUDGET USED
	\$ 2,426,250	\$ 890,244	\$ 1,415,312	37%
PROJECTS - TOTAL PROJECTS BUDGET	TOTAL PROJECTS BUDGET	YEAR TO DATE ACTUAL	TOTAL BUDGET REMAINING	PERCENT OF BUDGET USED
	\$ 3,687,924	\$ 2,347,844	\$ 1,340,080	64%
BONDS - TOTAL BOND PROJECTS BUDGET	TOTAL BOND BUDGET	YEAR TO DATE ACTUAL	TOTAL BUDGET REMAINING	PERCENT OF BUDGET USED
	\$ 7,035,455	\$ 3,036,566	\$ 3,707,618	43%

Street Department

This quarter, because of the all the rain we have received, there has been numerous culverts needing to be cleaned out.

Right-of-Way's are being mowed on a daily basis; this is a job that will be non-stop until fall. We did get the new tractor and mower in, which has helped speed up the process considerably. We have made three complete passes mowing through the City as of June 19, 2013.

We have installed a new school crossing and put up new signs to help protect the children at Springhill Elementary.

We continue in our efforts to replace the street signs to the new blue color. This will take a while as it is something we have to do in between our everyday work.

Streets Operating Fund by Category

<i>FUND ACCOUNT</i>	<i>ANNUAL BUDGET</i>	<i>YEAR TO DATE ACTUAL</i>	<i>YEAR TO DATE BUDGET</i>	<i>PERCENT OF BUDGET USED</i>
<i>PERSONNEL</i>	<i>\$792,200</i>	<i>\$358,442</i>	<i>\$462,117</i>	<i>45.25%</i>
<i>BUILDING & GROUNDS</i>	<i>\$50,300</i>	<i>\$20,977</i>	<i>\$29,342</i>	<i>41.70%</i>
<i>VEHICLES</i>	<i>\$133,500</i>	<i>\$67,479</i>	<i>\$77,875</i>	<i>50.55%</i>
<i>SUPPLIES</i>	<i>\$24,150</i>	<i>\$5,493</i>	<i>\$14,087</i>	<i>22.75%</i>
<i>OTHER EXPENSES</i>	<i>\$735,600</i>	<i>\$149,558</i>	<i>\$429,100</i>	<i>20.33%</i>
<i>CAPITAL EXPENSES</i>	<i>\$125,500</i>	<i>\$67,980</i>	<i>\$73,208</i>	<i>54.17%</i>
<i>CONSTRUCTION PROJECTS</i>	<i>\$565,000</i>	<i>\$220,316</i>	<i>\$329,583</i>	<i>38.99%</i>

Water Distribution Department

Starting off, the second quarter of the year finds us very swamped. The AMI meter install is coming along but has not been without a few issues, mainly with inconsistent billing. This will improve monthly until completely implemented. Completion is anticipated to be in September. There are 5394 meters installed to date and 3000 are reporting readings to Mueller. Related to the installations, we have a few setters to repair and some meter boxes to replace. We are all hands on deck until this project is completed.

It's the time of year for sprinkler meters to increase and they have. The crew has done a great job of staying on top of them as well as taking care of the water system leaks. We have a new truck and trailer that were very needed. Now we can go to different job sites if needed and have the right equipment for the task at hand; hauling anything we need for the job.

We have done around 1200 locates in 6 months. I have Mindy Cox certified to work on RPZ inspections and we will be sending Eric Ahart to RPZ school in July in order to have a backup person for inspections. The City is required to inspect RPZs annually to comply with state law, as to prevent any cross connections that could contaminate our water supply.

The meter services crew are very busy right now. The new billing software and meter change outs have demanded some extra work along the way. Both crews have put in extra hours to get the jobs complete. I would also like to say I am proud of Joe Henry. He is our employee of the year and it was well deserved.

Water Operating Funds by Category

<i>FUND ACCOUNT</i>	<i>ANNUAL BUDGET</i>	<i>YEAR TO DATE ACTUAL</i>	<i>YEAR TO DATE BUDGET</i>	<i>PERCENT OF BUDGET USED</i>
<i>PERSONNEL</i>	<i>\$500,200</i>	<i>\$286,417</i>	<i>\$291,783</i>	<i>57.26%</i>
<i>BUILDING & GROUNDS</i>	<i>\$50,250</i>	<i>\$31,544</i>	<i>\$29,313</i>	<i>62.77%</i>
<i>VEHICLES</i>	<i>\$72,400</i>	<i>\$28,778</i>	<i>\$42,233</i>	<i>39.75%</i>
<i>SUPPLIES</i>	<i>\$60,200</i>	<i>\$27,730</i>	<i>\$35,117</i>	<i>46.06%</i>
<i>MISCELLANEOUS</i>	<i>\$669,200</i>	<i>\$281,960</i>	<i>\$390,367</i>	<i>42.13%</i>
<i>CUSTOMER SERVICE</i>	<i>\$1,065,500</i>	<i>\$456,409</i>	<i>\$593,118</i>	<i>42.84%</i>
<i>LIFT STATIONS</i>	<i>\$51,000</i>	<i>\$26,993</i>	<i>\$29,750</i>	<i>52.93%</i>
<i>CAPITAL EXPENSES</i>	<i>\$2,253,100</i>	<i>\$1,813,659</i>	<i>\$1,314,308</i>	<i>80.50%</i>
<i>CONSTRUCTION PROJECTS</i>	<i>\$697,527</i>	<i>\$115,221</i>	<i>\$406,891</i>	<i>16.52%</i>

Wastewater Collection Department

Wastewater crews have completed about 300 work orders in the second quarter along with assisting water crews with many of their projects. While still focusing a lot of our attention on pump stations in 2013, we have reported a total of 4 SSO's for the second quarter of 2013. Our line rehab crews have completed their work and a noticeable difference has been made throughout the collection system with the most noticeable difference is the Stivers subdivision. Run times at the pump station have been reduced by about half and a noticeable reduction of I&I has been felt at the treatment plant per plant staff.

Manhole Rehab project has started and should impact our collection system and reduce our I&I even more. I plan to have I&I crews smoke test more of our collection system this summer and find other points of infiltration and reduce our I&I even more throughout the system. Crews found and repaired a large source of infiltration on Boone Rd under a rotted out storm drain.

Multiple projects in the city are still ongoing

- the LT Packer Subdivision is complete
- Bryant assisted living center is under construction
- Sewer main extension at the airport: complete
- Owen creek pump station and force main is under construction
- Youth Service Center force main relocation is underway with easement allocations still

pending

- Midland pumping station force main reroute project is in the planning and design stage
- Shobe Road pumping station # 5 remodel is also in the planning and design stage

The odor issue in the 4000 blocks of Robinwood Circle & Commonwealth Dr. hopefully has been resolved. Manhole #31210, which is the effluent manhole that the two force mains dump into, was critically degraded to the point where approximately three inches of the wall surface is gone. I have asked the rehab crew to put this manhole next on their list for rehab and is almost complete. I have not had any odor complaints in many weeks.

All of our water and wastewater employees are now CERTIFIED in CPR, AED, and basic First Aid for Infant, Child, and Adult. The course was taught by American First Response, which is a group of medical professionals (Nurses, Paramedics, EMTs) that work in the field they teach.

I have submitted applications for grants to pay for AED's for the wastewater maintenance building, plant, and street buildings but haven't received a response yet.

Wastewater Operating Funds by Category

<i>FUND ACCOUNT</i>	<i>ANNUAL BUDGET</i>	<i>YEAR TO DATE ACTUAL</i>	<i>YEAR TO DATE BUDGET</i>	<i>PERCENT OF BUDGET USED</i>
<i>PERSONNEL</i>	<i>\$907,200</i>	<i>\$421,859</i>	<i>\$529,200</i>	<i>46.50%</i>
<i>BUILDING & GROUNDS</i>	<i>\$285,250</i>	<i>\$121,561</i>	<i>\$166,396</i>	<i>42.62%</i>
<i>VEHICLES</i>	<i>\$93,500</i>	<i>\$46,958</i>	<i>\$54,542</i>	<i>50.22%</i>
<i>SUPPLIES</i>	<i>\$62,100</i>	<i>\$29,761</i>	<i>\$36,225</i>	<i>47.92%</i>
<i>MISCELLANEOUS</i>	<i>\$429,000</i>	<i>\$210,089</i>	<i>\$250,250</i>	<i>48.97%</i>
<i>CUSTOMER SERVICE</i>	<i>\$50,500</i>	<i>\$34,564</i>	<i>\$29,458</i>	<i>68.44%</i>
<i>LIFT STATIONS</i>	<i>\$90,000</i>	<i>\$39,478</i>	<i>\$52,500</i>	<i>43.86%</i>
<i>I&I EXPENSES</i>	<i>\$119,000</i>	<i>\$7,177</i>	<i>\$69,417</i>	<i>6.03%</i>
<i>CAPITAL EXPENSES</i>	<i>\$166,000</i>	<i>\$77,284</i>	<i>\$96,833</i>	<i>46.56%</i>
<i>CONSTRUCTION PROJECTS</i>	<i>\$155,000</i>	<i>\$0</i>	<i>\$90,917</i>	<i>0.00%</i>

Wastewater Treatment Department

Apr 13 – 2nd week June 13

Avg. flow 1.993 MGD

Rainfall 11.01"

Facility Maintenance:

Plant clarifiers have been isolated one at a time and pressure washed

Bldg. 5

Pulled inlet pump to remove debris from impeller
Replaced one level sensor in wet well

Bldg. 6

Cleaned auto drains and replaced filters for pneumatic air supply
Replaced auto drain for #2 compressor
Replaced hour meter for #2 compressor
Replaced pressure regulator for #1 compressor

Aerzen blowers

#1 Aerzen blower replaced belts, changed air filter
#2 Aerzen replaced air filter
Greased motor bearings on both blowers

Bldg. 11

Cl2 chamber was isolated and all air diffusers were replaced, cell was pressure washed

1MGD facility

Changed filter and greased bearings on Kaeser blowers
#1 Kaeser blower replaced belts

Waste Hauler Information:

We have taken over 647,220 gals of lechate drain from the landfill this quarter and received payment of \$32,361

Analysis Results:

All weekly results from this quarters analysis were in compliance.
The 2nd quarter bio-monitoring sample was collected during the 4th week of May, we have not received results at this time.

Plant Operation:

Construction at the treatment facility has picked up and is near completion. The new line from EQ wetwell to Box B is complete. We are now able to gravity flow from the basin to the inlet well.

Two 8" portable pumps were set up to by-pass inlet well so new equipment could be installed. Suction was pulled from Box A and directed around to the existing force main supplying the WWTP. Upon isolation of the wet well it was found that the concrete walls above the waterline had deteriorated due to the exposure of hydrogen sulfide gas. To repair this damage a concrete fiber was sprayed on the walls to build it back to a level thickness and an epoxy coating was applied to protect the exposed surface. This material was applied to the walls in the screening area, also to the new and existing discharge lines from the inlet pumps in the well.

Both new mechanical screens have been installed. Three inlet pumps have been set and

discharge header has been assembled to the new flow meter. Two valves has been installed to help control flow during period of maintenance , one on the force main to the eq basin on the existing discharge and one on the new discharge header to stop flow back through the new flow meter.

At this time flow has been directed back through the inlet well using existing inlet pumps until power can be installed to all equipment.

MTS (IT) Works

- Water/Wastewater SCADA System Server Install & Setup
- Computer Network Setup for Remodeled Operations Building
- Telecommunications Network Setup for Remodeled Operations Building
- Network Printer Installed at Remodeled Operations Building



Centrifuge



AMI Project



2012 Winter Storm

Code Enforcement

2nd Quarter Report

- Residential Building Permits Issued - 37
- Commercial Permits Issued - 7
- Business License Issued - 577
- Code Complaints Filed - 177
- Violation Notices Issued - 168
- Citations issued - 11
- Building Inspections Completed - See below...
- Sign Permit Applications -10
- Required Annual Training Completed - 0
- Fines Levied - \$12,920.00

PERMIT SUMMARY REPORT

- Certificate of occupancy - 63
- Final Building - 2
- Final Electric - 52
- Final HVAC - 52
- Final Plumbing - 63
- Footing - 9
- Framing - 49
- Meter loop - 4
- Monolithic Slab - 3
- Partial Inspection - 1
- Re-Inspection - 36
- Rough Electric - 47
- Rough Gas - 4
- Rough Plumbing - 26
- Rough Plumb & Gas - 15
- Sewer - 25
- Slab - 28
- Temp Elec. Pole - 12
- Temp to Perm. 12
- Underslab - 35
- Water Service - 25

Totals	April	May	June	
	215	216	181	Total Inspections for Quarter - 612

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MS4 Department & Community Development

From April 1st to June 30th we have been busy mapping the City's stormwater system, performing inspections (commercial, basin, municipal and special projects such as Bryant Boulevard/Raymar North) cleaning ditches, responding to drainage issues and mowing along with the other daily routine requirements of general maintenance on equipment. One point of interest is that James "JD" Carpenter completed his stormwater inspection training with NPDES in Birmingham, Alabama this month. Every member of the MS4 Department is now nationally certified to perform stormwater inspections including Dion McGuire and myself. We have a good team in place.

We have had the prisoners 8 times during this quarter and we have been using them to clean ditches and creeks throughout the City to make sure the stormwater is flowing. Here are the areas that we have cleaned, cut and removed debris at with prison labor: City Basin at Hidden Creek; drainage ditch off of Bishop Road; drainage ditch at North Gate Apartments behind Bryant Brake & Tire out to Roya Lane; two basins at Stoneybrook Subdivision; basin at Richland Park; the creek running through the full length of Richardson Place Sub., the creek bed near Gladco out to Ridgecrest Road; City basin near Walmart (twice), drainage ditch behind commercial strip mall that has Whole Hog; Forest Cove drainage ditch from Evening Shade down; drainage easement parallel to Wagner Cove; Henson Drive drainage ditch which is part of Forest Cove west; Sunset Meadows basin; the drainage ditches along Pattywood Drive, Raintree Drive, Shobe Road, Silk Tree and Coral Tree; Debswood Bridge creek area and drainage ditch running through Carywood Drive behind the houses. As you can see we have been on top of the ditch and creek cleaning this Spring & Summer.

We have been trying to keep up with mapping requirements too and we are on top of that. I am estimating that we are 33 percent complete at this point and we have exactly one year left to wrap it up. This is a time consuming process of going in all areas of the City to trace the flow of stormwater. The process requires initial mark up of a grid map then field verification to finalize the map, correct mistakes, fill in gaps and to scan the final map to the system. Our goal is accuracy. The mapping project has actually helped us in all other aspects of stormwater work such as addressing drainage issues and responding to complaints because we are more familiar with the landscape, stormwater pathways and we see the issues first hand and address those with action and public outreach/education. Code Enforcement has been a big support in this area too.

Beyond mapping and using prisoners to clean waterways, we have done both regular stormwater system maintenance and some special projects: mowing City owned detention basins at Hidden Creek, Family Dollar and Westpointe North, stormwater inlet repair in Sunset Meadows, mowing detention basin in Sunset Meadows, hauling & placing rip rap at the end of Ward Street to prevent property damage on fence, Bush Hogging at Stoneybrook & Richland basins, fill in low spot on Police property on Roya Lane, silt removal at Sunset Meadows bridge, responded to numerous smaller issues and calls.

I completed a progress report in May to ADEQ on MS4 related issues that came out of the audit findings from 2012 and I also completed the MS4 2012 Annual Report to ADEQ the same month. The IWORQ system that was installed last year and that I customized for the stormwater department came in handy. I continue to fine tune and add segments to the IWORQ program to better fit the special circumstances that we see in MS4. Also, I completed two other requirements that came about from the State audit. I thoroughly reviewed and made recommended amendments to both the Bryant Storm Water Management Plan manual and the Stormwater Ordinance 2011-28 document. I submitted my changes to Greg and did the preliminary editing to a draft of the new plans.

Have also been fielding all stormwater calls for issues, complaints and new projects. Two such projects which I found a contractor for and got an agreed upon price for include lot 61 in Westpointe for a 36 inch storm drain and the park in Kings Crossing. Kings Crossing drainage fix has been completed which was involving connecting the existing 10 inch drainage system to the 18 inch stormwater piping running under the sidewalk on Buckingham Place Drive on the south end of the park property. I contracted this work through Car-Son Construction Company. They will begin on the project on lot 61 in Westpointe on July 10th.

Inspections done this quarter have been documented in IWORQ. They include work at Bryant Boulevard, Skilled Nursing, Andres Gardens, Andres Place, Hardees, Cypress Valley, Remington Place and various other smaller lots. We have also completed six Outfall Inspections where stormwater leaves the City limits and documented those. This is a requirement of ADEQ and must be included in the year end report to them.

Filling in the missing aspects and requirements of our MS4 Department, as brought to the

City's attention during the 2012 audit, has kept me very busy in 2013 and as a result, I haven't had much available time to devote attention to the community development aspect of my dual role with the City. There has been time made however to prepare and manage the monthly newsletter content and a minimal amount of time given to BONAfide. The Mayor has asked me to make a submission too recently for the Cities of Distinction Awards. This has a deadline coming up in August.

Human Resources

Step and Grade

The Human Resources Department worked alongside of the Staff Attorney, Finance Director, Police Department and Fire Department to design and present a resolution, step and grade pay survey and updating the compensation policy. The items were taken to City Council and approved. HR implemented step and Grade into Incode in June and employees will receive retros in July.

Positions

The Human Resources Department continues to work alongside of all the departments on updating position descriptions to accurately reflect the job duties that the employees are doing. In addition, with recommendation from council, the Systems Administrator position description and classification and compensation plan was revised to meet the needs of the City and attract potential applicants.

City of Bryant Volunteer Program

The Human Resources Department is working alongside of the Arkansas Department of Human Services (DHS) to design and implement a City of Bryant Volunteer Program.

Badges

The Human Resources Department worked alongside of the Police and Fire Departments to design and purchase new employee ID cards, which met the needs of the employees when traveling and in emergency situations. In addition, HR worked alongside of the Marketing and Events Coordinator to design employee cards for all non uniformed employees.

Animal Control & Adoption Center

2nd Quarter 2013

Stats:***Shelter***

Incoming Animals : 244

Adopted: 88

Returned to Owner: 41

Still at shelter/In Foster Care: 1

DOAs: 12

Euthanized: 59

Transferred to Other Shelters/Rescues: 20

Other Disposition: 11

Animal Rescue & Response

Calls for Service/Officer Activities: 452

Follow-Ups Completed: 288

Warnings/Citations Issued: 67

Budget:

Budget is on track for the year. As of June 30th, we are under budget by a little over \$45,000 at this halfway point. Although we have a few large expenditures left to do, we are planning ahead and doing our best to stay within budget.

Accomplishments During the Quarter:**Bryant Dog Park Committee**

A preliminary site plan is in the works. As soon as it is completed, we will carry it to the various committees for approval.

Bark for your Park 2013

\$100,000 competition. Although Bryant had a good showing, we were not picked for the finals.

ASPCA ID ME Grant:

This grant continues until later this year. Implementation of the grant is going smoothly, and the adopters love it.

Ordinance 13-1:

Successfully presented and got Council approval for Ordinance 13-1 which prohibits the selling or "giving away" of pets in public areas within the City.

Animal Care Technicians:

Two temporary part-time Animal Care Technicians were hired and have begun work for the summer.

Past Events:

- Spring visit to Springhill Elementary School - Officers met with students and talked about being an ACO and pet care.
- Officers Rebecca Fitch and Rebecca Bennett completed their certification in Bite Stick training.
- Spring Mutt Mixer @ Alcoa Park was a huge success with more attendees than ever before!
- Low-Cost Pet Vaccination Clinic held in May was a success, over 50 vaccinations were administered.
- Adoption Specials - Our most recent "Five and Dime Sale" was a huge success! We went from being over crowded to nearly everyone being adopted in 5 days.
- Just One Day Event: Shelter went No-Kill for one day, and no animals were euthanized on that day.
- Have signed up for Volgistics, an online volunteer management program. Will have it up and running during the third quarter.

Upcoming Events:

- Dog Days of Summer Car, Truck & Bike Show - August 10th
- 3rd Annual Doggie Dunk at Mills Park Pool - August 11th

Legal

Pending litigation:

Pre-2012 Hall v. Cob. Was set for trial beginning April 9, 2013. Case was continued by motion of the Plaintiff's attorney. Attempted negotiations to resolve, but parties remain far apart. The principal issue is \$\$\$. Plaintiff is demanding money, but the claim that remains after summary judgment does not allow for money damages. My office will continue to work closely with ARML in actively defending this case. Counsel are working to set a new trial date.

2012- Cob v. Global Telecom - Case is on hold pending the criminal case of State v. Christopher Barnes. There is no sense in expending money and energy at this point until the criminal case reaches a resolution. Criminal case was set for trial but had to be continued because of new counsel for the Defendant. It is set for trial sometime in the next several months, but I do not have the exact date at this point. Spoke with Lead prosecutor, case set for trial, Defendant remains in Jail, pending trial.

2013- TND v. COB. Case went to hearing on April 18, 2013. Order Entered and TND is set on the July 11, 2013 DRC agenda. I will attend all meetings involving TND and DRC, Planning and City Council as necessary.

2013- Oltmans v. COB - MFRS phase three construction. Oltman began work on Phase three

then ran into plan problems. Demanded City pay 7k for drainage. City refused and identified items for Oltman to complete as part of phase 3. Working with Planning and Code Enforcement to ensure city improvements, promised for phase three, are completed. (Working with Planning on process to ensure city improvements are not left to final stages and creating enforceable means to get city improvements with developments.) Worked with Water and Street on several issues regarding this project.

Pre 2012- Collins v. CoB - Court of Appeals Ruled against the city. Discussion at June City Council Meeting, with recommendation to pursue appeal to Ark. Supreme Court. Petition filed and pending decision on whether they will take it or not. ARML looking to participate in case as Amicus Curie (friends of the Court) if Ark. Supreme Court takes case.

2013- Collins v. COB 2 - Plaintiff filed a second case on the same issues as the prior case. The City has retained counsel through Municipal League. An answer has been filed. Case is not moving, but it is Plaintiff's responsibility to move the case forward. Anticipate filing dispositive motions in near future, however.

Burdette v. CoB - Case Settled for total out of pocket expense to City of 5,500. Inclusive of fees to ARML. Negotiated with ARML to pay half of settlement from initial retainer fee paid to ARML.

Atkins v. CoB - Civil Rights Case. Lt. Plouch was able to recover the video from the incident. Having the video makes the City's position much much stronger. Discovery Conference held and Plaintiff has propounded discovery to the City and the Officers involved.

Potential Litigation matters:

Dayco Construction. Payment has been made and phone calls from sub contractors have stopped. Onat continues dealing with two leak issues, and has made Dayco aware of them. I understand that Dayco continues addressing the leak issues..

Administrative matters:

Records Retention Policy - A working document has been shared with Department Heads for input as to records or documents that I did not include. Drafting completed, final touches before presentation to City Council for approval.

District Court responsibilities: Attending Court on random basis to oversee city prosecution and assist when needed. Also looking to streamline flow of information from officers and case files to prosecutor's office. Trying to avoid any matters from dropping through the cracks of the system.

FOIA Matters:

Responded to numerous FOIA requests, from Council members, public and private

entities. Web Portal for FOIA requests is working well and I encourage citizens to use it to request information that they seek.

Have prepared a cost document and policy for Mayor's review regarding FOIA copy costs. Under current copier lease, it costs the city .0066 per B/W copy. It costs the City .06 per color copy. I have recommended that FOIA requests from a single person per year be free for the first 20 pages, then charged corresponding .01 per page b/w and .06 per color page.

Personnel Matters:

Worked with HR on several personnel matters, reviewing disciplinary actions and investigations prior to completion and prior to recommendations to Supervisors for action. My role is to provide an objective legal opinion on the actions sought by management in personnel matters.

Finance Department

1. Online Web Payments is operational with a new fresh format. The site offers more functionality and is easy to use.
2. The Finance portion of the Software Implementation is scheduled for June and the Payroll implementation is scheduled for the end of August. Other ancillary modules will be implemented later in the fall. We are moving forward with Springbrook and excited to have the new technology and security .
3. The Finance Office Remodel is completed. We are moved into our new space and grateful for the upgrades.
4. Legislative Audit has completed the 2011 Audit and we are improved over 2010. The 2012 Water Audit is completed and the report should be available soon.

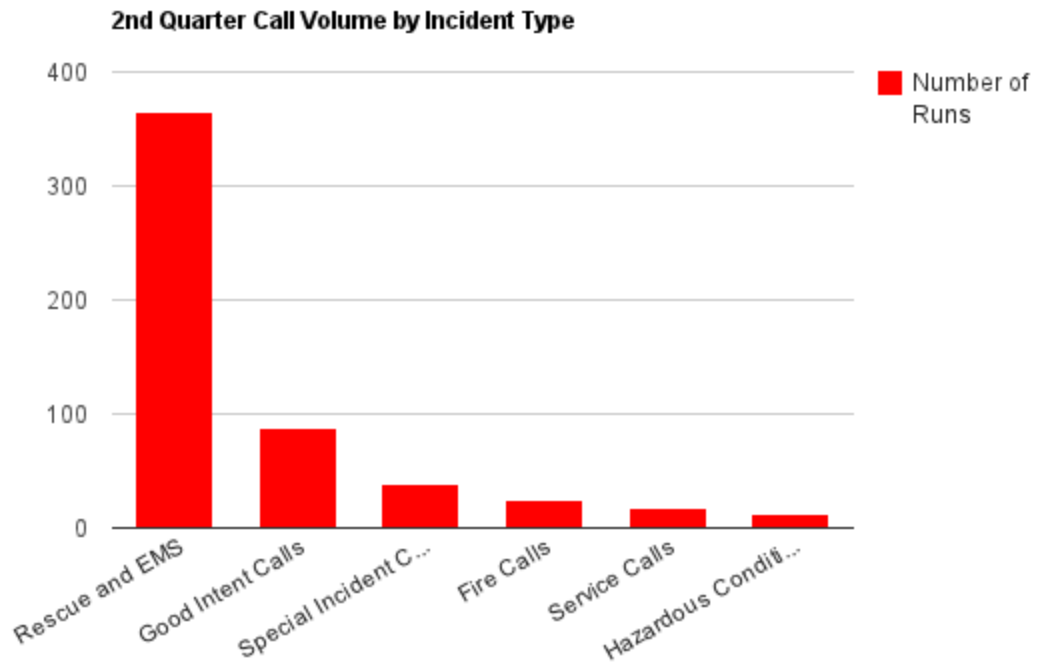
Fire / Rescue

1. Tested over 800 Fire Hydrant in the Bryant/Springhill Fire District
2. Sent 2 members of the department to the International Association of Arson Investigator's Conference in Heber Springs, AR.

3. Sent three members of the department to Scott's SCBA technician class
4. Sent all member's of the department through Little Rock F.D.'s Flashover Simulator
5. Held a 80 Hour Driver/Operator Course for 34 of the Bryant FD employees
6. Had 4 member's of the department attend the Fire Department Instructor's Conference in Indianapolis, IN.
7. Hired 2 new firefighters to fill existing openings. Tim Argetsinger and Patrick Naven
8. Completed the testing process for potential new hires and have new hiring list.
9. Put Step and Grade into action.
10. Sent 4 employees through the 80 Hour Structural Collapse Technician Class, offered through Arkansas Task Force 1.
11. Began design work with Architect on new Fire Stations

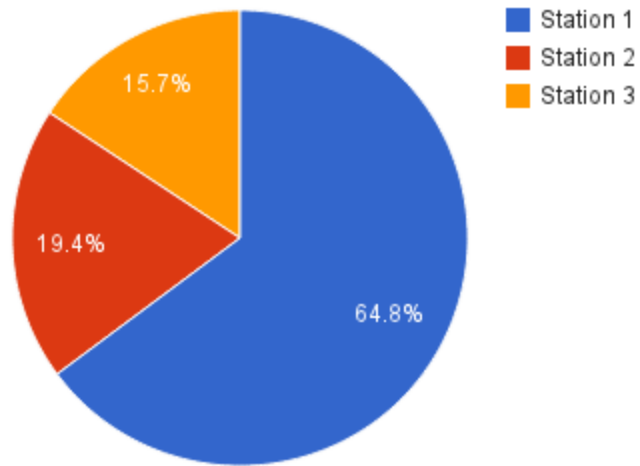
<u>Type of Incidents</u>	<u>Number of Runs</u>
Rescue and EMS	365
Good Intent Calls	88
Special Incident Calls	38
Fire Calls	24
Service Calls	17
Hazardous Conditions (No Fire)	12

Total Calls for 2nd Quarter- 544

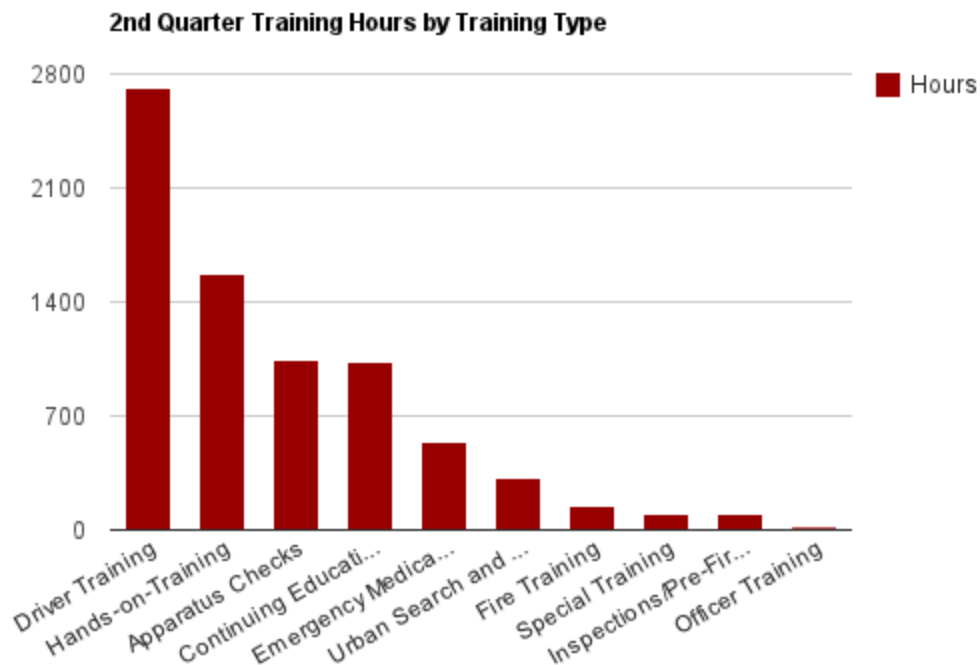


<u>Station</u>	<u>Number of Calls</u>
Station 1	350
Station 2	105
Station 3	85
Total calls	540

Call Volume by Stations



<u>Training Type</u>	<u>Hours</u>
Driver Training	2720
Hands-on-Training	1573
Apparatus Checks	1046
Continuing Education	1032
Emergency Medical Training	540
Urban Search and Rescue (USAR)	314
Fire Training	145
Special Training	101
Inspections/Pre-Fire Planning	96
Officer Training	18
Total training Hrs	7585



Parks and Recreation report

Second Quarter Accomplishments 2013

- Won \$1,000 grant for Community Gardens at Bishop from Blue & You Foundation; won \$11,000 grant from the Arkansas Highway and Transportation Department for recreation trail at Bishop Park; won \$500 programming grant from the USTA for youth programming.
- Received donated bridge supplies from Ridout Lumber for 100% materials.
- The Department is routinely registering 300 Bootcamp participants; Barracuda swim team started their season with approximately 225 swimmers.
- Repaired and opened Mills Park Pool for the summer.
- Opened Aquatic Center concession stand for the summer season.
- Opened Aquatic Splash Pad for the season.
- Held the Arbor Day Celebration
- Hosted the Bryant High School Prom and Bryant Band reception.
- Built foot-bridge by the aquatics parking lot.
- Built 50 raised flower beds for community gardens. About half have been sold or given.

- Won bid as hosting site for 2013 Growing Healthy Communities Regional Summit.
- Received our Tree City USA certification.
- Hosted rummage sale at Bishop Park.
- Created partnership with Midtown Farmers Market for Community Garden participants to sell their produce.
- Began planning for Bryant Fest 2013.
- Hosted 2013 AAU state swim meet.
- Hosted the Wally Hall Baseball Tournament.
- Hosted the 3rd annual Arkansas Bone and Joint Kids Triathlon.

POLICE DEPARTMENT

1. Police Department finished 911 refresh that was governed by AT&T.
2. Police Dispatch Center was completed 2nd quarter and was a total Re-Hab with all new dispatch consoles, computers, paint, carpet, lighting.
3. Kitchen in Dispatch and Police Department was Re-Done with all new cabinets and appliances.
4. Police Department sponsored a Accident Reconstruction Class that is 240 hours long and we had departments from all over the state attend this class. The class was instructed by IPTM which is based out of Jacksonville Florida, last time class was hosted in Arkansas was 12 years ago.
5. Police Department received our 2nd K-9 (Diesel), Prosecuting Attorney Ken Casady purchased the K-9 for the Department from drug funds.
6. The Police Department has successfully solved all Armed Robberies in Bryant except for 1 in the last 3 years.
7. Police Department Conducted Interviews for the open positions and have 14 qualified for Back-Ground Checks that are being performed.

8. The sale of the old fleet was completed on 06/12/2013 for the amount of \$ 64,000.00

9. The addition of the School Resource Officer was put in place in May and will be attending training this summer to receive his SRO certifications for school year 2013-2014.

10. Bryant Police Department again participated in the Drug Take Back where we collected over 300lbs of old medication that was destroyed.

11. List of calls Received from 1st and 2nd Quarter will be added once end of month is here.....

12. Training Hours will be added once end of month is here for the 2nd quarter

13. Total Incidents for June 2013 - 921

Accidents	- 104
Shoplifting	- 26
Alarms	- 126
Disturbance	- 38
Theft	- 58

Planning Department 2ND Quarter Report

Platting Activity (96 lots total)

- Stonehill Ph 7 preliminary plat (50 lots)
- Remington Ph 5 preliminary plat (17 lots)
- North Haven Ph 5 final plat (29 lots)

DRC site plan reviews (processing and review)

- Joy of Life Church (withdrawn)
- Fencebrokers expansion
- Ashley Furniture expansion
- Mapco

- **Kid's Academy**
- **Verizon cell tower (discussion only)**
- **Arbor Creek Apts expansion**
- **Andres Gardens Ph 2 preliminary (discussion only)**

DRC approved fireworks stands

- **Meramec**
- **Kyles**
- **A-1**
- **Screaming Eagle**

Misc.

- **Developed (with Howard) and advertised a RFP for entryway signs**
- **Wrote 5 Zoning Verification letters**
- **Developed (with James' help) an annexation / city limit boundary map (reflects new laws)**
- **Processed annexation resolution for Paul Bull (ordinance and zoning to follow)**
- **Drafted a desired restaurant list and contact letter**
- **Processed residential rezoning request for Mike Bolen**
- **Countless meetings on property development**