



## **Fourth Quarter**

### **Progress Report**

Throughout the year 2011, the various departments within the City of Bryant fulfilled goals of the city. The fourth quarter continued in the same vein as the other quarters in completing set goals. This quarter also gave a preview of anticipated upcoming goals for the year 2012. I am excited to share what has been accomplished within the city for its residents and businesses during the fourth quarter of 2011.

#### **ANIMAL CONTROL**

##### Programs/Fourth Quarter Achievements

- Received a \$1000.00 donation from an anonymous donor.
- Bryant Middle School donated 150 treats, toys, beds and bags of food.
- Pasta Jack's sponsored a donation drive to benefit the shelter. This resulted in donations of food, cat litter, toys and other supplies.
- Facebook reached 550 fans.
- A new City of Bryant Animal Shelter Billboard has been ordered.
- Monetary donations for the year 2011 have been tallied. City of Bryant Animal Control received over \$5,000 in monetary donations.

##### Fourth Quarter Statistics

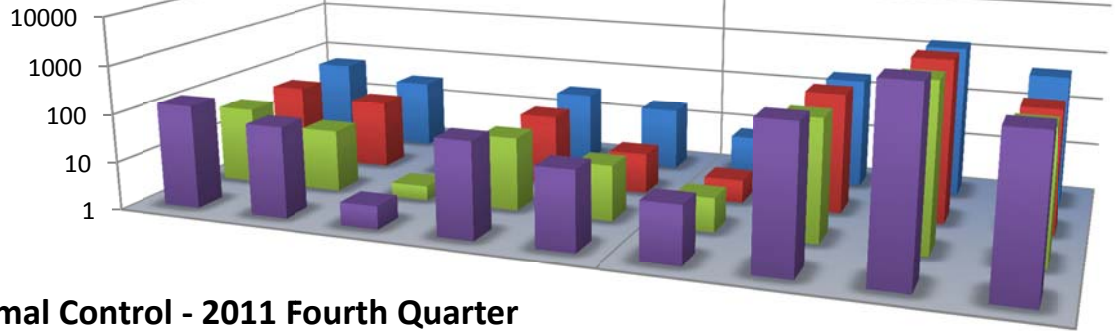
In the fourth quarter, adoption rate rose to 82%\*, from 73% in the third quarter, which is an average adoption rate of 78% for the year, which is still well above the national average of 45%. This number also puts Animal Control on track to reach their ultimate goal, which is the end of euthanasia as a means of population control in the community.

*\* Note - This rate is based on the number of animals adopted from the animals identified as adoptable based on behavior, and physical health.*

##### Animal Control Goals

Long-term goals met during this fourth quarter by Animal Control were:


- Citizen and adopter service was improved greatly over the past year. We continue to see this as a work in progress, as we can always improve.
- Follow-up procedures were streamlined and approved. New software program was introduced which will allow an even greater immediate and sustained improvement to follow-ups and call responses.
- Officers are communicating more effectively regarding problem areas and are working diligently to keep the lines of communication open. Software will continue to aid in this regard.



**Animal Control - 2011 Fourth Quarter**

	Dogs	Cats	Other Animals	Adopted	Reclaimed	Other	Activities and/or Calls for Service	Adoption Website Visitors: Petfinder	Adoption Website Visitors: Adoption Portal
October	57	29	1	32	21	7	204	1434	501
November	42	28	0	30	7	3	296	2116	318
December	40	20	2	33	14	5	297	2262	457
Totals	139	77	3	95	42	15	797	5812	1276

 Total Incoming Animals, Year to Date: 1,132 • Total Animals Adopted, Reclaimed, Relocated or Transferred, Year to Date: 615

 Total Activities/Calls for Service, Year to Date: 4,299 • Total Virtual Visitors, Year to Date: 38,818

**2012 Animal Control Goals**

For the calendar year **2012**, Animal Control has designated goals within the City of Bryant that it will endeavor. Such goals are beneficial to the residents of the city:

- Continue to adjust and change procedures and programs to operate more efficiently and effectively.
- Update and streamline the City Ordinances regarding the keeping of animals within the city limits.
- Complete the Animal Disaster Response Plan for the City of Bryant and take an active role in the development of a plan for all of Saline County (currently in progress).
- Continue to support and assist the other City departments in all ways possible.
- Continue to look for ways to reduce operation costs, and yet still provide excellent customer service to both our citizens and the animals in our care.
- Create at least one new program each quarter that reaches out to the communities within Bryant to get them involved with Animal Control operation, and keep them informed of Animal Control services and the Ordinances of the City of Bryant.

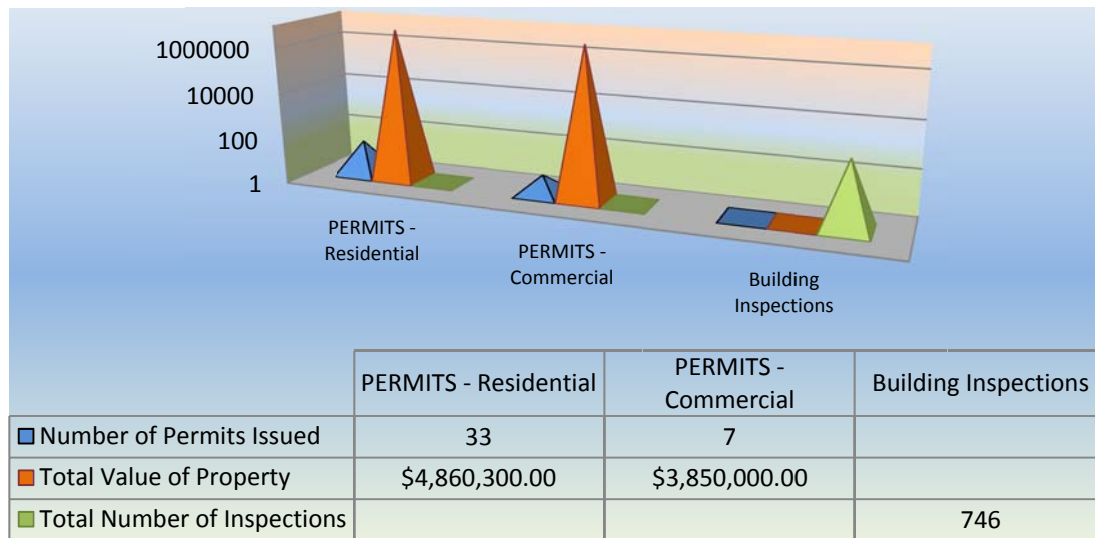


## CODE ENFORCEMENT

### Fourth Quarter Achievements

The City of Bryant Code Enforcement Department fourth quarter continued to be very active in 2011. The department received and took action on 43 separate issues.

### Code Enforcement - 2011 Fourth Quarter



The Fourth Quarter issues that were resolved were:

- Health and Safety/Building Issues
- Trash, Junk, Debris – Accumulation
- Unsightly or unsanitary issues

For the year 2011, the total number of Business Privileged Licenses was 708.



## **FIRE DEPARTMENT**

### Fourth Quarter Achievements

The Bryant Fire Department accomplished several achievements during this fourth quarter:

#### Grants

- ✚ The Bryant Fire Department received a grant for approximately \$18,000.00 for the purchase of three thermal imaging cameras. The thermal imaging cameras were placed on the apparatuses, so that the firefighting crews can work more efficiently while performing firefighting duties.
- ✚ FM Global awarded a grant in the amount of \$2,400.00 to the Bryant Fire Department for the purchase of equipment that will aid in fire investigation operations.

#### Firefighter Participation/Assistance

- ✚ Presented Fire Prevention Programs to the three elementary schools within the Bryant Fire Department fire district. The Fire Department successfully presented the Fire Prevention Program to over 1500 elementary students within the Bryant School District. The department held its Annual Fire Prevention Festival at the Central Fire Station, ending Fire Prevention Week with success.
- ✚ Assisted the Saline County Junior Auxiliary with the Breakfast with Santa by hosting the event at the Central Fire Station. The event was held in early December and was a big success. Over 700 pancakes were served to the Saline County children and their parents. It was estimated that over 400 children were present for this event.
- ✚ Assisted the Bryant Boys and Girls Club staff with setting up for the first ever Starlight Gala. The event was held as a fund raiser for the Bryant Boys and Girls Club.

#### Inspections

- ✚ Fire inspections were performed for the Bryant School District facilities that are within the Bryant Fire Department fire district. The inspections went well with very few violations to report.
- ✚ Testing was performed on more than 780 hydrants within the Bryant Fire Department's fire district.

#### Training/Classes

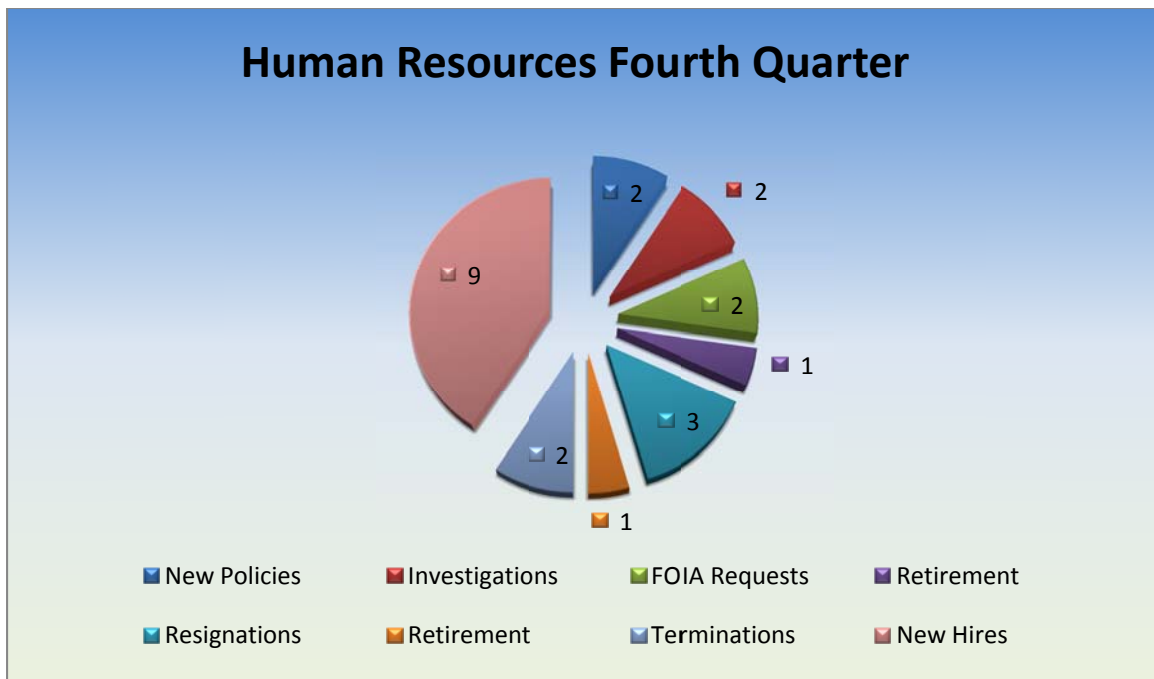
- ✚ The Bryant Fire Department had three Lieutenants complete the Arkansas Fire Academy's Chief Officer Course in the fourth quarter. The course will aid in the development of leadership skills for these upcoming officers.



## **HUMAN RESOURCES**

### Fourth Quarter Achievements

Bryant Human Resources Department is the first contact of the public in seeking employment with the city and is a main focal point for city employees in regards to city policies and benefits.



### Completed/Pending Policies

- New policies were approved by Bryant City Council and implemented. These new policies are noted in the chart above:
  - Reference and Criminal Background Check Policy
  - Drug-Free Workplace Policy

Pending policies are:

- Workplace Violence Policy
- Internal Posting Policy

Council approved the deletion of the Internal Transfer Policy

### Human Resources Resolutions Approved by City Council

- 5% salary jumps which were based on education, experience and certifications.
- Resolution affected employees who received promotions from January 1, 2011 to present.
- Employee salaries were adjusted to new rate.



### Reports/Payroll/Files

- Payroll processed with zero errors or discrepancies
- Vacation accrual transfer from 2011 to 2012 was completed
  - Mayor approved any vacation rollovers
- Human Resources completed the Finance Salary Report.
- The Random Drug Test Report was completed.
- Human Resource Personnel Files were changed over to a new system and files were updated.

### Positions

- Positions that were rewritten were:
  - Planning and Community Development Director
  - Community Development Manager
  - Planning Commission Secretary

### Volunteer Program

- A Volunteer Program within the City of Bryant was developed. Applications and policies, purpose, mission statement, goals and recruitments for this new program was also completed.
- PowerPoint presentation regarding this new program has been completed.
- Volunteer requests have been submitted to department heads.
- Volunteer Program brochures and spreadsheets are currently being process.

## **PUBLIC WORKS**

### Fourth Quarter Achievements

The Public Works Department had a good final quarter for the year 2011. The Departments were active during the last quarter completing work orders while keeping up with the new growth the city has seen recently. The Water/Wastewater rates have been approved to increase 3% per department for 2012 and 2013 and the funds made available should suffice to accomplish Phase 1 goals for each department.

Several projects were completed or in the process of completion:

#### Completed

- WW Treatment Plant Aeration System
- Debswood Dr Overlay
- Griffis Dr Pipebursting Project
- Mowed North Side of Town
- Neal St. Speed Bumps
- Repaired Intersection at Back Entrance to Bishop Park
- Bryant Elementary School Pump Station



In Process

- 2MG Water Tank
- Water Tank Rehabilitation
- Booster Pump Station
- Transmission Main Improvements
- Hwy 5 Widening at Forest Cove

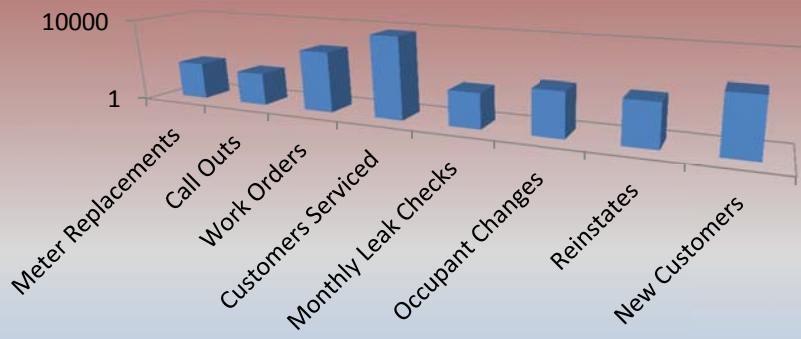
2012 Upcoming Projects

- Water/Wastewater Office Remodel
- Wastewater Telemetry System
- Hilldale Road Bridge
- Three Crossing Project
- Raymar Road North
- Springhill Road to Woodland Road
- Woodland Road to Prickett Road
- Planning the Widening of Boone Road
- North Tank Rehab Project
- South Tank Rehab Project
- Relocating lines along Highway 5

Water

Year 2011 was very productive. The department completed several projects such as rerouting the water line at Forest Cove. The water repair crew has been very productive as well; repairing around 100 service lines with 27 of those being 2 inches or larger.

**Water Fourth Quarter**



	Meter Replacements	Call Outs	Work Orders	Customers Serviced	Monthly Leak Checks	Occupant Changes	Reinstates	New Customers
4th Quarter	55	34	734	7135	45	120	100	449



## Wastewater

The Wastewater Treatment Department has been extremely busy processing all of the stored wastewater from the period the plant was under maintenance. I am happy to report that we have been able to process an additional 22% above maximum capacity with the recent plant improvements. This improvement will help reduce the effect major storm events has on our collection system.

Many projects were completed such as:

- Estimated 25,000-30,000 feet of new gravity sewer line,
- Estimated 8,000-10,000 feet of new force main,
- Several hundred new manholes,
- Rehabbed 1674 feet of gravity sewer line.
- Ready to accept 3 new duplex dump stations
- Work Orders completed – 249
- 40x100ft open air pole barn
- Outside flood lights at nine pump stations to comply with new ADEQ regulations.
- 5 sso's for the quarter
- 33 sso's for the year 2011
- 1,120 Work Orders completed for the year 2011.

## Street

In closing out the year 2011, the Street Department has been successful in completing 438 work orders and completing nine short term projects for this quarter.

The work orders completed include but are not limited to:

- Concrete Work
- Cleaning out existing ditches
- Limb trimming
- Major road repairs
- Mowing right of ways
- Street sweeping
- Routine trash pick-up

## Completed Projects

- Repairing broken and unsafe sections of concrete:
  - 4ft of curb at 520 Colonial Drive
  - 8ft of sidewalk at 803 Providence Drive
  - 12ft of curb at 2316 Byron Drive
  - 8ft of sidewalk at 612 Sedgefield Drive
- Replacing culverts at 3000 Hurricane Lake Road to improve drainage
- Repairing the intersection at back entrance to Bishop Park
- Completing the Neal & Debswood drainage project
- Overlaying Debswood Drive
- Mowing north side of town before winter

## Training

Three employees attended free training classes in December, 2011. The classes were offered by Hanson Pipe and Precast. The classes included: Fundamentals of Life Design, Proper Culvert Installation, Utility Relocations and Box Culvert Installation.