



City of Bryant
4th
Quarter Report
2013

4rd Quarter Reports 2013

Public Works

Director's Report

I'm extremely proud of our Public Works Crews. They continue to step up to the challenges that come their way each day. The Crews did a great job with the ice and snow storm that hit in December. As you will see below they have been quite busy taking care of the City streets, water and wastewater systems.

We are adapting to the new Springbrook accounting system as we go, getting used to new general ledger accounts numbers changes and classifications along with changes to the PO system and working on tweaking the format for next year's budget.

Projects:

- **Sheaff Avenue** The construction between Springhill and Woodland Park Drive is approximately 25 % Complete
- **Echo Lake Boulevard** The construction between Highway 5 and I-30 is approximately 85% complete
- **Drainage Projects** West Pointe Phase III is complete. Forest Cove Phase II (Ashlea crossing) is about 99% complete. Work will begin on the Henson Place South Crossing during the second week of January 2014.
- **Wastewater Treatment Plant** The Plant is now complete and operational. We have lowered our weather related discharges at the plant because of the reduction of Inflow & Infiltration by at least 30%. That is a result of the Wastewater Collection System Rehab.
- **Manhole Rehab** The rehab project is 95% complete
- **Overlays** for 2014 will be Springhill.
- **AMI** project is 99% complete. The only thing left is training and releasing the MiNet to the public.
- **12" Water Main to CAW** The amendment to the DWSRF Facility Plan has been submitted to ANRC with along with an alternative 16" proposal we will be going to bid in the first quarter of 2014.
- **12" Sewer Force Main** will be going to bid in the first quarter of 2014.
- **Funding Request** - Numerous letters have been sent to ADTD, the Municipal League and Metroplan seeking funding assistance on various street projects
- **Rate Analysis** for Water and Wastewater is being conducted in cooperation with ANRC, subject to the final 2014 Budget, and will be ready in the first quarter of 2014
- **Salvage Water Meters** To date we have sold approximately \$38,400 of the meter

removed from our system for the AMI project. Salvage revenues will be dedicated to finishing the AMI project

STREET DEPARTMENT

- The Street Department continued its efforts to trim tree limbs that are over hanging into the roads.
- During the recent icy weather event, the Street Department worked long hours to keep the streets in good condition. We were prepared for the event and have since replenished all supplies, and are ready if another event arises.
- We have been concentrating on culvert cleaning to improve storm drainage during this quarter.
- Potholes are a constant problem in colder weather. If they are not large areas, we purchase bagged asphalt to repair these areas.
- We continue to replace street signs and other signs with the High Density type of sign allowing the sign to be more visible.

WATER DISTRIBUTION

The fourth quarter of 2013 has been something for the record books.

Construction

- The water department relocated water lines for the Ashlea bridge project and the Echo Lake project.
- **Equipment**
 - We performed maintenance on some of our older equipment
 - We received a new truck and trailer that has helped our response by helping get the right equipment and crew to the job sites.
- **Locates**
 - We have had 2090 locates for the city so far this year.
- **Fire Hydrant Painting**
 - The fire hydrant project is near completion they have some touch up to do and a few hydrants to put extension kits on.
- **AMI Meter Project**
 - Mueller has completed installation of meters on the AMI project. They will continue to tweak the transmitting/receiving technology and provide support to the billing department. During the course of the project we located a number of meters that

were previously lost from the billing system. Because of the improved reading accuracy of the new meters and the discovery of more services we anticipate an increase in revenues.

- **Personnel**

- We filled a position with a young man named Ricky Robinson. Ricky promises to be a great asset to our team.

I am sure 2014 will be a big year for us. Bryant is still growing which makes each day a challenge. I know we will meet it head on, whatever the challenge is! I would like to thank all my crew for there hard work this past year, they are truly what keeps the town together !!

WASTEWATER COLLECTION

- **Work Orders**

- Wastewater crews have completed about 239 work orders in the fourth quarter and 1919 work orders for 2013
- While still focusing a lot of our attention on pump stations in 2013 we have reported a total of 3 SSO's for the fourth quarter of 2013.

- **Inflow and Infiltration**

- We have noticed a large reduction of I&I throughout the City with the most noticeable difference in basin 3 Stivers Subdivision pump station. Example; A 2"rain event that last for a 24 hour period, typical run times for pumps is 22.5 hrs for a 24 hour period. Run times now average 2.5 hrs for the same amount of rain and length of time.
- Manhole Rehab project is about 95 % complete right now and should be done by the 2nd week of January.

- **on Going Projects**

- Stagecoach Nursing and Rehab Center pump station is complete and on line.
- We have extended and laid new 8 inch gravity sewer line and set a new manhole across Sheaffs' Ave. in anticipation of retiring pump station 7 Family Church in 2014 or 2015.
- Owen creek pump station and Force Main: under construction.
- The Youth Service Center Force main Relocation is complete and has made a noticeable difference.
- Midland pumping station force main reroute project is in the planning and design stage. Shobe rd pumping station # 5 remodel is still in the planning and design stage also.
- The odor issue in the 4000 blocks of Robin wood cir and commonwealth Dr has been resolved.
- A large effort was made to resolve the issue, mains researched, cleaned, TV'd lines , Insituformed sewer main, relocated 1,300 ft of sewer force main and

installed VFD's (variable frequency drives) in station # 20 to control the discharge flow from the pump station. Crews have been working hard and we have tried to be proactive in investigating possible issues and correcting problems to the fullest extent possible and have really paid off.

- In 2010 we began a campaign trying to eliminate all SSo's in the City. Although the goal may not be practical or possible the challenge still remains. We have reduced our SSo's since 2009 to 2013 by more than 50 percent through protocol changes diligence and a lot of hard work. Overflows have been reduced across the board not in just one area. My goal as Superintendent is to go one full year with no SSo's in the City of Bryant.

Sanitary Sewer Overflows - 2009 through 2013

2013	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS / YR
# SSO PER MONTH	3	3	1	2	2	1	1	1	3	1	0	2	20
EQUIP FAILURE	2							1					3
POWER FAILURE				1					1				2
BLOCKAGE	1	1	1	1	1				1			1	7
LINE FAILURE		2			1		1		1	1		1	7
CAPACITY						1							1
2012	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS / YR
# SSO PER MONTH		1		5	2	1	1		6	3	1	6	26
EQUIP FAILURE				4	1							1	6
POWER FAILURE										2		3	5
BLOCKAGE				1	1				2	1	1	1	7
LINE FAILURE		1				1	1		4				7
CAPACITY												1	1

2011	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS / YR
# SSO PER MONTH	5	2	1	8	3	3	0	3	3	0	1	4	33
EQUIP FAILURE	3			2	2	1		1	1				10
POWER FAILURE				5				2					7
BLOCKAGE	2	1	1	1	1	1			1			4	12
LINE FAILURE		1				1			1				3
CAPACITY											1		1
2010	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS / YR
# SSO PER MONTH	3	3	7	4	3	4	2	4	3	3	3	5	44
EQUIP FAILURE	1	1	3	4	1	0	0	1		1		3	15
POWER FAILURE	2		1			2	2	2					9
BLOCKAGE		1	1		1				1	2	1	2	9
LINE FAILURE		1	2			2		1	2		2		10
CAPACITY					1								1
2009	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTALS / YR
# SSO PER MONTH	5	2	4	4	9	6	6	3	3	4	4	4	54
EQUIP FAILURE	2		2	1	2	2	1	2	0	2	4	2	20
POWER FAILURE	1			1	1	2	2		1				8
BLOCKAGE	1	2		1		2	1		2			2	11
LINE FAILURE	1		2	1	2		2	1					9
CAPACITY					4					2			6

WASTEWATER TREATMENT

- Avg. flow 1.879 MGD
- Rainfall 17.37"

Facility Maintenance:

- Secondary clarifiers have been isolated one at a time and pressure washed

Bldg. 5/ Inlet Works Structure

- VEI contractors painted all the bolts that were broken loose during the replacing of gaskets after they were blown out. The adjustable supports have been bolted down and the grout around the header through the well wall was done.

Bldg. 6

- Cleaned auto drains and replaced filters for pneumatic air supply
 - Aerzen blowers
 - #1 Aerzen greased motor
 - #2 Aerzen greased motor

Bldg. 11

- Use jet machine to clean discharge area and contact chamber

1MGD process:

- Changed filter and greased bearings on Kaeser blowers

Waste Hauler Information:

- We have taken over 1,002,620 gals of lechate drain from the landfill this quarter and received payment of \$50,131.00

Analysis Results:

- During the second and third week of Oct. we had very high TSS results after cleaning out the clarifiers with the pressure washer. These results did have us out of compliance for the concentration limit for TSS during Oct. The fourth week of Oct all results were back under the limit. All other weekly results from this quarters analysis were in compliance.
- The 4th quarter bio-monitoring sample was collected during the 2nd week of Nov, all analysis received a passing grade.

Entergy Consumption:

- WWTP Avg Usage 169,653kw Avg bill 13,351.87 / bill for 2013 \$152,648.59
- Motor Control Center Avg Usage 59,680 kw Avg bill 5,015.53 bill for 2013 - \$ 28,330.64

Some of these numbers were during the time we were not pumping and were on bypass pumps so these totals could be higher.

Plant Operation:

- During the month of November we did have a site visit from ADEQ permits branch.
 - The main topic was changes that we may see on the new discharge permit. They did have some changes for monitoring, we may have to report copper and zinc for the next four years with the understanding that at the end of that four year

period we may have a limit to meet for the next cycle when the permit is up in 2018. We did have some request for reduced sampling for the monthly monitoring requirements. We have not heard anything back as to when the 30 day notice will be posted and the permit will be final. There were no changes to the storm water permit. We will stay no exposure for the next cycle. Work will have to be done to the trash box for any exposure to drain back to the well. I have contacted the concrete contractor to do this work.

Code Enforcement, Permits, Inspections and MS4

Residential permits are slow, we issued 18 for the quarter, Commercial permits are up. We issued 9 new permits for the quarter. we issued 37 citations, for unsightly or unsanitary properties, which include everything from, tall grass, abandoned vehicles, blocking of drainage ditch,excessive debris, health hazards, parking on sidewalks, and violations on the international property maintenance code.

Business License Renewal letters and e-mails went out in November. Our on-line renewal project is complete and as of this date we have had over 400 Businesses renew their license through IWORQ via our city website.

<u>Permit #</u>	<u>Issued Date</u>	<u>Applicant Name</u>	<u>Permit Type</u>	<u>Site Address</u>	<u>Project Cost</u>	<u>Square Feet</u>	<u>Lot</u>	<u>Addition</u>
81829.0	10/29/2013	MIKE ORNDORFF	RESIDENTIAL BUILDING	1605 KATRINA DR.	170,200	2,223	2	CEDARWOOD
81828.0	10/29/2013	MIKE ORNDORFF	RESIDENTIAL BUILDING	1601 KATRINA DR.	150,000	1,886	3	CEDARWOOD
81823.0	10/18/2013	KIMMY HOUNG	NEW RESIDENTIAL	308 MONICELLO WEST	233,000	3,068	166	STONEBROOK
81815.0	10/14/2013	DAVE GRUNDFEST COMPANY	COMM. BUILDING	417 OFFICE PARK DR.	875,000	4,905	4	
81814.0	10/11/2013	TRIAD RETAIL CONSTRUCTION	COMMERCIAL BUILDING FINISH OUT	2372 SPRINGHILL RD	400,000	5,274	0	
81810.0	10/11/2013	SCOTT SUGGS	NEW	6301	355,700	6,469	0	

			RESIDENTIAL	LOMBARD DR				
81805.0	10/4/2013	WELCOME HOME ENTERPRISES, INC	NEW RESIDENTIAL	3617 STIVERS BLVD	105,000	1,897	56	SPRINGHILL MANOR WEST
81804.0	10/3/2013	DALE MACKEY	RESIDENTIAL ADDITION	20 ARCADIA CIR	3,000	300	27	BLOOMFIELD HILLS
81803.0	10/2/2013	LAW CUSTOM HOMES	NEW RESIDENTIAL	6306 RIM FIRE COVE	257,600	3,497	67	REMINGTON PLACE

Permit #	Issued Date	Applicant Name	Permit Type	Site Address	Project Cost	Square Feet	Lot	Addition
81874.0	11/25/2013	DARRELE ALEXANDER	ACCESSORY BUILDING	105 SE 3RD ST.	10,550	728	0	
81873.0	11/25/2013	MIDDLEBROOKS ELECTRIC	COMMERCIAL BUILDING FINISH OUT	409 S. REYNOLDS RD. STE 5	25,000	1,075	0	
81871.0	11/20/2013	CHILDCARE NETWORK	COMMERCIAL BUILDING FINISH OUT	408 S. REYNOLDS RD.	27,000	2,000	0	
81870.0	11/20/2013	MRDJA CUSTOM HOMES	NEW RESIDENTIAL	1308 OAK GLENN PLACE	162,800	2,476	94	OAK GLENN
81865.0	11/18/2013	SCHRADER HOMES	NEW RESIDENTIAL	3820 ROBINWO OD CIR.	263,000	4,195	64	WEST POINTE NORTH
81864.0	11/18/2013	PRESTIGE HOMES	NEW RESIDENTIAL	411 MOTICELLO WEST	218,400	2,913	155	STONEBROOK
81863.0	11/18/2013	PRESTIGE HOMES	NEW RESIDENTIAL	516 GRANT DR.	217,560	2,777	13	STONEBROOK
81862.0	11/18/2013	BARRY HELLER	ACCESSORY BUILDING	4515 FRONT DR.	13,000	900	0	SPRINGHILL ACRES
81861.0	11/15/2013	IDEAL INC.	COMMERCIAL BUILDING FINISH OUT	25736 I-30	24,000	240	0	
81855.0	11/13/2013	TOUCHSTONE DEVELOPERS	NEW RESIDENTIAL	3336 GARDEN CLUB DR.	150,600	2,077	87	ANDRES GARDENS
81854.0	11/13/2013	TOUCHSTONE DEVELOPERS	NEW RESIDENTIAL	3340 GARDEN	164,200	2,126	88	ANDRES GARDENS

CLUB DR.

Permit #	Issued Date	Applicant Name	Permit Type	Site Address	Project Cost	Square Feet	Lot	Addition
81898.0	12/30/2013	STONEHILL PROPERTIES	NEW RESIDENTIAL	6020 SPRINGWOOD CIR	152,900	2	43	CYRESS VALLEY
81889.0	12/17/2013	CBM CONSTRUCTION	COMMERCIAL BUILDING	3301 MAIN ST. STE 1	42,000	621	0	
81887.0	12/17/2013	AUTOMATIC DOORS, SALES AND SERVICE	COMMERCIAL BUILDING	3013 CORPORATE CENTER DR.	200,000	6,382	0	
81886.0	12/11/2013	MATT FOSTER CONSTRUCTION	COMMERCIAL BUILDING FINISH OUT	2213 N, REYNOLDS RD. STE 1	18,500	3,300	0	
81883.0	12/10/2013	SOUTHERN GENERAL CONTRACTORS	NEW RESIDENTIAL	1154 OAK GLENN LOOP	195,000	2,449	27	OAK GLENN
81879.0	12/6/2013	KID'S ACADEMY	COMMERCIAL BUILDING	2028 EVANS LOOP	1,200,000	22,000	0	
81876.0	12/2/2013	KEN POWELL	NEW RESIDENTIAL	1326 LAGRONE LN.	304,900	3,952	0	
81875.0	12/2/2013	HERITAGE HOMES	NEW RESIDENTIAL	915 HUNTER LEE DR.	218,900	2,973	8	ANDRES PLACE

Case Date	Name	Address	Violation	Status
12/31/2013	WILLIAM D. McCOY	1322 HELEN CT.		Closed
12/31/2013	ADAM SETTLE	3202 ROBBINS DR.	ZONING REGULATIONS	Closed
12/26/2013	KATHLEEN MCGUIRE	5206 North Shobe Rd		Open
12/31/2013	TIFFANY DUNN	919 AMY CIRCLE	Abandoned Vehicle	Closed
12/20/2013	TREY GRANTHAM	10 PARK DR.		Open
12/20/2013	CHRIS JAMESON	4501 KARIN LANE	Abandoned Vehicle	Closed
12/18/2013	JOHN HILL	206 Todd Lane	Excessive Debris	Open
11/8/2013	STEPHEN PLATT	1910 RODEO DR.	NON DEDICATED USE OF STREET	Closed

10/31/2013	BRIAN NAGEL	3413 HILLTOP RD.		Open
10/31/2013	SHAWN SMITH	3701 HILLTOP RD	Tall Weeds/Grass	Open
10/29/2013	NATHANIEL BOLHOFNER	108 S ELM ST	Excessive Debris	Open
10/29/2013	BENJAMIN B. BOYETTE	2418 RICHLAND PARK DR.	Tall Weeds/Grass	Closed
10/28/2013	JONATHAN DURAN	807 LINDY COVE	Tall Weeds/Grass	Closed
10/24/2013	KATHY SEWELL	4317 STILLMAN LOOP	Excessive Debris	Closed
10/24/2013	FEDERAL NATIONAL MORTGAGE ASSOCIATION	3505 VICKI DR.	Tall Weeds/Grass	Closed
10/24/2013	JOHN & KIM ETTLEMAN	3019 WHISPERING OAK	Tall Weeds/Grass	Closed
10/24/2013	JAMES McALLISTER	3022 WHISPERING OAK	Tall Weeds/Grass	Closed
10/24/2013		27 CRAIN DR.	Tall Weeds/Grass	Closed
10/17/2013	GEORGE M. BALOGH	300 SW FOURTH	Tall Weeds/Grass	Closed
10/15/2013	RON FLEMING	5200 N. SHOBE RD/		Closed
10/15/2013	CURTIS J. LAWRENCE	3014 WHISTLING PINE	Tall Weeds/Grass	Open
10/15/2013	JERREL CALDWELL	3819 STILLMAN LOOP	Excessive Debris	Closed
10/14/2013	TEERA FORMA LLC/ DAVID BRUINING	25315 I-30 S	INTERNATIONAL PROPERTY MAINTANCE CODE	Closed
10/14/2013	PEARCY A.	LOT 10	Tall Weeds/Grass	Closed

	BILLINGSLEY	DEARBORN CIRCLE		
10/11/2013	BILL WARFORD	3604 LACROSS	Tall Weeds/Grass	Closed
10/11/2013		2928 RAYMAR RD.	NO VIOLATIONS	Closed
10/11/2013	B&C EXCAVATION LLC	LOT 12 CYPRESS VALLEY	Tall Weeds/Grass	Closed
10/7/2013	ALLAN NGUYEN	3311 Moonlighting PL	NO VIOLATIONS	Closed
10/3/2013	US BANCORP SERV PROVIDERS	709 PATTYWOOD	Excessive Debris	Open
10/3/2013	DONNA G. EASTHAM	306 WHITEBLOSSOM CIRCLE	NO VIOLATIONS	Closed
10/3/2013	KAY SANDERS	519 NORTH ST.	Tall Weeds/Grass	Court Pending
10/2/2013	MARK TRIMBLE	2300 JUSTUS LOOP		Closed
10/2/2013		2907 HACIENDA PARK ST.	UNSIGHTLY AND UNSANITARY/PUBLIC HEALTH HAZARD	Closed
10/2/2013	KELLY HIGGINS	805 CEDAR		Closed
10/1/2013	DOLLAR GENERAL #2020	2205 N. REYNOLDS RD.	Excessive Debris	Closed
10/1/2013	BOBBY G. WRIGHT	LOT 89R & 90R	Tall Weeds/Grass	Closed
10/1/2013	MICHEAL SL ROBERTS	PARCEL # 840-11761-001	Excessive Debris	Open

4th Quarterly Report - 2013

MS4 Stormwater

The biggest focus and most time spent this quarter from the MS4 Stormwater Department was on knocking out as many stormwater quad maps as possible. This meant in-field observation covering every square inch of the territory on each map by foot and auto and marking the flow of stormwater in every ditch, gutter, curb cut, culvert, manhole, grate, channel and stream. Each field-marked map then had to be reviewed in office by me to check for mistakes or missing data. The hand marked-up maps were scanned then sent to GIS for drafting and electronic documentation. During this process, we would also get kick-backs at the GIS level for items that were missed or that may have been incorrect. At that point the issue would have to be field verified for understanding or final correction. You can see that this has been a complex and labor intensive process this quarter but our goal is to finish months ahead of schedule. We are on track. We had a very productive quarter in stormwater mapping. At this point, hand marked maps are at 75% completion and we have 6 months till the deadline. Our concentration of efforts has given us a good cushion to get this complete on time and correctly. The area of land left to map is more undeveloped so it should be easier mapping. We have a bit more work both in field and in office. The remainder of the mapping work then will be answering questions and doing corrections and field verifications for GIS to support them in the completion of the electronic form of the "complete stormwater maps for the City". The hand-marked maps will be complete far sooner than the electronic, GIS produced maps. The hand-marked maps are adequate for ADEQ requirements so we are in good shape.

The other areas of concentration in MS4 were public outreach; stormwater structure maintenance; on-going inspections at Raymar North Road Project, Springhill Road Extension Project and general City-wide construction sites.

Public Outreach we did this quarter involved answering questions and responding to complaints as well as going door to door to hand out stormwater bracelets and door hangers. The bracelets are green and say "Nothing in the Drain but the Rain." The door hangers have important information about reducing the pollution levels in stormwater runoff and it has contact information so citizens can address pollution prevention issues. We

estimate that we have handed out approximately 1,200 of these bracelet/door hangers to date. We have gotten good feedback from the public.

We had the prisoners two time during this quarter. Once was to handle a customer complaint at the daycare center on South Prickett Road. There were several dump truck loads of debris removed from ditch there and we took the opportunity to talk to landowners about the importance of routine maintenance and keeping yard waste out of the creeks and ditches. The second place we used the prisoners was at King's Crossing drainage ditch. We cut and removed debris along the entire ditch to the creek.

In the month of October we had work to do at the Kings Crossing drainage project site including packing dirt in the yards and around new grates (the dirt was settling badly) and placing sod to control erosion. The new structures installed have been doing their job and draining the area adequately. Another project we completed was filling in a sinkhole and sodding around some existing drainage structures at 904 South Shobe Road. Another project the guys completed was using the vacon machine to remove built up silt around the bridge on S. Prickett road near the intersection of Bethel. The silt removal was a response to a citizen complaint. Another area we worked on during this rainy quarter was going around to drains and inlets and clearing/cleaning debris to facilitate drainage around the City. We cleaned several drains, culvert ends and inlets along Boone & Shobe roads and throughout the town including the commercial district north of I-30.

Overall, the stormwater construction inspections went well. We had good compliance. It seemed we had to work especially hard keeping up with the Springhill Road Extension Project. The issue was coordination and communication with the project foreman. We were successful though in keeping both projects under control and making sure that silt fences were in place, storm inlets were protected and job site entrances were stabilized to keep the streets clean. There had been some complaints from residents in the last quarter about dirt on the streets but this quarter it was a totally different ballgame. Once we got the foreman on track, it has not been an issue. They work with us.

On the Community Development front I have worked with the team on the Jump Start Project helping with meetings and facilitating the process of rolling out the program. I have also managed the production of the monthly City Newsletter, helping with content and final editing.

Human Resources (4th Qtr Report)

Continuing with the Springbrook update: Completion of year to date balance input; accrual balance input; and updates in conjunction with the finance department. HR is looking forward to the total HR conversion with Springbrook in 2014.

Continued with the position rewrites and new positions with Fire, Public Works, Finance and Police and IT Director position requested by Council.

The City of Bryant Second Annual Health and Wellness Fair was a great success as was the Chili Cook-Off. Employees were able to speak with representatives from our various benefits; have their blood pressure and sugar levels checked and get flu shots. In addition, various other representatives from hospitals, DHS and clinics were available to offer information on health and wellness.

Human Resources assisted with the implementation of the new Security System (RedCloud) inputting employees, assigning access and issuing FOBs. HR will continue to work with Royal implementing the Public Works Security System and FOBs.

Human Resources assisted departments with budgetary information for the 2014 budget (wages, accruals, etc...).

Finalized Open Enrollment - submitting all employee authorizations for current and/or new policies.

Worked alongside of Legal and Finance to rewrite Travel and Credit Card Policies - submitted and approved by council.

Police

Since the start of 4th quarter, we have continued to focus on detecting and deterring crimes in neighborhoods and businesses.

We have conducted and continued to work task forces that included SAT, Drug Interdiction, DWI task force, Seatbelt Task force and served Warrants and Search warrants as cases have evolved into arrest.

We continue to make our presence known during the holidays to ensure everyone has a safe time. Unfortunately, we have had two pedestrian vs. vehicle which injury occurred.

We have made several arrests in connection with increased area burglaries.

We participated in the Toy Trooper Drive and started Bryant's First Shop with "Santa's with Badges" program to help children locally have a better Christmas.

We have embraced the social media age and created our own Facebook page that currently have 7,658 "Likes" not only are we keeping the citizen informed we are using it as a tool to help solve crimes.

"I was skeptical at first: but it Works!

We have filled our police officer position and met our goal from last quarter. Congratulation goes to Michael McCabe our newest member of the Bryant Police Department.

Animal Control & Adoption Center

Report for 4th Quarter 2013

From the Director:

This past year has been full of challenges and triumphs for the animal control department. For the first time since 2003, Bryant Animal Control saw an intake of less than 1,000 animals, down from 1,016 in 2012.

This decrease is proof that our commitment to decreasing our shelter intake of unwanted animals, along with a strategic plan to support this commitment is working. The SNIP program, which funded 118 spay/neuter vouchers last year, including two discounted spay/neuter clinics, is already showing a significant impact. My staff has remarked that there has been a marked decrease in the number of puppies and kittens entering the shelter over the past year.

We are seeing less euthanasia of animals at the shelter due to overcrowding, which is a huge morale booster for our staff and volunteers. We hope to continue this trend into 2014.

I sincerely appreciate the council's support as we move forward with our on-going plans to reduce unwanted pets in Bryant, as well as decrease animal-related crime in our community.

- Tricia Power

Animal Control Statistics

Shelter:

	Fourth Quarter:	In 2013*:
Incoming Animals:	175	880
Adopted/Returned to Owner:	102	509
Released/Transferred:	17	76
DOA/Euthanasia:	91	315

**Disposition numbers are higher than intake numbers due to the number of animals which*

were held over from the previous year.

	Fourth Quarter	2013
Animal Rescue/Control:		
Bites	4	7
Barking	18	40
Aggressive Animals	10	37
Injured/Sick	11	49
Stray Animals	154	743
Owner Surrenders	4	6
Deceased Animals	12	41
Animal Cruelty	10	51
Nuisance	3	20
Special Detail	108	396
Follow Up	50	291
Admin	283	974
Police Assists	1	12
VM	20	58
Total Activities	688	2725
Warnings	36	120
Cites/YIF	2	32
Traps	30	304

Dog Park Committee

The dog park committee has almost sold out of all the t-shirts, and the bricks are selling at a moderate pace. We are now focused on the planning of the Gala, called the Furr Ball, which will be held on April 12, 2013.

Legal

Pending litigation:

Pre-2012 Hall v. Cob. Case is set for Trial January 15-17. Have been actively involved in preparation for trial, including preparing to examine half of the potential witnesses for the Plaintiff and acting as second chair on Defendant's case. Have had numerous conversations with Municipal League attorney regarding negotiations, trial prep, expert witness prep and trial strategy.

2012- Cob v. Global Telecom - Have been receiving payments from the Saline County Circuit Court as part of the penalty imposed on Mr. Barnes.

Pre 2012- Collins v. CoB - Arkansas supreme court declined the case. City was obligated to pay attorney fees of approximately 35,000.00 .

2013- Collins v. COB 2 -Ongoing motions work to dismiss claim as based on same facts as Collins 1. Prepared some studies of the area, graphically and gathered contract documents. Responded to numerous FOIA requests related to this matter from Mr. Collins.

2013 Atkins v. COB - Police case involving arrest of a combative subject and required 4 officers to subdue him. Participated in discovery with Municipal League attorney and attended Plaintiff's deposition. Working to schedule Depositions for police officers in the end of January 2014.

Potential Litigation matters:

OpenAire and/Dayco with aquatics center. Windows loosing seal and becoming cloudy. Onat has provided background correspondence and I have communicated our displeasure in performance by OpenAire and Dayco regarding this matter. Will attempt resolution without litigation or arbitration, but it looks unlikely to succeed without formal action.

Administrative matters:

Records Retention. Moving forward with beta testing in small departments beginning 1st quarter 2014.

Being a part of Agenda Center Workflow, allows greater involvement on items going to council from Departments. Will continue to work with Departments on meeting submission deadlines for documents that require my review and input.

Billboard Moratorium - Scheduled item for January Planning Commission meeting. Had a good discussion with DRC committee on this topic before moving it to Planning commission.

Attending District Court once a month to observe court activities and try to identify any areas of improvement from the city prosecutor's perspective. Developing a strong working relationship with the Judge in addressing common issues for the Court and City Hall.

Freedom of Information Act Requests:

Responded to and reviewed numerous FOIA requests from the public, media and other city officials. Also, the new web site FOIA form is working, where the requests come directly to me to send to appropriate department and check on compliance. Handled several large FOIA requests. Would like to thank Finance Department, Human Resource Department and administration staff for their assistance, dropping of what they were doing to help respond to some of these requests.

Professional Development

I received notice of appointment to two prestigious committees with the National League of Cities, the first appointment was an appointment as a NLC University Leadership Fellow. NLC University Fellows prepare, identify and host the advanced training classes held at NLC meetings, and regional meetings. We are responsible for ensuring that these class offerings are meeting the needs of municipal officials nationwide and that the presenters are top professionals in the areas of their expertise. I am one of 40 Fellows appointed Nationwide. The opportunity to help steer, guide and identify advanced educational opportunities for municipal officials, elected and appointed, is a significant honor that carries a significant responsibility.

Secondly, I received notice of appointment to the Finance, Administration, Intergovernmental Relations steering committee, one of seven standing steering committees for National League of Cities. Myself and Mayor Dabbs represent only seven Arkansas officials appointed to NLC steering committees, from the nearly 300 total possible appointments. Again, the opportunity to be on the committee that governs the National League of Cities policy, education and lobbying efforts revolving around Finances, Administration, and Intergovernmental Relations is a significant honor and an opportunity for the City of Bryant to network with National organizations and entities.

I also had the opportunity to present educational segments to the Arkansas City Clerks and Treasurers Association and to be a trainer at the Arkansas Animal Control and Certification Course.

Finally, I authored an article for publication in a statewide attorney journal regarding the responsibilities of being a municipal attorney and some of the difficulties associated with that position.

Finance Department

(for 4th Quarter 2013)

- The Finance Department spent most of the 4th quarter focused on ensuring accurate reporting, tracking and balancing of financial data, would be completed in time for Council and the public to review by the many deadlines they were given. This along with meeting the day to day needs of operations within the city has made this a challenging quarter.
- A plan was introduced late in 2012 and early 2013 to move the City to a new financial software platform. This conversion, completed in the middle of a fiscal year, created multiple challenges for our finance department. They have done so with much perseverance and we are now beginning to see light at the end of the tunnel. The new software is working well in regards to the new fiscal year and is enabling us to report data easily, and has made creating needed reports for departments a much easier process as well.
- Multiple changes in leadership and management styles also presented an obstacle for our finance department to face over the past year. This unfortunately showed itself strongly in the last quarter. That along with completing the multiple FOIA requests that were received within the department made the process of moving towards completing year end financials slower than we would have liked.
- Finance developed and implemented a new system in how purchase orders are requested and paid. These changes were implemented towards the end of 2013 and are working well in ensuring an accurate and effective way of tracking all expenditures within departments.

Bryant Fire Department

4th Quarter Accomplishments

As of 12-20-13

- 1. 1 Firefighter completed the Fire Training Academy**
- 2. Haz-Mat Technician refresher course completed**
- 3. Fire Prevention Program for all Elementary Schools in the Bryant Fire District**
- 4. Fire Inspections for all of the Schools in the Bryant Fire District**
- 5. 4 Firefighters Completed Emergency Medical Technician School and passed National Registry Test on their first attempt**
- 6. Assisted with the Toy Troopers Drive**
- 7. Assisted with the Shop with a Cop program by wrapping gifts for children and shopping with children who participated**
- 8. Hosted Breakfast with Santa**
- 9. Assisted with the National Night Out, Put 500+ kids through the ACH Smokehouse**
- 10. Place 2 new Fire Engines in service, Engine 1 (housed at HQ) and Engine 2 (housed at Sta 2)**
- 11. Logged approximately 4,268 hours of training for Firefighters**
- 12. Chief Jordan completed Master's Degree in Emergency Services Management**

4th Quarter Call Volume As of 12-20-13

Fire Calls	32
EMS/Rescue	351
Hazardous Materials	4
Good Intent/Service Calls	75
False Alarms	15
Inspection/Pre-Plan	88
Other	3
Total Calls	<hr/> 568

Fourth Quarter Accomplishments 2013

Bryant Parks and Recreation

1. Received Governor Recycling of the Year award from Arkansas Recycling Coalition.
2. Received Governor Council Award on Fitness Facility of the Year.
3. Began youth volleyball leagues.
4. Held CPR certifications for staff.
5. Had health code inspection.
6. Began planning for 2014 winter programming.
7. Mills Park Pool construction continues. Plumbing started October 4th. Plumbing is 95% completed as of October 14th. Waiting on Health Department inspection. Need to pick tile and coping colors. Will ask for recommendation from Parks Committee.
8. Hosted Fall Fest.
9. Enrolled over 70 individuals in our first Ignite Boot Camp classes.
10. Expanded yoga to two classes.
11. Won \$1,000 grant for Bishop beautification.
12. Began youth basketball enrollment.
13. Began adult winter activity enrollment.
14. Hosted Reindeer Run 5k.
15. Began adaptive sports clinic.
16. Hosted Employee Health Fair for City of Bryant.
17. Participated in Toy Troopers.
18. Hosted Midtowne Church event on Christmas Eve.
19. Started planning for 2014 Health Fair.
20. Completed Tree City USA application.
21. Hosted Boys and Girls Club Starlight Gala.
22. Received grant funds for the second phase of Mills Park Pool.

Planning Department

The following site plans were approved:

- Automatic Door Sales & Service - Corporate Center Drive
- Fleming Electric - Site Expansion
- Fence Brokers, Inc - I-30

Ongoing site plan reviews:

- Pinecrest Funeral Home
- Proposed hotel on Alcoa Road

The following subdivision plats were approved:

- Remington Place Phase 5
- Stonehill Subdivision Phase 7
- Andres Woods Phase 1
- Cypress Valley Phase 1

The following rezoning request was reviewed but is postponed:

- Michael Bolin - Springhill Road (between Cedar Drive and Pleasure Drive)

The following zoning requests were approved:

- Stan and Patti Chester, 4425 Highway 5 North
- Reagan Brown, corner of Walnut Street and 3rd Street

The following Master Street Plan revision

- Hunter Lee Parkway - revised roadway status

Misc:

- Worked with the Legal and Parks Department staff on the “Jump Start” Grant Program
- Review of potential Billboard Ordinance revisions