



2014
Finance and
Administrative
Activity
Report



OFFICE OF THE CITY MANAGER

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To: Arkadelphia Board of Directors
CC: Ed McCorkle
From: Jimmy Bolt, City Manager
Date: 1-29-15
Re: 2014 Finance and Administrative Activity Report

This document is the Finance and Administration Activity Report as required by state law. The tough economic times continued to be challenging in 2014. Even with these challenges the City continued to provide a high level of service to the citizens of Arkadelphia and the surrounding community. Our financial position is healthy in a weak economy. To maintain our services we must continue to be innovative in our business models.

Previously the Arkadelphia Board of Directors endorsed a Zero Waste Plan. The sustainability work we have done to investigate, educate ourselves, plan for, and participation in supporting programs will allow us to implement sustainable programs. The implemented changes to our sanitation system and police car system are paying us dividends. This has afforded us the opportunity to continue to work on building a cash reserve while modestly improving employee pay and replacing old equipment. I am hopeful the Utility systems master planning will achieve similar results. Our efforts will allow us to reduce our carbon foot print and maintain current service levels without increasing our operating cost. I believe our efforts will continue to pay dividends for many years into the future as we continue the journey.

The Board adopted a “finish projects” mind set during the 2013 Board of Directors retreat. With that thought in mind the City is nearing completion of the YSC and continues to work on sidewalk.

Please take the time to review the attached activity summaries from each department and see if we as staff have met the expectations of this Board.

Executive Summary RE: Airport Usage, Status, and Impact Calendar Year 2014
Prepared January 27, 2015

The Arkadelphia municipal airport has one set of runways, runways 4/22. This runway is serviced by a full length taxiway with three intersecting taxiways. The runway weight capacity is 50,000 pounds single-wheel landing gear (SW), 60,000 pounds dual-wheel landing gear (DW), and 100,000 pounds dual-tandem landing gear (DTW) as a result of previous overlay projects. This increase in weight bearing capacity should aid in attracting larger corporate aircraft. There were 33 aircraft based at the airport either by tie-down, private tee-hanger, shared hangar space or private hanger in 2014, with the breakdown being 28 single engine piston aircraft, four multi-engine piston aircraft and one multi-engine turbine aircraft.

There are two instrument approaches into the airport, one for each runway. They are RNAV (GPS) RWY 4 and RNAV (GPS) RWY22. This includes the new GPS instrument approach to runway 22 and an updated GPS approach to runway 4. The NDB approach to runway 4 no longer exists since most aircraft have transitioned from having ADF radios that receive the NDB signals to having GPS receivers instead. The instrument approach to runway 4 now allows appropriately equipped aircraft to descend to 300 feet above the ground as opposed to the previous approach only offering a descent to 700 feet above the ground. Runways 4 and 22 have Precision Approach Path Indicator (PAPI) lighting as well as Runway End Identifier Lighting (REILS). Automated aviation weather information is provided on the field for incoming aircraft and the National Weather Service continues to provide Terminal Aerodrome Forecasts (TAFs) for our airport.

The fencing project to complete the perimeter fence was started in the later part of the year which has also refurbished two existing automatic gates and installed an additional automatic gate. Funding was also approved by the Arkansas Department of Aeronautics to relocate the ag pad to the south end of the airport.

Henderson State University continues to provide daily management of the airport as per a Memorandum of Understanding (MOU) between the city and the school. This management covers the main hanger and its rental, tie-down rental, and fees collected for agricultural operations. Henderson also maintains the fixed base operation (FBO) at the airport which is essentially fuel sales to the flying public.

Biannual airport data has not been updated since March 2013. Based upon that most recent data, Arkadelphia airport activity increased from approximately 31,400 operations per year in 2012 to 38,400 in 2013. An operation is either a takeoff or a landing. 73% of the traffic was local, 26% transient.

Overall fuel sales for calendar year 2014 stayed steady. Approximately 37,000 gallons of 100LL was delivered in 2013 compared to approximately 37,000 gallons of 100LL being delivered in 2014. Approximately 12,400 gallons of Jet-A fuel was delivered in 2013 compared to approximately 12,200 gallons of Jet-A delivered in 2014. The 100LL bulk fuel tank underwent long-term maintenance and cleaning. The Jet-A tank did not require long-term maintenance or cleaning at this time. Both 100LL and Jet-A tanks did received routine filter changes.

Arkadelphia's airport has an annual total economic impact of \$4,614,700 according to Arkansas's Department of Aeronautics latest review as of 2006. A significant portion of this economic impact comes from Henderson State University's aviation program. The school currently employs about twelve flight instructors, seven dispatchers, two mechanics, one

secretary, and one faculty member at their Flight Training Center located on the field. Between 4,500-5,000 hours of flight instruction are given each year with one hour of training costing a minimum of \$142.00 per hour.

BUILDING DEPARTMENT 2014 ACTIVITY REPORT
Floodplain Management, Inspections, Permits, Planning and Zoning

PART-TIME PERMITS CLERK, WHITNEY HILLARD

- Building Department administrative support
- Streetlight requests for outages
- Issued routine permits
- Prepared monthly permit/revenue reports
- Compiled permit and inspection data for community rating reports
- Submitted service requests to Entergy, South Central, and Centerpoint

<u>Permits/Other Issued</u>	<u>Revenue Received/Disbursed</u>
Building Commercial: 47	Carryover from Dec. 2013: \$2893.44
Building: residential: 61	Adjustments: (10.00)
Cell tower: 1	Building Commercial: \$17058.23
Contractor: 103	Building residential: 1623.52
Electric: 75	Cell tower: 250.00
HVACR: 56	Contractor: \$2060.00
Land Disturb: 2	Electric: 4192.55
Miscellaneous: 2	HVACR: \$2994.60
Plats: 0	Land Disturb: 50.00
Plumbing: 101	Miscellaneous: 10.34
Rezoning: 2	State Surcharge: 4027.45
Street Break: 20	Plumbing: 3482.00
<u>Variance: 6</u>	Rezoning: 200.00
Total: 456	Street Break: 0.00
	Variance: 330.00
	Total: \$39,004.33

BUILDING INSPECTOR, TRACEY GAITHER

301 Inspections
 3 with State mech. Inspector
 5 with State electrical Inspector
 1 with ADEQ field inspector
 28 plan reviews

Recertification /Training

8hr HVAC Smackover, AR
 8hr Plumbing Malvern, AR
 16hr Electrical Inspector Certification Maumelle, AR
 8hr Flood plain training DeGray state park, AR
 24hr Arkansas ICC training transition from 2006 to 2012 code cycle Little Rock, AR

Inspect and oversee city projects

Airport fencing project
 Sports complex new ball fields and concession building

General Maintenance on city buildings

City Hall, airport, train depot, Reserve building
Received bids on train depot for painting building
Kept maintenance records for airport and conducted with Garver Engineers on projects.
Kept Inspection reports and records for fire sprinkler system at City Hall.
Kept Inspection reports and records for elevators at City Hall and Parks and Rec.
Scheduled service as required.
Maintained city vehicle inspections.
Assisted with permit issuance and other duties as assigned.

PART-TIME BUILDING INSPECTOR, JERRY SULLIVAN

Performed back-up building inspections

MONTH	HOURS	MONTH	HOURS	
JAN	21	JULY	8	
FEB	8	AUGUST	4	
MAR	8	SEP	8	
APR	52	OCT	8	
MAY	72	NOV	8	
JUN	7	DEC	0	
SUBTOTAL	168	SUBTOTAL	36	TOTAL 204

Inspector Recertification

6/10-6/11 Electrical: Hope, AR
7/15/14 HVACR:
8/7/14 Plumbing: Lonoke, AR
Total training and travel hours: 38

BUILDING DEPARTMENT SUPERVISOR, ANITA WILEY

City Board Business

- 5/20/14 Public hearing to consider ordinance amending Ordinance B-425 Article 3-9 Heavy Industrial District (I-1)
- 5/20/14 Consider ordinance to rezone Ouachita Baptist University property generally located at 228 N. 6th from R-3 and R-1 to E-1.
- 6/17/14 Signage discussion.
- 11/4/14 Consider ordinance amending B-425 Article 1-1 Definitions and 5-12 Sign Regulations
- 12/2/14 Public hearing to consider ordinance amending Ordinance 0-12-01 “An Ordinance Providing for the Establishment of a Flood Damage Prevention Program for Arkadelphia, Arkansas and for Other Purposes”

- 12/2/14 Consider ordinance amending Ordinance 0-12-01

Community Rating Activities

- Managed the compilation of data for reports

Floodplain Management

- As administrator, continued to comply with floodplain regulations through required training, plan review and public outreach

Educational Development/Recertification

AR Chapter American Planning Association: 9/12/14 Little Rock
 Electrical Inspector recertification: 6/11/14 Hope, 9/24/14 Maumelle
 Floodplain Admin. Recertification: 6/19/14 DeGray State Park
 HVACR Inspector recertification: 3/18/14 Smackover
 Plumbing Inspector recertification: 1/16/14 and 8/7/14 Lonoke

Meetings

- Department Head Meetings: average two per month
- State tax auditor (non-residential permit surcharge) 6/18/14
- MSBF pre-development meeting 10/23/14
- Catastrophic Leave Committee 11/19/14
- Bird & Bear Properties, Inc. 2101 Pine St. pre-development 12/17/14

Organization Memberships

- Arkansas Planning Association
- Code Officials of Arkansas
- International Code Council
- LeadAR Alumni Association

Other Administrative Duties

- Back-up Permit Technician duties
- Harassment Investigative Officer

Plan Review

- Building permit zoning reviews performed/supervised: 47 commercial and 61 residential

Planning Commission/Board of Zoning Adjustment Support

- Attended ten commission meetings and recorded minutes
- Attended two Sign Subcommittee meetings and recorded minutes
- Reviewed applications, performed site inspections and composed staff reports

Planning Commission/Board of Zoning Adjustment Activities

JAN 9	Planning Commission	Board of Zoning Adjustment
	Greater Pleasant Hill's request to place a carport on a lot without a principal structure, as other uses deemed appropriate.	Public hearing: variance request for a carport addition at 238 N. 11th

MAR 13	Chuck Atkinson, of 120 Walnut Street, addressed the Commission regarding the possible amendment of B-425, article 3-9 Heavy Industrial District	
APRIL 10	William Wright and Irwin Seale's request to operate a multifamily use at 1419 Hunter Street as other uses deemed appropriate upon review by the Planning Commission.	
	Public hearing to consider William Wright and Irwin Seale's request for final replat approval for parcels located in the vicinity of 1419 Hunter Street including part of Lots 28, 29, and 33 in William A. Trigg's Addition.	
	Consider ordinance amendment draft for Heavy Industrial District (I-1)	
MAY 8	Public hearing to consider Ouachita Baptist University's petition to rezone property generally located at 228 N. 6 th from R-3 and R-1 to E-1.	Public hearing: Douglas and Margaret Reed's request for an east side yard setback variance for a garage addition at 1211 Pine Street.
	Planning Commission review/determination of all area regulations, height regulations, yard requirements, off-street parking and loading, screening, and other necessary restrictions for development in the Educational District: <ul style="list-style-type: none"> a. Cliff Harris Stadium project at 953 N. 8th Street b. Elrod Center project at 228 N. 6th Street c. Moses Art Center addition/renovation at 401 Ouachita Street. 	Public hearing: BGBYB's request for variances to increase maximum permitted signage on the front wall and to place signage on the side wall at 2740 Pine Street.
JUNE 12	Review/determination of all area regulations, height regulations, yard requirements, off-street parking and loading, screening, and other necessary restrictions for development in the Educational District for Soccer Field House at 685 Carter Road.	Public hearing: Jess and Elizabeth Kelly's request for east side yard setback, separation distance, and structure coverage variances for an accessory addition at 415 Cherry Street.
JUNE 19 SPECIAL	Mr. Jay Arnold, owner, and Mr. Allen McDill, operator, request to operate a Sports Training Academy at 702 S. 3 rd Street, as other uses deemed appropriate in an I-1 zoning district, upon review by the Planning Commission.	
JULY 10	Mr. Chuck Atkinson's request to operate commercial lease storage facilities at 120 Walnut Return Center, Inc., in an I-1 zoning district, as other uses deemed appropriate upon review by the Planning Commission	
SEP 9	Sign Subcommittee reviewed temporary signage	

SEP 11	Ms. Farrell Ford's (Caddo River Art Guild President) request for a "temporary permit" to place temporary directional art tour signs along a designated route.	
	Reverend Junius E. Williams' request for a "special permit" to place a freestanding sign at 810 S. 22 nd Street	
SEP 30	Sign Subcommittee to review temporary signage	
OCT 9	Tommy and Neel's request to operate a mobile food court at 1412 Pine Street, in a C-2 District, as other uses deemed appropriate upon review by the Planning Commission.	Baptist Health's request for a permit for temporary non-conforming sign uses at 2915 Cypress Drive.
	Public hearing to consider recommending an amendment to the B-425 Ordinance, regulating signage, to the City Board of Directors.	
NOV 13	Public forum discussion of mobile food court regulations	Public hearing: James D. and Claudette Smith's request for a front yard setback variance for a carport addition at 1225 Haddock St.
		Public hearing: Kenneth Blackmon's request for a West side yard setback variance for a storage building addition at 1216 O'Connell St.
		Public hearing: Center Fork Missionary Baptist Church's request for off-street parking spaces variance for an addition at 620 N. 10 th Street.
DEC 11	Public hearing: Billy and Kathie Bunn's request to rezone property at 141 N. 16 th from R-2 to C-2.	
	Public Forum for Mobile Food Vendor Courts.	

2014 City Treasury in Review

MISSION:

This department is responsible for the financial management and maintenance of all the city's holdings and investments. Additionally, it is integrated with every other city department through payroll, budget and audit compliance.

Department Divisions:

See Attached December 31, 2014 Financial Summary

FINANCIAL REPORTING:

The following reports were balanced and **prepared monthly:**

- Arkansas Public Employee's Earning Report
- Arkansas Public Employee's Reconciliation Report
- LOPFI
- AR941M Monthly Withholding (State Taxes)
- Construction Surcharge
- Financial Summaries-Internal spread sheets
- Group 6 Drug Task Force reimbursement

The following reports were balanced and **prepared quarterly:**

- 941 Employers Quarterly Federal Tax Return/941 Schedule B
- Arkansas Employment Security Department Multiple Worksheet Report
- Employers Quarterly Contribution and Wage Report

The following reports were balance and **-annually:**

- Publication of financial statements

The following reports were balanced and **prepared annually:**

- W-2's, 1099-R, 1099-Misc.
- Revenue Bond Report
- Annual Audit Plan-A-133 Single Audit

PROFESSIONAL DEVELOPMENT:

Computer Systems of Arkansas
Arkansas Public Employee Retirement System
AR Public Employee Human Resources Association
Lions Club Arkadelphia
Henderson State University 58 Hours

DEPARTMENT PERSONNEL: 2

- | | |
|----------------------------------|-----------------|
| ▪ City Treasurer | Jennifer Bryant |
| ▪ Accounts Payable/Payroll Clerk | Chama Williams |



Financial Summary

December 31, 2014

Jennifer Story

City of Arkadelphia Financial Summary

Dec-14

General Fund

	November Actual	Year To Date	Budget Amount	Remaining Budget	Percent of Budget
Revenues	\$508,377	\$5,831,615	\$6,930,388	\$1,098,773	84%
Expenditures					
Airport	\$118,160	\$149,579	\$424,727	\$275,148	35%
Animal Control	\$5,083	\$45,241	\$51,191	\$5,950	88%
Aquatic Park	\$404	\$152,336	\$175,689	\$23,353	87%
Building	\$14,552	\$131,395	\$131,723	\$328	100%
Fire	\$58,970	\$573,888	\$1,089,678	\$515,790	53%
General Government	\$64,581	\$725,934	\$766,102	\$40,168	95%
Grounds Maintenance	\$23,930	\$210,144	\$276,195	\$66,051	76%
Parks & Recreation	\$147,807	\$537,666	\$571,985	\$34,319	94%
Police	\$182,040	\$1,850,037	\$1,839,845	(\$10,192)	101%
Sanitation	\$113,522	\$1,473,059	\$1,205,065	(\$267,994)	122%
Total Expenditures	\$729,049	\$5,849,279	\$6,532,200	\$682,921	90%
 <u>Street Fund</u>					
Revenues	\$65,213	\$867,277	\$1,234,641	\$367,364	70%
Expenditures	\$98,075	\$740,239	\$1,211,784	\$471,545	61%

City of Arkadelphia

Sales Tax Collections

Month Collected	2009 Actual	2010 Actual	2011 Actual	2012 Actual	2013 Actual	2014 Actual	Budgeted Projection	Percent of Projection
January	154,128.25	132,321.89	145,690.05	150,334.93	156,272.86	152,809.23	155,166.67	98.48%
February	123,241.05	161,008.19	155,618.02	172,393.62	164,901.55	165,235.13	155,166.67	106.49%
March	148,880.27	152,782.88	148,378.68	152,450.25	151,188.66	141,236.00	155,166.67	91.02%
April	143,020.31	141,676.77	146,208.83	155,692.26	151,573.72	152,282.43	155,166.67	98.14%
May	154,518.50	155,617.24	156,815.87	171,409.81	162,664.96	152,850.73	155,166.67	98.51%
June	156,630.39	148,935.03	149,397.48	152,734.86	149,550.46	153,346.45	155,166.67	98.83%
July	144,694.58	143,844.95	142,898.26	144,801.46	151,106.04	159,472.42	155,166.67	102.77%
August	154,651.15	151,735.99	162,830.21	160,627.95	155,896.07	154,877.93	155,166.67	99.81%
September	149,756.67	157,186.36	157,945.05	164,553.46	127,881.51	158,431.72	155,166.67	102.10%
October	158,468.13	164,867.06	172,662.14	187,587.11	172,417.17	173,653.73	159,416.67	108.93%
November	144,390.38	153,115.64	159,402.75	154,769.85	151,163.76	160,487.44	159,416.67	100.67%
December	139,535.85	140,661.38	155,934.41	158,589.27	146,085.51	159,168.53	159,416.67	99.84%
Collections Total	1,771,915.53	1,803,753.38	1,853,781.75	1,925,944.83	1,840,702.27	1,883,851.74	1,874,750.04	100.49%
Growth over Previous year	5.00%	1.80%	2.77%	3.89%	-4.43%	0.00%		

2014 City of Arkadelphia Franchise Fees Collections

Month Collected	Entergy	SCEC	Centerpoint	Suddenlink	AT&T	Monthly Totals
January	\$34,802.76	\$3,629.79	\$28,727.82			\$67,160.37
February	\$34,565.43	\$3,010.83		\$45,843.94		\$83,420.20
March	\$34,066.26	\$3,377.33			\$6,933.93	\$44,377.52
April	\$34,769.88	\$2,689.42		\$66,155.05	\$24,838.49	\$128,452.84
May	\$31,910.40	\$2,545.72				\$34,456.12
June	\$31,474.87	\$3,798.88			\$6,933.93	\$42,207.68
July	\$39,623.85	\$3,807.05	\$24,578.24			\$95,103.83
August	\$48,621.47	\$3,728.51		\$27,094.69		\$52,349.98
September	\$46,667.67	\$4,057.97			\$6,933.93	\$57,659.57
October	\$53,537.65	\$4,258.84	\$12,127.98			\$69,924.47
November	\$42,687.78	\$2,746.51			\$27,102.07	\$72,536.36
December	\$34,690.23	\$2,968.07			\$6,933.92	\$44,592.22
Annual Total	\$467,418.25	\$40,618.92	\$131,589.09	\$124,879.19	\$27,735.71	\$792,241.16

Percent of budget to date 98.66%

City of Arkadelphia Account Balances Reconciled

Dec-14

Southern Bancorp

Account Name	Account Number	Account Type	Ending Balance
Payroll	10009	Checking	(\$5,674.23)
Franchise Fee Fund	538372	Checking	\$733,904.92
Firemen's Act 833 Fund	11455	Checking	\$111,318.56
Rose Hill Cemetery Fund	411040146	Certificate	\$4,469.56
LLEBG	545549	Checking	\$1.00
Account Totals			\$844,019.81

Regions Bank

Account Name	Account Number	Account Type	Ending Balance
General Fund	8130790028	Checking	\$339,826.91

U S Bank

Account Name	Account Number	Account Type	Ending Balance
Street Fund	8400011352	Checking	\$158,671.36
Re Use Fund	8400021526	Checking	\$132,912.54
Municipal Court Cost Fund	8400011337	Checking	\$2,294.48
Outside Fire Protection Fund	8400022052	Checking	\$29,402.86
Rose Hill Cemetery	8400030410	Checking	\$46,243.27
Account Totals			\$369,524.51

Summit Bank

Account Name	Account Number	Account Type	Ending Balance
Rose Hill Cemetery	3563009446	Certificate	\$100,000.00
Act 988	1200046074	Checking	\$18,659.84
Account Totals			\$118,659.84



GRANTS AND RESEARCH
ANNUAL REPORT: 2014

As my final task before leaving the City of Arkadelphia, I respectfully submit the annual activity report for the Grants and Research Department. The following is a record of some specific areas addressed and projects pursued:

Grants

Act 833: Fire Department Funds

Completed 2014 application and supporting documentation for \$70,530.47 in funds that were combined with previous Act 833 funds to pay off the loan for the 2009 purchase of a Pierce Pumper Truck.

Streetscape Phase III

The Arkansas Highway and Transportation Department-funded Streetscape Phase III project was completed in 2013, and the grant was closed out in 2014.

Alcoa Foundation

Arkadelphia received a \$10,000 grant in 2013 to purchase equipment for an "outdoor classroom" at the DeSoto Bluff. This project was completed in 2014 and the final report has been submitted.

Alcoa Foundation

Arkadelphia received a \$10,000 grant to complete the board-approved Storm Drain Art for Environmental Education project. To build public awareness of the importance of protecting the river from pollutants delivered via the storm drainage system, Arkadelphia will host an art competition to decorate storm drain covers and culverts, share resources with local schools, and create a page dedicated to the project on the municipal website.

Clark County Strategic Plan Foundation

Arkadelphia applied for and received a \$3000 grant to erect wayfinding signage in the downtown area. The city is working with Downtown Arkadelphia to determine locations and featured text for the signage. The wayfinding signage policy filed with AHTD will need to be updated to allow these signs to be added as the current policy only pertains to direction to and from recreational areas.

WCAPDD: General Improvement Fund

Arkadelphia applied for and received an \$83,000 grant to provide fencing for softball and baseball fields at the Youth Sports Complex, purchase Little League equipment, and install a disc golf course. The city is awaiting completion of the baseball fencing project, after which time a close-out report may be submitted. Arkadelphia Public Schools has been a willing community partner in this endeavor as well as in the larger construction project at the complex that is bond-funded.

Additional Projects

Monthly and quarterly progress and financial reporting is ongoing for grant-funded projects awarded.

Special Projects

Events Coordinator

The Director of Grants and Research continues to be responsible for the processing of all special events applications for events that meet the criteria.



GRANTS AND RESEARCH
ANNUAL REPORT: 2014

Community Development/Involvement

Ribbon-Cuttings, Business After Hours

Attendance and participation at community events shows residents the investment of the City of Arkadelphia and its employees. When scheduling allows, the director makes a point to attend these events.

Downtown Arkadelphia

Serving as a board member of the Downtown Arkadelphia Board has created a valuable partnership with the downtown revitalization group and strengthened relationships with preservation and economic development agencies like Main Street Arkansas. Downtown businesses may utilize services provided by Main Street Arkansas, and additional downtown events bring in revenue to businesses and promote Arkadelphia as a unique place to visit as well as "call home."

City of Arkadelphia Racial and Cultural Diversity Committee

By continuing to serve as staff liaison for the committee and keeping records of all RCDC meetings, the City of Arkadelphia has worked to support diversity within the community. The committee continues to work to strengthen race relations and promote multiculturalism.

Leadership Clark County

Working with the current Leadership Clark County Class V as they continue to develop a new Clark County Strategic Plan has allowed an additional opportunity to share updates on important projects that benefit our local economy and quality of life. In addition, it represents the city's commitment to be an integral part of the community, listening to and interacting with the public it serves.

Additional Involvement

Additional Memberships with Clark County Community Foundation Board, Downtown Arkadelphia Board, and Rotary Club of Arkadelphia (and Board) allow the city to learn more about community concerns and needs as well as share resources and information.

Research Areas

Public Relations (Website, Social Media)

Animal Control Policies and Forms

Municipal Transparency

Respectfully Submitted,

Deborah L. Sesser

Director, Grants and Research (until Nov. 14, 2014)

City of Arkadelphia

2014 City Clerk in Review

Mission:

- As Secretary to the governing body attends Board and Committee meetings to take and transcribe minutes of said meetings.
- Accepts responsibility of all daily activities associated with documentation and custody of the City's permanent records.
- Accepts responsibility for the publication of legal notices, ordinances, resolutions, employment advertisements, etc.
- Types correspondence, reports, ordinances, budgets, etc. for City Manager, Mayor, Board of Directors, and Department Heads. This includes composing routine correspondence and drafting routine ordinances.
- Maintains departmental records and files, including employee attendance records and sick and vacation leave.
- Responsible for legislative audit compliance on all city bid and personnel files.
- Responsible for verification and certification of municipal election petitions.
- Handles citizens and employees inquires.
- Drafts Proclamations.
- Collects and complies information on miscellaneous projects as assigned by the City Manager or Board of Directors.
- Responsible for filing and maintaining health insurance and workman's compensation files.
- Responds to incoming calls and visitors for the City Manager, Mayor, or Department Heads.
- Responsible for Municipal Vehicle Program files.
- Responsible for all personnel files.
- Responsible for the CDL and Non-CDL drug testing coordination.
- Schedules the cleaning of Town Hall, the Train Depot waiting room, and the Airport pilots lounge.
- All other duties as assigned.

Board/ Committee Meetings:

- Board of Directors meetings -28-2014
- Prepares and reads ordinances orally during meetings-9.
- Sends all adopted ordinances to the newspaper for publication.
- Prepares and prints resolutions-13.
- Records and keeps records for the Airport Committee Meetings
- Records and serves as a member to the Arkadelphia Firemen's Pension and Relief Fund Board

Proclamations/Mayor's Assistant

- 29 Proclamations were issued for the Mayor for various events and birthdays 90 years old and older in the community.
- Provides administrative support to the Mayor and the Board Members by typing letters, making phone calls, and email reminders of upcoming events.

Departments/Department Heads/Employees/Citizens

- Prepare bids by organizing with Department Heads on various items.
- Maintain and add postage to Postage Meter and order supplies.
- Order office supplies for the administration office and various departments.
- Continue to update and maintain the shared sever viewing access to the General Files so employees looking for an item can search the General Files from their desk instead of having to look for a file manually
- Worker's Comp Claims-3 for 2014
- Provides assistance to the City Manager, making appointments, typing letters, assisting with the City Manager's report, taking phone messages and various other clerical activities
- Provides support to all departments and department heads. Assisting in the bid opening process, typing, coordinating meetings, and other duties as assigned
- Helps manage the Adopt a Street Program along with the Street Superintendent
- Helps manage the gas key program along with the Street Superintendent
- Employee inquiries about insurance, benefits, and general
- Employee employment orientation. Every new employee fills out paper work and is introduced to the City Manager
- Citizen inquiries, complaints, and suggestions. Everyday is new in the opportunities we face and the citizens we meet.

Community involvement

- I attend ribbon cuttings and open houses when time permits.
- Clark County Relay for life event.

Additional Training

I attended classes at the Arkansas Municipal League. Summer Conference. MHBF insurance seminar. AML Human Resources Seminar. 2014 APEHRA Conference.

Jimmy Bolt / City Manager
January 2, 2015

From: Kenny Myers / Grounds Maintenance Supervisor

Subject: End of Year Report

Below is a summary of tasks performed in 2014.

Continued the Gateway Project and Mulching Program. The Gateway Project consist of Mowing, weed eating, spraying and trash removal on the median areas at I-30 and Pine. Also maintain the area around the Welcome to Arkadelphia sign on north 10th. The goal of the Mulching Program is to mulch as many beds as we can with available funds.

Rose Hill Cemetery was maintained by an outside contractor in 2014. I have not been satisfied with the performance of the contracting .The Grounds Maintenance crew will be responsible for Rose Hill Cemetery in 2015. This will add an extreme amount of work to an already busy busy crew. I am making some small adjustments and buying some new equipment in an attempt to help them succeed in this task. We all know the quality of work that this crew does.

Mow and weed eat all the parks, River Park at the boat ramp, Ouachita River Park and Amphitheater, Main Street Park, Clark Park, 10th and Walnut, Harrington Park, Median at Country Club road and Mill Creek Drive, Median at Pine and Caddo Street, Central Park, Feaster Park, Nowlin pond boat ramp and fishing area. The grounds and parking area at the Aquatic Park.

Mow and weed eat all the Ball Fields including, Feaster Park fields, and the new Baseball and Soccer fields at the Sports Complex.

Mow, weed eat, and Bush Hog out side the fenced areas at the Sports Complex.

Maintain the Scout Hut grounds.

Mow, edge and weed eat the Family Enrichment Center grounds.

Maintain the parking and wooded area between the Family Enrichment Center and the Recreation Center.

Maintain the grounds at Fire Station # 1, # 2 and the grassy area beside the Sudden Link parking lot at 26th and Pine Street.

Mow, edge and weed eat City Hall grounds.

Maintain Feaster Trail. (From Baptist Medical Center to the Ouachita River)