



City of Bryant

1st

Quarter Reports

2015

First Quarter Reports 2015

PUBLIC WORKS

Directors Report

I'm extremely proud of our Public Works Crews. They continue to step up to the challenges that come their way each day. February threw us a curveball with all the winter weather. The Street Crews did a great job removing the ice and snow, keeping our roads safe and drivable.

This year's Spring Clean Up was a success, the crews stayed on schedule and finished all four wards in four weeks.

The Wastewater Crew has been working on Inflow and Infiltration issues. We have plans to CCTV and smoke test basin five this summer. Our post flow monitoring test show that the highest levels of I&I are coming from basin five.

Report on Projects:

Echo Lake Boulevard Lighting and landscaping is all that is left. Howard and I have meet with landscape architect and have developed a plan. I look forward getting started on the sprinkler system and lighting this summer. The trees will be planted in the fall.

Overlay Springhill Road should start in the summer of 2015.

16" Water Main to CAW - Kajacs Construction completed construction on the 16" water Main to CAW. They are now 90% complete with Snooks Lane waterline.

12" Sewer Force Main continues to be delayed by complications in obtaining the final easements.

Jump Start Initiative - Reynold's Road Improvements - We will be sending out letters requesting written proposals to 3 consulting firms. We will continue to work with MetroPlan and the Highway Department in developing the project.

Dewatering project - Regulatory Review Package:

Submit Plans to ADH/ANRC/ADEQ with construction permit: July 30, 2015

Early Equipment Procurement Package:

Advertise Equipment Package: September 15, 2015

Receive Equipment Package Bids: October 15, 2015

Recommendation and Notice of Award: November 15, 2015

Bonds Received and Purchase Order Written: December 1, 2015

Schedule Delivery Date – 34 Weeks: August 1, 2016

Bid Package:

Permission to Advertise/Bid: January 30, 2016 (Assuming Six Month Permit Review Schedule, can be sooner)

Receive Bids: February 30, 2016

Recommendation and Notice of Award: March 30, 2015

Construction:

Notice to Proceed: April 15, 2016

Centrifuge Installation: August/September 2016

Substantial Completion: December 2016

Auto Mechanic													
Drop Off Veh/Equip Outside Service	1	2	4										7
Pick Up Veh/Equip Outside Service	3		1										4
Equipment Maintenance	26	34	36										96
Parts Pick Up	20	30	31										81
Small Equipment Maint	2	11	5										18
Vehicle Maintenance	19	39	14										72
Work Orders Completed	54	83	86										223
Equip/Veh-Other Depts	11	8	12										31
Clean Shop/Tools	5	11	15										31

Other Activities

106 Rogers Road	Installed culvert and drain box
Millbrook	Closed road for contractor two times
Hwy 183/South City Limits	Called by Bryant Pd to make temp pothole repair because of several tire blowouts.
Boone Road	Assisted Wastewater Department with traffic flagging
Street Shop	Unloaded pipe from Hanson for Rogers Road Project
Camp Robinson	Picked up forklift
Boswell Road	Removed asphalt from edge of pavement just before Ted Boswell's property

MS4 - Stormwater

Commercial and Construction Inspections
<ul style="list-style-type: none"> Andres Gardens, Andres Woods, Kids Academy, The Arbors at Andres Place, Remington Place, Saline County Childrens Dentistry, Arkansas Bone and Joint, Civitan Adult Services, Everett Maxey, Stoneybrook, Aspen Dental, Hunters Crossing, CVS, State Farm Reginelli, The Crossing at Oak Hill, Oak Glenn Phase III, lot at SW corner of Hwy. 5 and Springhill.
Preventative Maintenance / Debris and Trash Removal
<ul style="list-style-type: none"> Used inmate labor cleaning ditches and right-of-ways of trash and debris at Hilltop road, Dollar Tree Basin, Market Place Avenue, Hilldale Road, SE 1st Street, Ridgecrest Drive, Raymar Road South, Springhill Road, and Shobe Road. Cleaned blocked drainage from silt and debris at: 3rd Street and Maple, Shobe Road, Stivers Sub. drainage ditch, Cox Canal on Shobe Road, Hidden Creek, Woodside Cove, Carmichael, Wilkerson, Stillman Loop, Woodland Park Road creek bridge, Debswood Bridge, Miller Place Sub. storm inlets, Boswell Road bridge, Springhill and Commonwealth, and creek running through the City 15 Acres. Good Housekeeping performed at properties - intersection of Shobe and Ramar, the City 15 acres on Dell Street, Kings Crossing Park Drains, and Ozark Street basin.

Basin Inspection

- West Pointe, Ozark Drive, Hidden Creek, Dollar Tree, Dudley Funeral Home, and Hunters Crossing, Remington Place.

Preventative Maintenance

Routine cleaning of debris from storm drains, especially before heavy rains.

- Along Shobe Road, Stonepine, Sheaff Avenue, Boone Road, Springdale Road, Katrina Drive,
- Pine Meadows, Wilkerson Road, Ozark, Boswell Road bridge, the playground in Kings Crossing and around City Hall.
- Cleaned and mowed City property at: the drainage area/proposed park at Shobe and Ramar; Debswood bridge & creek; the 15-Acres off Dell Street (removed limb debris on east side and bush hogged); West Pointe basin, Family Dollar basin; and the basin in Hidden Creek Sub. (including fence repair around basin); and the City Hall grounds.

Special Projects and Requests

- Street-light mapping - mapped all street right-of-way lighting and safety lighting on all City properties (parks, municipal buildings) with field verification and marked up maps covering all roadways within the City limits.
- Submitted to GIS for electronic mapping. This project verifies location and inventories where lighting is used. The finished GIS maps will point out areas that may require more illumination for safety.
- Met with representatives from Johnson Construction about a drainage problem that was missed during initial development of last phase of Remington Place. Issue was affecting four properties. Got with Hope Engineering and Johnson construction. We did several inspections to site, developed a solution and Johnson Construction agreed to install a drain to handle problem.
- Inspections at The Crossing at Oak Hill subdivision. This took several site inspections and follow-up meetings with developer, developer's engineer, City Engineer and Code Enforcement to handle all of the Best Management Practice improvements and procedures that had to be addressed and rectified.
- Also put up new BMPs at Water Works property on old basin.
- Helped with deed and right-of-way research on a sidewalk project.
- Helped on two projects installing new culverts on Raymar Road and Mills Park Road.
- Helped Parks Department with a drainage floodplain issue on Alcoa 40 Park by providing research, on-site input, report writing and follow-up.
- Assisted with Public Outreach on BONAfide push (handed out flyers). The benefit from this is that more people become community aware and become involved with neighborhood clean-up projects that keep waterways clean.
- Assisted with Spring Clean-up, limb removal.

Water Distribution

Projects	<ul style="list-style-type: none"> The new water line from CAW to our booster station was completed , and will better serve our city by doubling the amount of water that we can pump ,the crew that put in the line has just a little yard work to do and it will be finished , Snooks lane water line from Hwy 5 to Hilldale is almost complete
Main Leak Repairs	<ul style="list-style-type: none"> Averaging 6 repairs each week
Meter Box Change Out	<ul style="list-style-type: none"> Crews changed 20 boxes during the 1st Quarter
Water Sample Results	<ul style="list-style-type: none"> Bryant has been required to sample 15 sites each month. All samples for the first quarter were good. Arkansas Department of Health performs a Sanitary System Survey every two years. The survey was done in the first quarter with excellent results. One change that resulted from the survey is the requirement to sample 20 sites since Bryant's population has increased.
Utility Locations	<ul style="list-style-type: none"> Did ~800 water and sewer locates for OneCall
Meter Leak Checks	
Pressure Checks	

Wastewater Collection

Wastewater crews have completed about 105 work orders in the first quarter. A total of 4 Sanitary Sewer Overflows were reported for the first quarter of 2015; one equipment failure, two blockages and one line failure.

A flow study has shown basin # 5 has the highest amount of Inflow and Infiltration (I&I) throughout the Bryant collection system. Crews have been actively searching for I&I issues by walking the neighborhoods in basin # 5. Two major points of infiltration and many minor points were located and will be prioritized and repaired. These are surface visible issues. Crews inspected about 150 manholes in basin #5 and found private service lines to be a contributor to the I&I issues as well. A number of customers have been asked to make necessary repairs.

Sanitary Sewer Overflows

2015	J	F	M	A	M	J	J	A	S	O	N	D	YTD
SSO's	4												4
Equipment Failure	1												1
Power Failure													
Blockage	2												2
Vandalism													
Line Failure	1												1
Capacity													
2014	J	F	M	A	M	J	J	A	S	O	N	D	YTD

SSO's	3	2	5	2	2	1		1	3	4			23
Equipment Failure					1				1				2
Power Failure	1	1								2			4
Blockage	1		2	1	1	1		1	1	1			9
Vandalism				1									1
Line Failure		1	3						1	1			6
Capacity	1												1
2013	J	F	M	A	M	J	J	A	S	O	N	D	YTD
SSO's	3	3	1	2	2	1	1	1	3	1		2	20
Equipment 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	J	F	M	A	M	J	J	A	S	O	N	D	YTD
SSO's		1		5	2	1	1		6	3	1	6	26
Equipment 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	J	F	M	A	M	J	J	A	S	O	N	D	YTD
SSO's	5	2	1	8	3	3		3	3		1	4	33
Equipment 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	J	F	M	A	M	J	J	A	S	O	N	D	YTD
SSO's	3	3	7	4	3	4	2	4	3	3	3	5	44
Equipment Failure	1	1	3	4	1			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

Wastewater Treatment

Average Flow - Gallons/Day	2,370,000
Precipitation	15.72" (Rain) / 7.25" (Snow)
Gallons Treated This Quarter	215,171,000
Gallons Treated this year	215,171,000

Facility Maintenance

Secondary Clarifiers	Pressure washed Replace broken skimmer heads
Aerzen Blowers	Blower 1 - Greased motor Blower 2 - Motor rebuilt by Evans Electric
Inlet Structure	Monitored aerator #5 for starter reset Replaced drive motor for auger on bar screen Rebuilt 25 HP submersible Flygt pump for EQ basin
Building 6	Greased motors and centrifugal blowers while aerzen blower was offline Cleaned auto drains Replaced air filters in pneumatic air supply
Building 8	Normal operation for digester pumps
Building 11	Greased bearings on blower at contact chamber
1 MGD Process	Returned to service Replaced two fine air diffusers in first stage basin
Waste Hauling	1,542,200 gallons received \$77,260 in revenue
Analysis Results	All weekly analysis received passing results. Biomonitoring analysis collected 4th week of February Results for Ceriodaphnia passed Results for Pimephales (minnow) failed/retaken in March - Passed

Electric Usage

Wastewater Treatment Plant

Average KW	Average Cost	Annual Usage to Date	Annual Cost to Date
155813	\$11,221	155813	\$11,221

Inlet Structure & Aerators

Average KW	Average Cost	Annual Usage to Date	Annual Cost to Date
67160	\$4961	67160	\$4961

Plant Operation

During the first quarter the 1 MGD process was brought back online due to increased flow. An air diffuser issue in the 1st stage basin of this process resulted in taking it back offline and pumping it empty in order to make repairs. All diffusers should be replaced the next time the process is taken offline, maybe in the summer of 2015. The Kaiser Blower #1 is offline for repairs. Influent samples and process samples are being collected for a study to determine BMP for treatment requirements under future regulations. All operations are normal and dealing with heavy flow periods resulting from heavy precipitation. In March alone was the flows were 100%+ increase over February; 103 million gallons compared to 49 million gallons.

Permits, Inspections and Code Enforcement

January thru March 2015 - 5 Commercial Permits
13 Residential Permits
1 Accessory Buildings

January thru March 2015 - 3 Sanitation Permit
8 Sign Permits
1 Site Clearance Permits
4 Solicitation Permits
5 Retail Beer and Wine
6 Private Club

We performed a total of 195 Building Inspections during this period.

As of 3/31/2015 we have issued 866 Business License.

Total Citations Issued for the Quarter - 51

FINANCE

The first quarter of 2015 has gone well for the Finance Department. We continue to work through the three past audits that are in progress but at least progress is being made. Legislative Audit is examining both 2013 and 2014 and the Enterprise (Water.WW) is examining 2013 as well. We optimistically hope to wrap these three audits up in the second quarter of 2015 or at least get close. Then we will immediately start on the Enterprise Audit for 2014.

Continuing to work with Springbrook to develop a more customized database for our needs. Continuing Springbrook projects include but are not limited to: Fixed Asset Module Use, Accounts Receivable Module Use, Bank Reconciliation Module Issues, GASB 54 Issues, Payroll Report Issues, 1099 issues, moving from platform 7.15 to 7.16, HR using ESS, etc. The Finance Director plans to meet with Springbrook Management in person at the GFOA conference in late May/early June and then to report statewide with other Springbrook users (Conway, Maumelle, Clarksville Power and Light) at the State GFOA conference in late July.

We also continue to refine several Administrative Policies including but not limited to: Uniforms, Record Retention, Purchase Order and Purchasing Guidance including Credit

and Fleet Card Use, Accounts Receivables for the City, Travel and Training, and Fixed Assets, etc.

Human Resources

Worked alongside of all departments preparing 2015 City of Bryant Budget; worked alongside of finance completing the 2015 W2s for the City; and retention policy; Implemented a process that will aid in 2015 and future W2 process to review data quarterly.

Worked with Legislative Audit for 2013-2014 City Audit

Benefits - Researching benefits and working alongside of department heads to offer new services beneficial to the needs of the employees; opened the leave bank

Conferences and Seminars - meet with ARCOP/DHS regarding Employee Health and Wellness Program; Laserfiche training

Working with Springbrook to schedule HR ESS (Employee Self Service) software and resolve issues within the software

Position Rewrites and New Positions – Worked alongside of finance, staff attorney, departments and the Mayor to create and rate new positions, ensure positions meet reflect accurately the employees jobs and meet all requirements for the positions and classifications.

POLICE

We continue to be extremely involved in public events including the serving Seniors' Lunch, After Prom Night Party, Drug Take Back.

It was a busy first quarter, we answered 3,508 calls for service for the first quarter of 2015.

Applied for a Mini Jag grant for \$4,200.00 to help purchase 3 Fingerprint units.

Filled three dispatcher positions and filled one officer position this quarter.

We were involved in a photo shoot for another national magazine that was published in first quarter of 2015.

During the first quarter we continue to work on our Policies and Procedures to hopefully bring to council in the second quarter. We are looking into different Record retention policies in accordance to Federal and State laws.

During the Snow and Ice this year we had three Patrol Units damaged. The building behind the police stations also received thirty thousand dollars damage due to the roof almost collapsing.

We also had a company come out and temporarily fix the leak on our main building. We will be looking into fixing the entire public facility roof in the next budget year.

As we continue to grow as a city the calls and cases are increasing meaning more and more information must now be stored on our servers. Currently we are working with IT department to set in place some guidelines for saving case files and video and audio recordings to address future storage as we are reaching another crisis with storage of data and crashing our current servers. It is crucial that we increase our storage capacity along with being better stewards of what we store.

Animal Control & Adoption Center

Although our department was still short one officer at the start of the new year, we managed to keep providing the very best in service to our community in every way possible.

The 2015-2016 Dog Park Committee met for the first time in March and discussed fundraising as well as housekeeping items.

Animal Control Statistics

	<i>First Quarter</i>			<i>1st Quarter</i>
	<i>January</i>	<i>Feb</i>	<i>Mar</i>	<i>Totals</i>
<i>Shelter Statistics</i>				
<i>Incoming Animals</i>				
<i>Cats</i>	19	2	15	36
<i>Dogs</i>	45	39	54	138
<i>Other</i>	2	0	1	3
<i>Total</i>	66	41	70	177
<i>Outgoing Animals</i>				
<i>Adopted</i>	23	24	28	86
<i>Deceased</i>	6	2	5	13
<i>Euthanized</i>	11	12	15	32
<i>Foster</i>	0	0	0	0
<i>Other</i>	0	0	0	1
<i>Owner Reclaim</i>	3	9	10	40
<i>Transfer</i>	5	0	1	9
<i>Field Services/Animal Rescue</i>				
<i>Bites</i>	2	0	2	4
<i>Barking</i>	5	1	13	19

Aggressive Animals	5	3	5	13
Injured/Sick	8	6	15	29
Stray Animals	105	31	180	316
Owner Surrenders	0	0	2	2
Deceased Animals	21	6	25	52
Animal Cruelty	13	9	8	30
Nuisance	2	0	9	11
Special Detail	62	40	64	166
Follow Up	117	60	91	268
Admin	253	162	262	677
Police Assists	5	7	18	30
VM	19	8	14	41
Total Activities	430	362	709	1501
Warnings	44	11	35	90
Cites/YIF	6	14	4	24
Traps Set	87	7	46	140
Community Programs/Permits				
Licenses Sold	4	18	9	31
Animal Establishment Permits Issued	1	0	3	4
Spay/Neuter Vouchers Issued	4	12	21	37

* Pet licenses sold at area veterinary offices have not yet been received for the first quarter.

Legal Department

Pending litigation:

Pre-2012 Hall v. Cob. Discussed floating fencing with opposing counsel, developed a short term solution, pending council approval of waiving bidding for installation of floating fence. Worked with finance, parks and opposing parties to reach a two phase installation of floating fence proposal. Took Ordinance waiving bidding for fencing to be installed within budget for this year and remainder to be completed in 2016 fiscal year. Fence will be installed 2nd quarter.

2013- Collins v. COB 2- Working with retained attorney on finalizing and filing SJ motion. Have a strong position legally and factually following depositions I defended and took of the Plaintiffs.

Eminent Domain Cases:

Discovered that property description provided by field service company was incorrect. Working with Benton, Metroplan, Briggs to correct the issue. Will have to take revised ordinance and property description to Council for approval and amendment. Also, will have to file amended complaint and order of possession.

Potential Litigation matters:

OpenAire and/Dayco with aquatics center. Maintaining correspondence with both, trying to resolve remaining issues. Ongoing looking at resolution option.

Administrative matters:

Newly elected city attorney ceased negotiating with Staff Attorney and Mayor on division

of responsibilities and made several attempts to have Council address the issue. The issue is ongoing.

Freedom of Information Act Requests:

Responded to and reviewed numerous FOIA requests from the public, media and other city officials.

Professional Development

Attended NLC Washington DC, participated in Steering committee meeting discussing national league policy. NLC University, of which I am a leader and fellow, was well attended and well received. Programing only had one class with negative feedback and that was an instructor issue, not a program issue.

Bryant Fire Department

- 1.) Performed NFPA required annual service test on firefighting hose
- 2.) Completed Apparatus Maintenance. This service was performed on shift by our own personnel to reduce costs. on
- 3.) Held Fire Officer I class for 32 members of the Department. This course was held here in our City, on shift , utilizing our instructors to reduce costs.
- 4.) 3 firefighters were Checked off on the Bronto (Truck 1) to drive/operate it.
- 5.) 1 member completed the Core rescue training and testing to be a member of the Arkansas Urban Search and Rescue team.
- 6.) Department Wide Rope Rescue Training conducted.

Call Volume by Type

Fire	51
Rescue & EMS	400
Hazardous Condition (no fire)	11
Service Call	35
Good Intent Call	53
False Alarm	36
Special Incident, Inspection/Pre-Incident Survey	109
Severe Weather or Natural Dis.	1
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	Total
696	

Training Hours

Fire and Rescue	4,445	
EMS		90
<hr/>		
Total		4,535 personnel hrs

Bryant Parks and Recreation

Awards

- Won Hometown Heroes Award from the Bryant BGC.
- Obtained \$8,000 sponsorship from Academy Sports
- Ken Palmquist Memorial Gardens featured at AR Home and Garden Show.
- Bryant Parks Youth Basketball League featured as halftime shows as UALR Trojans Home game on February 18th.

Parks

- Mills Park Pool Reservations are now available for reservation.
- Established Taggart as Engineer for Mills Park Pool Phase II.
- Hosted Special Needs Prom through the Tim Tebow Foundation.
- Hosted Winter Chamber Banquet.
- Restructured Parks Department.
- Welcomed Gary Graham as new Parks Committee Member.
- Partnered with East Lab on Bishop Park Community Gardens.

Recreation

- Hosted several Bryant High School, Benton High School, and BASS Swim Meets.
- Silver Sneakers classes are higher than they have ever been.
- Enrolled 36 Men's Basketball Teams in Winter League.
- Hosted Men's 5v5 Flag Football Classic with 12 teams.
- Hosted Youth Wrestling Tournament.
- Hosted several Youth Basketball Tournaments.
- Enrolled over 500 kids in the Bryant Parks Youth Basketball League.

Planning Department

The following site plans were approved:

- Aspen Dental (located between Dunkin Donuts and Logan's);
- Butler Electric(#7 Corporate Center Drive);
- Stealth Recovery Team (221 Shady Pine);
- Screamin Eagle Fireworks (22766 I-30);
- H&S Rogers LLC -Skilled Nursing Facility (Boswell Road and Woodland Park Road

-postponed);

- GBMc & Associates (Reynolds Road)
- Yellow Snow (?) Snow Stand (5401 Hwy 5)
- Holiday Inn Express (minor revision to approved site plan)
- TNT Fireworks (400 Bryant Ave)
- Family Church (21815 I-30) revision to approved site plan

A Public Hearing was held for the following:

- Rezoning request for Alan Schrader (between NW 4th and Boone Road;
- Rezoning request for Mike Bolen Hurricane Gardens (Springhill Road);
- Rezoning request (staff) to rezone the Heart Of Bryant Area;
- Variance Request (Aspen Dental) sign height

The following subdivision plats were approved:

- Sherwood Estates Lots 17R and 18R (Replat)
- Highland Village (Preliminary Plat)
- Hurricane Gardens(Preliminary Plat)
- Sherwood Park Lots 1A & 2A (Replat)
- Andres Woods (Preliminary Plat)
- Harper's Landing (Preliminary Plat)
- The Crossing @ Oak Glen and Oak Glen Phase III (revision to approved Preliminary Plat)

Misc Discussion:

- Appropriate zoning category for potential liquor stores;
- Discussion of Development Code for the HOB Area
- ETJ issues with regard to a request from Dee Fiser for sewer