



City of Bryant

3rd Quarter

Reports

2016

PUBLIC WORKS THIRD QUARTER REPORT

STREET DEPARTMENT

Due to the widening of Boone Road we were very busy in July and August. We hauled more than 322 loads of dirt and gravel to complete this road.

Trying to keep up with mowing was an everyday job this summer because of all the rain we had. We are also getting closer to completing all the new street signs in the City. And we did have some storm debris to cleanup in this quarter.

Culvert cleaning was increased the past months because of the rain that we received.

This year we started the overlaying of roads earlier than in the past and have completed several roads throughout the City.

Jump Start Initiative - Reynold's Road Improvements - Planning and Design continues on the Reynolds Road Improvements project.

Raymar On and Off Ramps - The Arkansas Highway and Transportation Department has started the process for developing plans for the Raymar On and Off Ramps on Interstate 30.

General Maintenance

Description	J	F	M	A	M	J	J	A	S	O	N	D	2016 YTD
Bridge Maintenance	0	0	0	0	0	0	0	0	0				0
Concrete Work	0	0	0	5	1	5	1	3	1				16
Contract Services	1	4	1	0	1	0	0	0	0				7
Culvert Cleaning/Drainage	22	65	56	84	22	27	3	89	1				369
Culvert Replacement	1	0	12	7	1	3	4	1	4				33
Ditching	4	0	3	5	8	1	3	1	1				26
Erosion Control	0	0	0	0	0	1	0	0	0				1
Hauling/Excavating	22	36	10 5	29	28	11 8	22 3	99	51				711
Inclement Weather	34	0	0	0	3	0	1	0	0				38
Limb Trimming, Chipping, Leaf Vac	0	0	0	4	0	2	0	3	1				10
Major Road Repair	0	3	2	0	0	0	0	1	0				6
Mow ROWs	0	0	0	87	14 5	12 8	12 1	12 6	81				688
Potholes	46	42	94	13	18	31	7	10	24				285
Shoulder Work	0	0	0	0	0	2	2	0	0				4
Description	J	F	M	A	M	J	J	A	S	O	N	D	2016 YTD

Make Signs	23 0	15 3	34	0	48	2	4	5	14				490
Install/Repair Signs	11 5	18 3	75	10	29	10	22	53	31				528
Street Cuts	13	5	0	1	0	3	4	5	6				37
Street Sweeping	76	75	16	13	35	2	2	2	34				255
Special Projects	12	6	4	6	6	10	7	6	8				65
Traffic Signal, Traffic Controls	2	0	6	4	2	5	2	8	1				30
Trash, Debris, Animal Pickup	27	5	57 1	12 1	9	7	72	20	2				834
Trees Removed from ROW	1	1	2	0	12	2	1	2	0				21
Yard Restorations	2	2	3	2	1	3	1	1	5				20
Work Orders Completed	10 7	11 0	87	10 3	12 1	96	99	12 1	13 2				976
Work Orders Pending	10	6	8	10	5	6	10	6	6				67
Call Outs	3	1	1	0	7	2	3	2	0				19

Mechanic

Description	J	F	M	A	M	J	J	A	S	O	N	D	2016 YTD
Drop Off Veh & Equip Outside Service	1	2	0	0	0	0	1	1	0				5
Pick Up Veh & Equip Outside Service	0	0	0	0	1	1	6	1	0				9
Equipment Maintenance	36	31	16	18	36	35	35	30	42				279
Parts Pick Up	28	20	39	16	30	50	34	60	33				310
Small Equipment Maint	5	2	23	4	14	11	8	15	7				89
Vehicle Maintenance	24	21	11	14	22	12	36	30	19				189
Work Orders Completed	70	65	10 1	58	88	10 2	70	10 3	71				728
Equip/Veh-Other Depts	3	9	19	16	6	12	6	10	8				89
Clean Shop/Tools	7	15	9	8	9	13	5	13	13				92

Special Projects

511 Boone Road	Re-Installed mailbox that was moved for widening project
Park View Subdivision	Road Test and Density Test
Boone Road	Put down road reflectors and install delineators along edge of road
Andres Place	Road Test and Density Test
Highway 183 at Lowe's	Paint Sidewalk curbs
I-30 Cloverleaf	Assist PD with cleanup of dirt from dump truck that rolled over

STORMWATER Department 3rd Quarter Report 2016

Stormwater Inspections	<ul style="list-style-type: none"> • <u>Construction Projects Subdivisions, houses:</u> We have logged 960 inspections in the 3rd Quarter on all of the new construction taking place in Bryant City limits. This includes commercial buildings, new houses and new subdivisions. The goal is Stormwater Pollution Prevention through enforcement of best management practices. The main projects we are inspecting include Benjamin Grove, Dawson Point, Johnswood Village Hunters Crossing, Hurricane Gardens, The Crossing at Oak Hill, Parkview/Sagecreek, Harper's Landing, Holiday Inn Express, Buffalo Wild Wings, and several other commercial buildings and houses going up. It is an extremely busy time but we are hitting all of the sites at least once a week. • <u>Existing Commercial Businesses:</u> As a requirement of our State MS-4 Stormwater permit which calls for more public outreach to make sure that stormwater runoff, ditches and waterways remain cleaner, we have ramped up inspection of brick and mortar business of all types throughout Bryant looking at dumpster condition, dumpster area cleanliness, parking lots and grounds, We are educating and promoting Good Housekeeping at businesses to keep material, trash and debris contained and picked up. This keeps Bryant cleaner overall, reduces runoff pollution into streets/streams/inlets, and it reduces the risk of flooding by keeping these floatables out of drainage systems. It has been well received and a great training tool to help reduce stormwater pollution. To date we have covered 82 businesses throughout town. • <u>Basins & Outfalls:</u> We have inspected the majority of basins throughout the city attached to businesses and subdivisions and have experienced overall good cooperation getting them cleaned. We have also looked at all of the Outfalls from the City (waterways from culverts, streams to tributaries). This is also a State requirement aimed at identifying "illicit discharges" rouge liquid flows that are not normal stormwater runoff. We have had all good reports in this area. No violations found. We have around 95 Outfalls around the border of the city limits • <u>Municipal Buildings:</u> This is another State requirement that we inspect all of the City owned facilities, once per quarter or four times per year. The buildings on our list are all located in Bishop Park, Streets Department, Water & Wastewater buildings. There are 17 areas we inspect for operations and conditions. We are on track meeting all of these activities.
Public Outreach	<ul style="list-style-type: none"> • Another State requirement, we have covered areas with Stormwater Pollution Prevention Tips door hangers in neighborhoods requested by citizens. We have reached approximately 750 people with these pushes in Meadowlake, Sunset Meadows, Remington Place, Oak Glen, Bryant Meadows and Cedarwood. We have also reached people through the monthly

Projects <i>Cleanup, Violations, Drainage Issues, Other</i>	<p>city newsletter and through the Commercial Building Inspections on existing brick and mortar establishments.</p> <ul style="list-style-type: none"> We have worked with Code in helping upgrade and implement a new iWorq method for tracking all of our types of inspections and work orders. It has helped us get better responses from builders and contractors on getting violations up to compliance. We have used the prison work relief program on many projects to keep Street R.O.W./ditches cleaned of extra vegetation and debris removing 2,500 lbs of trash and debris from roadways. We have worked with prisoners too to continually maintain the following basins and channels: Stoneybrook 1 & 2, Forest Cove Channel, Hidden Creek Channel & basin, Forest Drive Channel, Richland Park, Katrina Drive, Remington Place, Ozark Drive, Sunset Meadows and Westpointe. Line repair in Lexington Park on stormwater pipe. Filled sinkholes in Dogwood Place and Sunset Meadows Addition. We also worked with Parks, cleaning the large drainage ways that run through Bishop Park using weed eaters and prison labor. I wrote a general guideline for hem on herbicide use to help find alternative methods and help reduce the amount used around the Park waterways.
---	---

WATER AND WASTEWATER PROJECTS

Sludge Removal and Disposal Project - Denali returned after they received renewal of land application permit. They removed over 7 million gallons of sludge from the lagoon. This was the last project involved with the ANRC revolving loan fund.

Dewatering Project - This project went out for bid in September, it came in around 2.2 million. The contract was awarded to VEI general contractors. The project will begin in November with the modification to the facilities digesters. Construction of the building to house the dewatering equipment will conclude September 2017.

AMI METER SERVICES

Activities	Description	1st Quarter	2nd Quarter	3rd Quarter	Year to Date
	Meter Swaps	71	31	37	139
	Manual Reads	650	1755	1507	3912
	Replace Collectors /Repeaters	8	19	0	27
	Meter Sets	53	98	84	235
	Leak Checks	58	133	162	353
	Turn Off	514	1223	1186	2923
	Turn On	632	1398	1256	3286
	Pressure Tests	2	16	17	35
	Pool Fill	6	32	0	38
	Meter Lid/Box Replace	5	25	8	38
	Meter Scans	0	55	0	55

Capacity			3										
2015	J	F	M	A	M	J	J	A	S	O	N	D	YTD
SSO's	1		3	2	1	0	2	4	1	2	5	1	22
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
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
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
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

WASTEWATER TREATMENT

Average Flow	1.914	Million Gallons per Day	
Rainfall	14.82"	Inches	
Million Gallons Treated this Quarter	176,309,000	Million Gallons Treated Year to Date	629,006,000

Facility Maintenance

Secondary Clarifiers	Catwalks have been pressure washed. Cleaning and general maintenance.
Aerzen Blowers	Changed oil, greased motors, and changed air filters
Inlet Structure	Replace pressure transducer to regulate well level, reset program for barscreen after electric storm caused power outage
Building 6	Ordered two new control units for centrifugal blowers
Building 10	All operations normal
Building 11	Greased bearings, changed air filter centrifugal blower cl2 chamber
1 MGD Process	greased motor, replaced air filter Blower #2, replaced breaker for radial fans Blower #2
Waste Hauling	1,548,000 gallons @ 0.05 \$ 77,400.00
Analysis Results	All effluent samples collected are in compliance, influent and metals collected for study per BMP report to ADEQ

Electric Usage

Wastewater Treatment Plant

Average KW	Average Cost	Annual Usage to Date	Annual Cost to Date
168,973 kw	\$ 11,689.57	1,475,760 kw	\$ 105,534.55

Inlet Structure & Aerators

Average KW	Average Cost	Annual Usage to Date	Annual Cost to Date
64,120 kw	\$ 5,532.08	591,000 kw	\$ 45,104.82

Plant Operation

Uncommon rainfall in the month of August led to the decision to continue with the 1MGD process in operation due to adequate inflow for the treatment process.

Scheduling date set for replacement of blower online for backup air supply for 1 MGD process, replacement parts have arrived from overseas.

Contractors on site during the month of September removing sludge from lagoon.

CODE ENFORCEMENT 3RD Qtr Report

Third Quarter 2016:

Commercial Permits - 10

Residential Permits - 38

Violations Addressed - 136

Citations Issued - 24

Business License Issued - 79

Solicitation Permits Issued - 11

Liquor Permits - 0

If anyone would like more detail i can run a report on any information you need.

Finance Department 3rd Qtr Report 2016

The third quarter of 2016 was productive for the Finance Department. We continue to send internal reports weekly and reports to Council monthly. Audit work is complete for 2014 and well under way for 2015 with JWCK. JWCK also completed the 2013 SEFA (Schedule of Federal Assistance for the two Arkansas Natural Resource Commission Loans).

The Finance Department assisted on the debt refinancing for the 2006 and 2007 Sales and Use Tax Bonds including participating in the selection process of a Construction Manager for the Parks and Fire Station Projects and an Engineering firm for the Street Project. The current plan is to get all elements of the projects designed and decided in 2016. The money will be received in December and checks for projects will begin in January of 2017.

The Finance Department continues to keep projects on their list with Springbrook including but not limited to: Fixed Asset Module Use, Accounts Receivable Module Use, Bank Reconciliation Module Issues (Consolidated Cash questions), GASB 54 Issues, 1099s, HR using ESS, etc.

The Finance Director and one Finance Coordinator attended the annual Arkansas Government Finance Officers Association Conference in July. Through this annual conference the Finance Director is able to obtain several required continuing education hours. It is also beneficial in keeping us apprised of new information that applies to municipalities and provides excellent networking opportunities with other Finance Departments in the state.

Budget preparation for 2017 began the later part of September. The Finance Department works with all departments through Springbrook to get accurate budget numbers for Council. This process will continue at least until the Council meeting in December.

The Finance Department took several items to Council in July, August and September including the 2013 and 2014 Water WW Audits, Mills for Property and Real estate tax rates in July, and a definition for "Other" Professional Services.

The Finance Department is looking forward to the 4th and final quarter of 2017. We have discussed Year End Deadlines with the Department heads. We anticipate the year end processes will be timely, accurate and an improvement from previous years.

Human Resources 3rd Qtr Report 2016

- We completed the shift of our payroll so that we run far less risk of major payroll errors
- We continue to strategize the development of our Planning Department
- We will be finalizing the conversion from paper checks to either direct deposit or a pay card option at our November benefits fair

- We successfully onboarded fourteen new employees covering five different departments
- We continue our review and update job descriptions as well as organizational structure through many of our departments
- We have started process of evaluating the 2017 budget

- We have begun preparing for 2016 ACA reporting as well as 2016 W2's

Police Department 3rd Qtr Report

Police Department has had a busy in the 3rd quarter. During this period we filled 3 patrol vacancies, and promoted 1 Officer to Corporal. We have also done a lot of prep work and order equipment for the new fleet which should start hitting the streets in October 2016. The department also reassign all of the Lieutenants to different positions to allow them to learn each other's jobs and also to provide different leadership to those roles.

Police Dept was involved with several events in the City and County, like Fall Fest, Amplified Concert, and Concert in Bishop Park.

The new Spillman and MOVE software changes have taken full effect and seem to be running well for the department. During the 4 quarter we will be adding the other city departments to the inventory and fleet section of Spillman.

In September the police department did its annual "Putting Kids Feet First" event. During this years event we were able to put 100 pair of shoes on kids in the Bryant School District.

The Police Department responded to **3,148** calls for service. The 911 Dispatch Center answered **3,748** calls for service.

The top ten call types:

- | | | |
|------------------------------------|------------------------------------|----------------------------------|
| <i>(1) Accidents - 389</i> | <i>(2) Business Alarms - 226</i> | <i>(3) 911 Hangup Call - 204</i> |
| <i>(4) Resident Alarms - 168</i> | <i>(5) Disturbance Calls - 118</i> | <i>(6) Welfare Checks - 116</i> |
| <i>(7) Theft of Property - 94</i> | <i>(8) Suspicious Persons - 92</i> | <i>(9) Shoplifting - 85</i> |
| <i>10) Vehicle Break In's - 84</i> | | |

Animal Control & Adoption Center 3rd Qtr Report

Animal Control is beginning a new chapter! We have hired Animal Control Officer Thomas Hollis, who was hired in the 3rd Quarter.

We are also returning somewhat to normalcy by hosting an Open House on Nov 5th at the shelter, as well as a Mutt Mixer at the Adoption Park at the Animal Shelter on the same day. Our goal to officially return to our regular business hours beginning in January 2017. We are calling it: "A New Start for the New Year!"

We are very excited that training is going very well with our two newest members of our team, and delighted that they are on board.

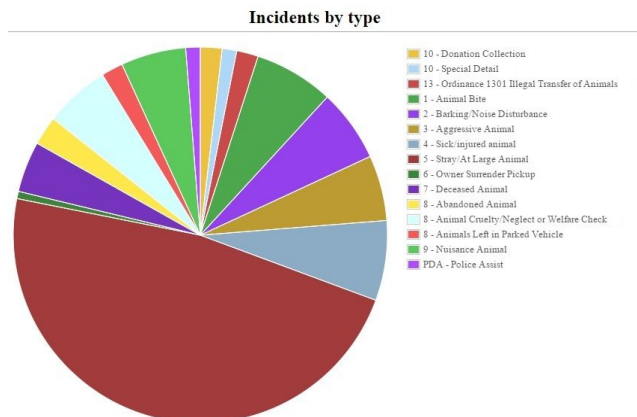
We want to thank everyone for being so patient with us over the last year or so, and appreciate everyone's continued patience as we work toward this new beginning and many, many more life-saving adoptions.

Animal Control Activities - 3rd Quarter 2016:

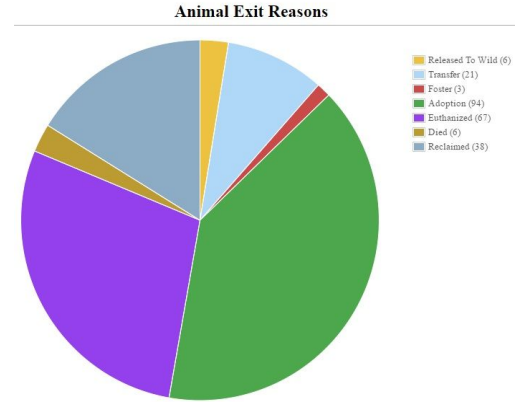
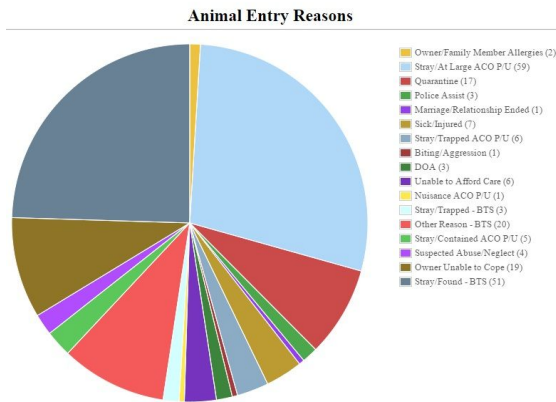
Bryant Animal Control & Adoption Center - 2016 Statistics

Shelter Statistics	First Quarter			2nd Quarter			3rd Quarter			4th Quarter			Annual Totals				
	January	Feb	Mar	Totals	Apr	May	June	Totals	July	August	Sept	Totals		Oct	Nov	Dec	Totals
Incoming Animals																	
Cats	9	6	9	24	9	14	47	70	43	23	19	85				0	179
Dogs	31	20	34	85	30	26	47	103	56	31	21	108				0	298
Other	5	4	9	18	15	24	4	43	2	5	4	11				0	72
Total	50	30	52	132	54	64	98	216	101	59	44	204	0	0	0	0	547
Outgoing Animals																	
Adopted	22	17	16	55	19	11	26	56	42	29	30	101				0	212
Deceased	3	2	4	9	6	10	7	23	1	2	3	6				0	38
Euthanized	6	10	10	26	14	22	20	56	35	17	16	68				0	150
Foster	3	0	0	3	0	0	0	0	0	0	0	0				0	3
Other	1	0	5	6	0	0	0	6	0	0	0	6				0	6
Owner Reclaim	10	7	9	26	12	12	16	40	18	10	11	39				0	105
Transfer	8	2	0	10	10	10	0	20	13	12	0	25				0	55
Field Services/Animal Rescue																	
Bites	0	2	7	9	0	1	9	10	4	7	2	13				0	32
Barking	0	19	11	30	18	4	2	24	3	5	5	13				0	67
Aggressive Animals	4	12	5	21	4	1	9	14	9	5	6	20				0	58
Injured/Sick	2	5	8	15	6	6	6	18	6	8	5	19				0	62
Stray Animals	68	36	75	179	60	62	51	173	36	20	33	89				0	441
Owner Surrenders	1	2	1	4	0	1	2	3	1	0	0	1				0	8
Deceased Animals	5	5	6	16	8	10	10	26	5	7	7	19				0	63
Animal Cruelty	12	8	12	32	4	13	20	37	5	7	9	21				0	90
Nuisance	0	2	1	3	10	20	12	42	6	2	3	11				0	56
Special Detail	48	46	38	132	34	35	19	88	22	16	14	52				0	272
Follow Up	85	36	69	190	41	71	75	187	19	24	21	64				0	441
Admin	188	138	157	483	192	225	188	605	87	122	158	367				0	1455
Police Assists	0	3	2	5	3	9	4	16	5	12	3	20				0	41
VMI	2	8	7	17	12	12	8	32	5	6	7	18				0	67
Total Activities	415	322	401	1138	363	470	415	1278	214	241	273	728				0	3144
Warnings	9	22	21	52	22	17	23	62	10	17	10	37				0	151
Cites/FYF	0	6	11	17	24	10	7	41	12	14	3	29				0	87
Traps Set	45	22	40	107	53	62	102	217	15	10	8	33				0	357
Community Programs/Permits																	
Licenses Sold	14	64	13	91	12	13	21	46	10	10	0	20				0	157
Animal Establishment Permits Issued	0	5	1	6	0	0	0	6	0	1	1	2				0	8
Spay/Neuter Vouchers Issued	0	0	0	0	0	0	2	2	3	6	1	10				0	12

Breakdown of Animal Control Incidents - 3rd Quarter 2016:



Breakdown of Animal Shelter Statistics - 3rd Quarter 2016:



Legal Department

Pending litigation:

2013- Collins v. COB 2 -Trial held, judgment for Plaintiff of 70,000. Notice of appeal filed and after negotiations reached a settlement. Cit to purchase stormwater drainage easement for \$4,076.50, clean ditch within 60 days and re-secure fence. Put project out for bid and have completed by August 31, 2017.

2015 Bivens v. CoB filed in Federal District Court. Motion for SJ heard by Court. Court dismissed all claims with prejudice but one. The one remaining claim was dismissed without prejudice, meaning Bivens can re-file in state court on her quasi-contract claim. I have been gathering billing information and technical understanding of the sewer system to prepare a proposal for settlement. Not optimistic at this point however.

Condemnation cases:

Brown case - Owner requested oral argument in Court of Appeals on Attorney fee issue. Court denied request as there several other cases on the same issue ahead of this case. The prior cases will control the outcome of this case.

Midtown Mulit Improvement district 84 filed a lawsuit against the city regarding streets and ownership and maintenance. A motion to dismiss was filed by me. Court denied Mtn to Dismiss. Discussing options for resolution with Counsel for Plaintiff. City is in a strong position on the law. Still negotiating a possible resolution. Alternatively, City will pursue Motion for Summary Judgment.

Ives v. City of Bryant. FOIA case related to railroad track deaths from 1987. Filed a motion for Judgment on the Pleadings, awaiting response and Court ruling.

COB v. Alcoa Exchange. Set for trial November 29, and 30. Submitted discovery and received partial response. They are playing slow ball on giving their report. If continues and I don't have sufficient time to review and address their "complaints" will seek a continuance. Have been also working with project engineers to adjust plans possibly to address complaints.

Potential Litigation matters:

There are no pending litigation matters that I am aware of during or arising from the 2nd quarter.

Administrative matters:

Reviewed numerous contracts for different departments, assisted and drafted numerous Ordinances and Resolutions for Council consideration and adoption.

Retained Engineers to do Flood Mitigation Study at Bishop Park as part of savings from Fence expenses. Reviewed first draft of report. Seeking final report.

Finance audit involvement. Threatened litigation against 2013 audit firm for them to complete audit. Made good progress on that issue with my involvement.

Been deeply involved in Bond issuance, contracting firms for construction manager and street engineer.

Freedom of Information Act Requests:

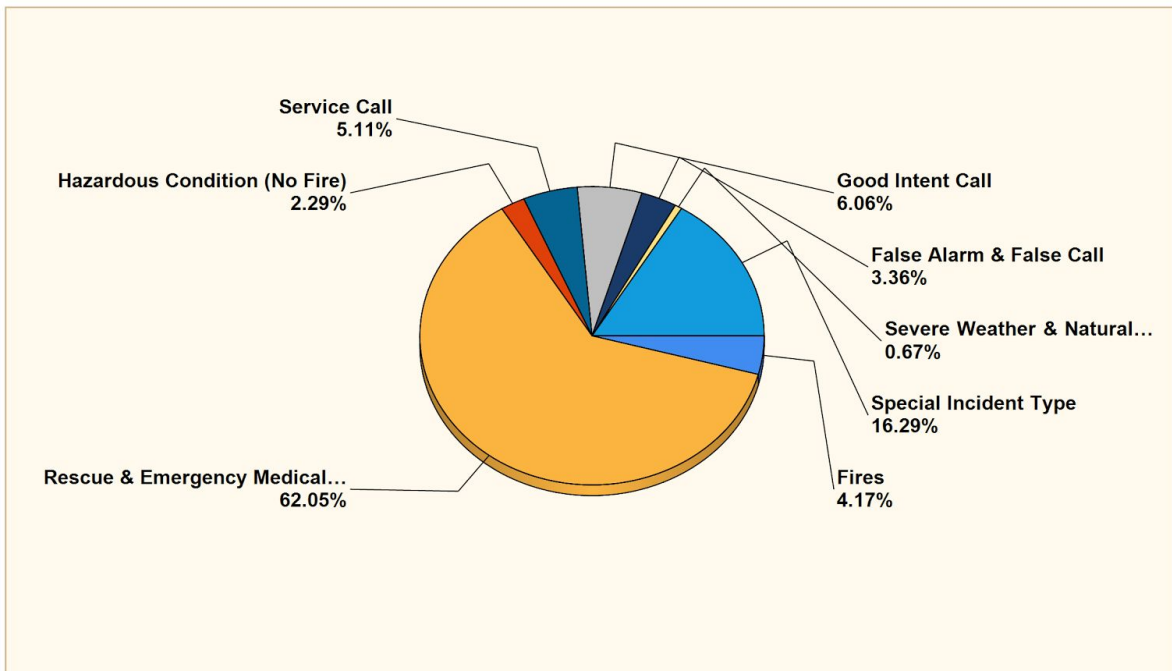
Responded to and reviewed numerous FOIA requests from the public, media and other city officials.

Professional Development

Attending weekly speaker and leadership training classes to improve my public speaking skills and meeting leadership development. Opportunity to speak at the Arkansas Realtor's Association meeting as their opening key-note speaker.

Bryant Fire Department 3rd Quarter Report

- * Hired 1 Firefighter
 - * Replaced all mattresses at fire stations utilizing surplus funds from the sale of fixed assets
 - * 1 Firefighter completed EMT and Firefighter training
 - * Toured AT&T Central Office located in Bryant for training and familiarization
 - * Completed the first Citizen's Fire Academy in the history of the Bryant Fire Department
 - * Completed needed boom repair on Truck-1
- Fire Department Call Volume by Major Call Type



Fires	31	4.17%
Rescue & Emergency Medical Service	461	62.05%
Hazardous Condition (No Fire)	17	2.29%
Service Call	38	5.11%
Good Intent Call	45	6.06%
False Alarm & False Call	25	3.36%
Severe Weather & Natural Disaster	5	0.67%
Special Incident Type	121	16.29%
TOTAL	743	100.00%

Training Hours

Fire	3372
EMS	368
Haz Mat	30

Total 3740 personnel training hrs

Parks Department 3rd Quarter Report

- Held annual Chamber of Commerce Taste of Bryant
- Conducted staff training with ALL staff.
- Began negotiations with Relay for Life for sponsorship deal.

Parks

- Began work on fields at Ashley Park and Midland Park.
- Hosted Slamming Buckets youth basketball tournament.
- Hosted Hoop Play youth basketball tournament.
- Hosted Senior Adult Volleyball Tournament.
- Turf planning on baseball fields.
- Prepared ball fields ready for fall ball.

Recreation

- Conducted in-service featuring “The Lifeguard Olympics” to practice lifeguard skills.
- 22 BASS swim team members participated in Junior Olympics as part of the Arkansas team of approximately 110 swimmers. Arkansas placed 2nd.
- Hosted 2 Barracuda swim meets on July 9th and July 16th.
- Leaping Beyond used our facility for a second time during the summer, with a week-long adaptive sports camp, honoring children with disabilities.
- Held swim instructor training session to train instructors to teach Preschool and Mom & Me swim classes.
- BASS swim team has a record number of participants, with approximately 90 enrolled.
- Started Salt County Basketball Academy, started Smash Tennis Academy Clinic, and started 8-week Workout Fitness Class Challenge.
- Held preseason volleyball clinic.
- Fitness classes participated in Taste of Bryant.
- Closed Mills Pool for the season on Labor Day.

Planning Department 3rd Quarter Report

Will be combined with 4th Quarter Report