



City of Bryant

1st

Quarter Report

2013

1st Quarter Reports 2013

Public Works

Director's Report

We are off to a good start this year. The Street Department has cleaned up the storm debris and will be reimbursed \$67K from FEMA. We plan to hold on to this money until later this year. It may be needed on one of the projects. If not, we would like to purchase some equipment that would help cleanup the next storm.

I am very proud of the Public Works Department. Every time the city is in need they rise to the occasion. They have received many letters and emails thanking them for their hard work. One subdivision even feed them Larry's pizza. Many have made cookies and other desserts. The people of the City of Bryant are very gracious.

We have recently opened bids for the HMCP Forest Cove Project PH 2, Eagle Construction was the low bidder at \$572,972.70. The estimate for the project was \$632,000. We look forward to starting this project in May or June. The area will need a little time to dry after the spring rains.

We have finished the wastewater system rehab work and have now started the manhole rehab work. We will flow test the system again upon conclusion of the manhole rehab project to determine how much infiltration we stopped. I'm hoping for a 30% reduction of I&I.

The new road projects are moving slow at this time. The weather has played a role, but I think the contractor has not dedicated the manpower it will take to finish on time. We need to start planning for the lighting and the landscaping for these projects. I will need your input on this.

We are ready to move forward with the new street specifications. I'm very excited about this.

Street Department

The Street Department has finished the storm debris and spring clean-up, which was very time consuming and labor intensive. We picked up debris at over 1306 residences and hauled over 457 loads of debris to the county burn site.

Although we were out working on roads during the snow and after on iced over bridges and roads in several places, winter was not as bad as expected on the roads. The storm clean-up had put us behind on other projects such as repairing potholes and roads, which will become a priority in the months to come.

We have started cutting back small trees that were pulled down by the snow on the sides of the road with the boom mower to prepare for the mowing season. We should have the new tractor and mower in before the mowing season gets started.

Some special projects to be completed in the upcoming months will be Henson Place

Subdivision culvert replacement and Whistling Pine Road culvert replacement. This is part of the storm water project.

Water Distribution Department

The first quarter of 2013 started off with a bang. Our AMR system kicked off in March and will conclude sometime in July. The new meter system will allow us to utilize two meter readers in other areas. Over 7000 meters will be changed and this will greatly improve our system. Spring weather always brings more work orders to the water department in the form of sprinkler meter taps and leaks.

We have been working with Entergy on moving conduit for the drainage job on Sedgefield and Independence and we are trying to restore their yards, but the weather has held us up a little.

We moved into our new building during the 1st quarter of 2013. The new building has been great in that it gives us a place to hold meetings, perform daily paper working tasks, and take lunch breaks.

We ordered a new truck in February and will be ordering a new trailer just as soon as the truck arrives. This will give us one more truck so we can go in two or three directions as needed. There is always lots of construction in Bryant, so several locates must be done daily to prevent damage to our utilities by contractors like the phone, gas, and cable companies.

We just sent Mindy Cox to become certified on RPZ's. Mindy will be in charge of ensuring compliance with our cross-connection control program.

Wastewater Collection Department

Wastewater crews have completed 296 wastewater projects in the first quarter along with assisting water crews with many of their projects. While still focusing a lot of our attention on pump stations in 2013 we have reported a total of 8 sso's for the first quarter of 2013. Along with upgrades planned for our pump stations, my goal is for 0 sso's due to pump station malfunctions or outages.

Our line rehab crews have completed their work and a noticeable difference has been made throughout the collection system with the most noticeable difference is the Stivers subdivision. Run times at the pump station have been reduced by about half and a noticeable reduction of I&I has been felt at the treatment plant per plant staff.

The Manhole Rehab project is scheduled to start on 4/15/2013 and should impact our collection system and reduce our I&I even more. I plan to have Inflow and Infiltration (I&I) crews smoke test more of our collection system this summer to find other points of infiltration and reduce our I&I even more throughout the system.

Multiple projects in the city are still ongoing:

- LT Packer Subdivision: under construction
- Bryant assisted living center: under construction
- Sewer main extension at the airport: complete

- Owen creek pump station and Force Main: under construction
- The Youth Service Center force main relocation is underway with easements allocations still pending
- The odor issue in the 4000 blocks of Robinwood cir and commonwealth dr hopefully has been resolved. Crews found a severe restriction downstream around the 3387 block of Commonwealth Drive that has been resolved. This should increase flow through the line and allow gases to vent properly.

Wastewater Treatment Department

Avg. flow 2.237 MGD

Rainfall 14.93"

Facility Maintenance:

Plant clarifiers have been isolated one at a time and pressure washed

Bldg. 5

Pulled inlet pump to remove debris from impeller

Replaced two level sensors in wet well

Installed a siren for a high level indicator in wetwell

Bldg. 6

Cleaned auto drains and replaced filters for pneumatic air supply

Replaced auto drain for #2 compressor

Aerzen blowers

Greased motor bearings on both blowers, changed oil

1MGD facility

Changed filter and greased bearings on Kaeser blowers

Waste Hauler Information:

We have taken over 1,615,320 gallons of leachate drain from the landfill this quarter and received payment of \$80,766.

Analysis Results:

All weekly results from this quarter's analysis were in compliance.

The 1st quarter bio-monitoring sample was collected during the 4th week of Feb and has received a passing grade for the Pimephales promelas (Fathead minnow) and Ceriodaphnia dubia (Water flea).

Plant Operation:

Construction at the treatment facility has been slow but steady. Work seems to be following the timeline in place by the construction group. Box A that will receive all inflow through the dual screens has been complete and Box B has been poured around the existing force main outside of the wet well. The box that will hold the new pump header and flow equipment has been poured along with the new dumpster pad for screenings.

Limitorque valves have been installed at diversion site for #5 force main and seven aerators have been mounted to the anchor supports on concrete foundations. The electrical wiring has not been completed, but if the E.Q. basin had to be used it is ready to receive flow.

During the first week of April we had a demo trailer from Andritz onsite with a centrifuge to dewater sludge. They pumped about 110,500 gallons of 1/2 % sludge into the machine and got about 6 cubic feet of dry solids. While the equipment was onsite we were visited by over 30 operators from central Arkansas to view the treatment facility and a demonstration of the centrifuge.

MTS (IT) Works

- Water/Wastewater SCADA System Server Install & Setup
- Computer Network Setup for Remodeled Operations Building
- Telecommunications Network Setup for Remodeled Operations Building
- Network Printer Installed at Remodeled Operations Building



Centrifuge



AMI Project



2012 Winter Storm

Code Enforcement

- Residential Building Permits Issued - 68
- Commercial Permits Issued - 7
- Business License Issued - 492
- Code Complaints Filed - 84
- Violation Notices Issued - 52
- Citations issued - 7 *It is not unusual for this time of year but we are buried in code violation complaints, both from the new website and phone calls. we have prioritized them and are addressing each one as soon as we can.*
- Building Inspections Completed - 714
- Sign Permit Applications -12
- Required Annual Training Completed - 112 Hours between 3 Inspectors.

Human Resources

Step and Grade

The Human Resources Department worked alongside of the Staff Attorney, Finance Director, Police Department and Fire Department to design and present a resolution, step and grade pay survey and updating the compensation policy. The items were taken to F&P and are pending council approval.

Positions

The Human Resources Department is working alongside of all the departments on updating position descriptions to accurately reflect the job duties that the employees are doing. Completion of this project is scheduled for June F&P.

Employee Benefits Fair (EBF)

The Human Resources Department has already begun working on the EBF - sending out an invitation to vendors and receiving confirmations. The EBF will be held in November this year.

Police

Since start of 3rd quarter we have focused on detecting and deterring crimes in neighborhoods and businesses.

We have conducted and participated in multi-jurisdictional task forces which included RX Drug drop off, drug interdiction, DWI task force, Warrant round ups.

We also made our presence known during the holidays to ensure everyone had a safe time.

Made several arrest in connection with increased area burglaries.

Made progress on our command unit and trailer.

we have also made progress on the start of the Police Department's Pole Barn for equipment to be stored and maintained.

We are still accepting application for police officer position to be filled next quarter is our goal.

Animal Control & Adoption Center

1st Quarter 2013

Stats:

Incoming: 196 animals

Adopted/Returned to Owner: 142

At shelter/In Foster Care: 2

DOA/Euthanasia: 52

We are still working through a few glitches with iWorq in gathering statistical data.

Dog Park Committee

Committee has been formed met for the first time in March.

Had our first Safety Pin & "Try It" Badge classes with the Girl Scouts

Hosted 14 Daisy, Brownie and Junior Girl Scouts

Girls learned what to do if approached by a stray dog and how to care for 3 different kinds of pets.

Held our 1st Spay Day USA Event

Spayed or Neutered:

31 dogs & cats were sterilized during the event.

We also just issued our 200th voucher for the SNIP program.

Using iWorq now and have gone as paperless as possible.

We hope to be accepting payments via credit/debit cards in near future.

Is going Green:

Significantly reduced the amount of paper it uses.

Placed recycle bins in all offices

Uses recycled paper for animal bedding.

Recycles water bottles.

ASPCA ID ME Grant:

is going well, every pet that leaves the shelter is given an ID tag and collar.
Both the ASPCA and NACA are pleased with our progress.

Upcoming Events:

April 29th - Spring Mutt Mixer @ Alcoa Park

May 4th - Hosting Low Cost Pet Vaccination Clinic

Legal

Pending litigation:

Pre-2012 Hall v. Cob. Was set for trial beginning April 9, 2013. Case was continued by motion of the Plaintiff's attorney. Attempted negotiations to resolve, but parties remain far apart. The principal issue is \$\$\$. Plaintiff is demanding money, but the claim that remains after summary judgment does not allow for money damages. My office will continue to work closely with ARML in actively defending this case.

2012- Cob v. Global Telecom - Case is on hold pending the criminal case of State v. Christopher Barnes. There is no sense in expending money and energy at this point until the criminal case reaches a resolution. Criminal case was set for trial but had to be continued because of new counsel for the Defendant. It is set for trial sometime in the next several months, but I do not have the exact date at this point.

2013- TND v. COB. Case went to hearing on April 18, 2013. Court ruled that TND is allowed to pursue MFRS as the land is zoned and approved for that use. Further, Court said that TND would have to follow the terms and conditions of the TND Plan. Through keeping the issue narrow, the City is not exposed to millions of dollars of liability, but is in a position to enforce the restrictions agreed to under the TND.

2013- Oltmans v. COB - MFRS phase three construction. Again, the project was zoned and approved prior to enactment of the Moratorium. As expected, Court ruled that Oltman property was not subject to Moratorium as it was approved and building permit issued prior to moratorium going into effect. That case is resolved, with the Court ordering Oltman to follow its approved site plan. That any deviations from the plan could be considered a new application. The development has confronted several issues and DRC is working through those.

Pre 2012- Collins v. CoB - Case was decided in favor of the City in the Court of Appeals. Further, Plaintiff sought attorney fees from the Circuit Court. I along with retained counsel defended the city on that issue and the Court agreed that attorney fees were not available to the Plaintiff. Plaintiff's attorney appealed that issue and the City counter-appealed on the issue of entry of judgment in favor of the City. That matter has been briefed and we are waiting for court

to decide if oral argument will be necessary.

2013- Collins v. COB 2 - Plaintiff filed a second case on the same issues as the prior case. The City has retained counsel through Municipal League. An answer has been filed and anticipate filing a motion to move case to the first case's judge and then filing additional motions.

Burdette v. CoB - Civil Rights case involving a non-physical arrest by officer Michael Turner. The City has retained ARML to defend Officer Turner and the City. The case is in the early stages of litigation.

Potential Litigation matters:

Dayco Construction. A settlement as to amount owed has been reached. I have received a verification from Dayco that it is aware of the two remaining leak issues and agrees to continue working to correct them. I have been in contact with several sub-contractors wanting to know when Dayco is paid the final amount. I anticipate requesting release of the funds within the next 10 days to resolve the remaining payment issue and avoid litigation.

Administrative matters:

Records Retention Policy - I have a working draft that needs additional tweaking. I have received input from several departments on the types and categories of documents they create and possess. This is an ongoing project for my office and will continue over next several months.

Working with departments in establishing procedures for Resolution and Ordinance creation and review of documents prior to being placed on agenda.

Worked with Planning department in reviewing and moving the Multi-family Ordinance from stall to passed. It will be in effect at the end of this month. As a side, I will be presenting a resolution to lift the moratorium effective Monday April 29, 2013 at the April city council meeting.

Working with citizen groups to move MFRS forward, to address issues surrounding Mid-towne and otherwise acting as a mediator to find the win-win-win in situations facing the city and its citizens.

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.

Finance Department

1. Utility Billing is up and running as of March 25th. There have been challenges; but that is to be expected with 7600 customers that don't stand still. We are working on every issue as quickly as possible and training is moving forward as expected. We expect to get all the kinks worked out and training completed in the next 2-3 months.
2. Online Web Payments is operational with a new fresh format. The site offers more functionality and is easy to use.
3. Phase I of "Going Green" is now available. Customers can opt out of receiving their paper water bill in the mail. Now the statement is available by email or online. This will save the City of Bryant approximately \$.60 monthly per bill, not including labor. The goal is to have 25% of the customers opt out of paper bills by the end of the year and eventually 50% of the customers opting out.
4. The Finance portion of the Software Implementation is scheduled for June and the Payroll implementation is scheduled for the end of August. Other ancillary modules will be implemented later in the fall. We are moving forward with Springbrook and excited to have the new technology and security .
5. Sales Tax for the first four months of the year is 6% over 2012. We anticipate meeting or exceeding our budget projections for Sales Tax Revenue.
6. The Finance Office Remodel is nearly complete. By the middle of May, we should be moved into our new offices. The layout will give each employee a private office and quieter less distracted work space. HVAC and Electrical will be operating correctly.

Fire / Rescue

10 New Automatic External Defibrillators (AEDs) purchased and placed in service

- No longer in production

Held Fire Instructor I course in Bryant

- Pre req for promotion
- Training costs saved

4 firefighters received HAZ MAT Train-the-Trainer certification from ADEM

- Enables training of our own firefighters

Ordered 2 New Pumpers

- Scheduled for delivery October-November

Began processing paperwork for documentation for FEMA reimbursement from Christmas Storm

Performed Annual Truck Maintenance

- Saved on Labor
- Keeps personnel familiar with equipment

Conducted Annual NFPA Required Hose Testing

- Lost several sections of LDH supply hose

Put out RFQ for Fire Stations Construction Project

- Selected Taggart as Architect
- Proceeding with Survey and Geotechnical work

Received NOAA Weather Radios from County

- Began issuing Them to Target Occupancies--Also available to Bryant Residents

Conducted Testing for New Hires

- Currently in Need for 1 FF and 1 FF FT Temp Term for McKay

Received Bids for SCBAs

Braynt Fire Department

Incident Type Report (Summary)

Alarm Date Between {01/01/2013} And {03/31/2013}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
1111 Residential Fire	8	1.73%	\$182,100	65.10%
1112 Commercial Fire	1	0.21%	\$20,000	7.15%
121 Fire in mobile home used as fixed residence	1	0.21%	\$3,000	1.07%
131 Passenger vehicle fire	4	0.86%	\$60,600	21.66%
141 Forest, woods or wildland fire	1	0.21%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	19	4.12%	\$14,000	5.00%
154 Dumpster or other outside trash receptacle	1	0.21%	\$0	0.00%
160 Special outside fire, Other	4	0.86%	\$0	0.00%
162 Outside equipment fire	1	0.21%	\$0	0.00%
	40	8.67%	\$279,700	100.00%
3 Rescue & Emergency Medical Service Incident				
300 Rescue, EMS incident, other	5	1.08%	\$0	0.00%
311 Medical assist, assist EMS crew	183	39.69%	\$0	0.00%
320 Emergency medical service, other	9	1.95%	\$0	0.00%
321 EMS call, excluding vehicle accident with	91	19.75%	\$0	0.00%
322 Motor vehicle accident with injuries	15	3.25%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	1	0.21%	\$0	0.00%
352 Extrication of victim(s) from vehicle	2	0.43%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.21%	\$0	0.00%
	307	66.59%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	0.21%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	0.43%	\$0	0.00%
422 Chemical spill or leak	3	0.65%	\$0	0.00%
444 Power line down	1	0.21%	\$0	0.00%
	7	1.51%	\$0	0.00%
5 Service Call				
511 Lock-out	3	0.65%	\$0	0.00%
531 Smoke or odor removal	6	1.30%	\$0	0.00%
550 Public service assistance, Other	1	0.21%	\$0	0.00%
551 Assist police or other governmental agency	2	0.43%	\$0	0.00%
553 Public service	1	0.21%	\$0	0.00%
561 Unauthorized burning	6	1.30%	\$0	0.00%
	19	4.12%	\$0	0.00%

Braynt Fire Department

Incident Type Report (Summary)

Alarm Date Between (01/01/2013) And (03/31/2013)

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
600 Good intent call, Other	8	1.73%	\$0	0.00%
611 Dispatched & cancelled en route	48	10.41%	\$0	0.00%
631 Authorized controlled burning	6	1.30%	\$0	0.00%
651 Smoke scare, odor of smoke	2	0.43%	\$0	0.00%
	<u>64</u>	<u>13.88%</u>	<u>\$0</u>	<u>0.00%</u>
 7 False Alarm & False Call				
710 Malicious, mischievous false call, Other	1	0.21%	\$0	0.00%
733 Smoke detector activation due to	1	0.21%	\$0	0.00%
735 Alarm system sounded due to malfunction	6	1.30%	\$0	0.00%
736 CO detector activation due to malfunction	2	0.43%	\$0	0.00%
740 Unintentional transmission of alarm, Other	2	0.43%	\$0	0.00%
744 Detector activation, no fire -	8	1.73%	\$0	0.00%
	<u>20</u>	<u>4.33%</u>	<u>\$0</u>	<u>0.00%</u>
 9 Special Incident Type				
900 Special type of incident, Other	4	0.86%	\$0	0.00%
	<u>4</u>	<u>0.86%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 461

Total Est Loss:

\$279,700

Braynt Fire Department

Monthly Incident Counts By Station

Alarm Date Between {01/01/2013} And {03/31/2013}

Station #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Pe
01	112	117	110	0	0	0	0	0	0	0	0	0	339	
02	24	14	23	0	0	0	0	0	0	0	0	0	61	
03	19	14	28	0	0	0	0	0	0	0	0	0	61	

Total Runs by Month											
Jan	155	Feb	145	Mar	161	Apr	0	May	0	Jun	0
Jul	0	Aug	0	Sep	0	Oct	0	Nov	0	Dec	0

Grand Total Runs: 461

<u>Training Topic (January – March 2013)</u>	<u>Hours</u>
1. Officer Training	391.25
2. Apparatus Check Procedures	1,785.00
3. SCBA Training	404.50
4. Building Inspections/Pre-Fire Planning	413.50
5. Driver Training	481.00
6. Emergency Medical Training	347.50
7. Fire Hose	437.00
8. Water Supply	499.00
9. HAZ MAT Training	120.00
10. Rope Training	458.50
11. Special Training	1,153.00
12. Other Training	2,090.75
<u>TOTAL HOURS:</u>	<u>8,581</u>