



City of Bryant

1st

Quarter Report

2014

# 1st Quarter Reports 2014

## **Public Works**

### ***Director's Report***

I'm extremely proud of our Public Works Crews. They continue to step up to the challenges that come their way each day. We have completed many of the projects that we started in 2013.

#### **Projects:**

- **Sheaff Avenue** The construction between Springhill and Woodland Park Drive is approximately 45% complete.
- **Echo Lake Boulevard** Lighting and Landscaping will be completed when the council allocates funding.
- **Drainage Projects** Whistling Pine and Henson Place are under construction.
- **Overlay** Springhill Road will be improved later this year with added shoulders and an overlay.
- **Alcoa Rd. Utilities Ext.** The contractor will be starting the first week of June.
- **16" Water Main to CAW** The plans have been submitted to the Arkansas Department of Health for review.
- **12" Sewer Force Main** will be going to bid soon.
- **Funding Request** - Numerous letters have been sent to ADTD, the Municipal League and Metroplan seeking funding assistance on various street projects. We also have submitted Sheaff Ave. for Tiger Grant funding for 2014.

## ***STREET DEPARTMENT***

It has been a busy first quarter here in the Street Department. With the large amount of rain we have gotten in the past months, the Street Department has been continually unstopping culverts because of leaves and other debris.

Spring Clean Up went very well this year, because of the new Grapple Truck that the City purchased. It made the job easier, faster and more efficient.

We had several call outs because of all the inclement weather that occurred. Roads had to be closed because of flooding and debris needed to be removed from in front of the bridge openings.

After all the rains and winter weather there are always a lot of potholes to be repaired. This has taken a continued effort and will always be something we have to work on.

# ACTIVITY REPORT

Street Dept Yard & Boone Rd Prop

Fire Station

814 Sedgefield

3103 Ozark Drive

Bryant Police Department

507 Harris St & Boswell West

Hwy 5 & Springhill Rd

Bryant Police Department

Burns limbs/brush from spring clean up and clearing area

All employees attended Work Comp Training

removed concrete pad for old street light and back filled with dirt

replace grass around new sidewalk

sprayed weed/grass killer on area as requested

Put B-Stone in all low spots

water main break - put out cones for Water Dept

Hauled 2 loads of SB2 to area as requested for PD

<b>STREET MAINTENANCE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>TOTAL YTD</b>
BRIDGE MAINTENANCE	0	0	0	0	<b>0</b>
CONCRETE WORK	0	1	0	1	<b>2</b>
CULVERT CLEANING/DRAINAGE	82	26	7	53	<b>168</b>
CULVERT REPLACEMENTS	3	1	3	0	<b>7</b>
DITCHING	1	1	0	9	<b>11</b>
EROSION CONTROL	0	0	0	0	<b>0</b>
HAULING/EXCAVATING	200	310	69	16	<b>595</b>
INCLEMENT WEATHER	44	34	151	0	<b>229</b>
LIMB TRIM/CHIPPING/LEAF VAC	39	4	70	1	<b>114</b>
MAJOR ROAD REPAIRS	0	0	1	1	<b>2</b>
MOWED ROW's	0	0	0	25	<b>25</b>
PAINTING/STRIPING	0	0	0	0	<b>0</b>
POTHLES	15	43	18	33	<b>109</b>
RETENTION/DETENTION MAINT	0	0	0	0	<b>0</b>
SHOULDER WORK	0	3	0	3	<b>6</b>
SIGNS	61	185	50	12	<b>308</b>
STREET CUTS-STREET	2	2	1	4	<b>9</b>
STREET SWEEPING	0	4	1	7	<b>12</b>
SPECIAL PROJECTS	14	18	18	10	<b>60</b>
TRAFFIC SIGNAL/TRAFFIC CONTROL	4	7	4	1	<b>16</b>
TRASH/DEBRIS/ANIMALS PICKUP	15	7	459	108	<b>589</b>
TREES REMOVED FROM ROW's	1	9	4	1	<b>15</b>
YARD RESTORATIONS	2	2	0	2	<b>6</b>
WORKERS COMP CLAIMS	0	0	0	0	<b>0</b>
WORK ORDERS COMPLETE	87	94	80	84	<b>345</b>
WORK ORDERS PENDING	10	15	6	6	<b>37</b>
CALL OUTS	4	1	3	2	<b>10</b>

<b>AUTO MECHANIC</b>					<b>YTD</b>
DROP/P/U/VEH/EQP OUTSIDE SERV	1	0	1	0	<b>2</b>
EQUIPMENT MAINT	35	41	37	33	<b>146</b>
PARTS PICKUP	14	19	35	36	<b>104</b>
SMALL EQUIPMENT MAINT	10	3	6	10	<b>29</b>
VEHICLE MAINT	11	8	12	14	<b>45</b>
WORK ORDERS COMPLETE	86	86	85	93	<b>350</b>
WORK ORDERS PENDING	0	0	0	0	<b>0</b>
OTHER DEPT'S EQUIP/VEHICLES	4	7	4	5	<b>20</b>
CLEAN SHOP/TOOLS	11	11	7	9	<b>38</b>

## ***WATER DISTRIBUTION***

### **Construction**

- 16 " Water main to CAW has been submitted to the Arkansas Department of Health for review.
- **Equipment**
  - SCADA technology has been installed at the Booster Pump Station
- **Fire Hydrant Painting**
  - Project is now complete
- **AMI Meter Project**
  - Mueller technicians spent a week in Bryant getting meters reporting. They are generating an "exceptions" list of meters Bryant will have to do something about in order to get them functioning properly. If reporting maintains the level it was when they completed their work we will accept the project as complete.
- **Taps**
  - **Crews did 8 water taps**

## ***WASTEWATER COLLECTION***

### **Ongoing Projects**

- Owen creek pump station and Forcemain: Complete and operational
- Midland pumping station force main reroute project is in the planning and design stage. Shobe rd pumping station # 5 remodel is still in the planning and design stage also.
- Manhole Rehabilitation is complete

- **Sanitary Sewer Overflows - 2014**

<i>Month</i>	<i>01</i>	<i>02</i>	<i>03</i>	<i>04</i>	<i>05</i>	<i>06</i>	<i>07</i>	<i>08</i>	<i>09</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>TOTAL / YR</i>
<b>Source of SSO</b>													
<b># SSO PER MONTH</b>	3	2	4										<b>9</b>
<i>EQUIPMENT FAILURE</i>													
<i>POWER FAILURE</i>	1	1											<b>2</b>
<i>BLOCKAGE</i>	1		1										<b>2</b>
<i>LINE FAILURE</i>		1	3										<b>4</b>
<i>CAPACITY</i>	1												<b>1</b>

## **WASTEWATER TREATMENT**

### **Jan 14 – Mar 14**

- Avg. flow 2.161 MGD (60% of Capacity)
  - Plant Capacity - 3.6 MGD
- Rainfall 11.53" 2" snow .5" ice

### **Facility Maintenance:**

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

### **Bldg. 5/ Inlet Works Structure**

- We have used the pumps designated for pumping into the eq basin on several occasions. These pumps are operated in the hand position to pump to the eq during times of high flow into the inlet structure due to heavy rain. Using these pumps it helps control the amount of flow into the aeration basins helping keep velocity in the clarifiers under control. About 1 hr of run time with these pumps will move 65,000 to 85,000 gallons per hour

### **Bldg. 6**

- Cleaned auto drains and replaced filters for pneumatic air supply
- Replaced auto drain Compressor #2

### **Aerzen blowers**

- #1 Aerzen greased motor, changed oil, changed air filter
- #2 Aerzen greased motor, changed oil, changed air filter

**Bldg. 11**

- Changed oil in sutorbuilt blower, greased bearings, replaced air filter

**1MGD process:**

- Changed filter and greased bearings on Kaeser blowers
- Changed oil on #2 blower
- Waste Hauler Information:
- We have taken over 1,089,000 gal of lechate drain from the landfill this quarter and received payment of \$54,450.00

**Analysis Results:**

- All Weekly results from this quarters analysis were in compliance.
- The 1st quarter bio-monitoring sample was collected during the 2nd week of Feb, all analysis received a passing grade.

**Plant Operation:**

- Things have been running very smooth. We have had several days with temperatures below freezing and winter precipitation but all pneumatic systems worked without freezing. A couple of rain events causing the operators to contol heavy flow and pump to the eq basin but we have had periods that we have treated flow from the eq basin. We do have more water in the eq than I would like at this time, rain last week was recorded at over 2" in a 12 hr period. At one time we recorded 1.2" in an hour. This rain event did cause high flow into the collection system and flow from the #5 force main was diverted into the eq basin. High flow in the collection system was also reported to the operator on duty. These events change the water in the eq basin by as much as 4 feet in a 24hr period.

## **1st Quarter Report MS4 2014**

In the first quarter of 2014, the greatest amount of time was devoted to "trying to finalize the City Stormwater Mapping," which encompassed initial field mapping/verification and doing several additional, secondary field verifications for Urban Planning Draft Team. Urban Planning (UP) is making the final product for us. At this point, the MS4 mapping project is complete along with verifications & questions derived at my level. We have also addressed all verifications generated from UP. Staff from UP said they have to do one final check of the entire project and they expect a few more loose ends to tie down. They expect there will be some clarification, especially with some border maps and areas connecting to Alcoa and Airport property. Once all of Up's questions are verified and answered and we have a final meeting, the MS4 City-wide mapping project will be complete. This process should only take an additional two or three weeks, so we are right at the finish line on this extensive project. However, keep in mind that this map series is a living document. There will always be changes and updates to the map set as new construction and development occurs.

Our department has had the State prisoners three times. We have also been addressing several drainage issues due to the excessive amount of hard rain and accompanying erosion we have had this spring. We also completed several commercial & residential inspections to help reduce erosion and pollution to our drainage systems and waterways.

Here is a list of activities MS4 has worked on this quarter:

- General easement searches for Public Works utility easements related to Waste Water projects
- General routine type project assistance for Street Department for a total of 24 hours
- Community Outreach training using “Stormwater Tips door hangers,” wrist bands and face-to-face exchanges
- Ditch & basin cleaning on Northlake Road, Shobe Road, Lexington Park Subdivision, Westpointe Basin, Hidden Creek Basin, Basin behind Family Dollar, Bishop Park ditches, Kings Crossing, Stoneybrook Basins (large & small ones both on Monticello Drive), Hanover Street, Roxbury Street, Millbrook Drive, Timber Creek Drive, Miller Place Subdivision, Prickett Road and Evans Loop Road
- Grate & inlet cleaning throughout City before & during rain events
- Ditch and basin cleaning/grubbing/trash pick-up using prisoners at both Stoneybrook basins, Richland Subdivision Basin, Forest Cove drainage channel in Sunset Meadows and prisoners helped us clean, grub and unstop drainage ditch that relieves stormwater flow in Cherry Creek Subdivision
- Commercial & Residential inspections throughout City including Echo Lake Blvd, Springhill Extension Project, Landers construction on Debswood Road, Barbara Court, Kids Academy on Evans Loop, Woodland Park, Monticello Drive and Katrina Drive
- Stormwater mapping of City and map verifications
- General maintenance of equipment
- Public call-ins on drainage issues and some larger, on-going issues including multiple erosion/drainage projects on Stivers Blvd., Dogwood Place Subdivision, Forest Cove concrete drainage channel at Hidden Creek Drive, Remington Place drainage issue, Ward Street at very west end of road, Miller Place Subdivision, Kings Crossing

Subdivision on Park property and Laborde property (was completed this quarter with additional sod work following settlement that occurred over winter months)

During this quarter too we had a retirement of a great employee, James Carpenter. He was a great asset to the City and will be missed. We started working on his replacement at the end of this quarter.

On the Planning side, I gathered, composed and edited content for the monthly, City Newsletter. I have also collaborated with Jason Boullie, our UALR intern, to further develop elements of BONAfide. Also, additional work for Jason included technical input & deed research for his grant writing projects he is working on for the benefit of the City, namely Fire Department, Public Works and Parks Department. MS4 staff also helped with community notification process for the Jump Start the Heart of Bryant Community Meetings. I also helped facilitate Jump Start the Heart of Bryant Project by providing input at preliminary meetings and at the Walkthrough of downtown Bryant with consultants and planning team.

### *Human Resources (1st Qtr Report)*

Created and updated an employee spreadsheet to reflect 2014 and proposed 2015 employee pay for budgetary purposes.

Provided employee payroll documentation and assisted Finance department with Legislative Audit.

Opened Leave Bank for employees membership and organization of a new Leave Bank Board of Review.

Scheduled HR Springbrook implementation for the Fall of 2014, which will assist in streamlining the payroll process and open additional employee reports up to HR.

Completed a payroll survey for the Municipal League and DB Compensation, which will provide HR with other cities pay rates. Also, in the process of completing a benefit survey, which will provide HR with other cities benefit information as well.

Called colleges, universities, Little Rock Air Force Base and other organizations to open additional avenues for posting job advertisements.



Completed Department of Labor and Workers Compensation Surveys

Worked alongside of A-Test to get the T2 (T-squared) program, which allows the city to obtain A-Test Supervisor training free of charge. In addition, worked alongside of A-Test to streamline the employee testing process with the new electronic database.

Completed a mandatory workers compensation training of all city employees, to ensure all employees are aware of the workers compensation policy and procedures, which will ensure that the city is handling all claims timely and accurately.

## **Police**

Since the start of 1st quarter, we have continued to focus on detecting and deterring crimes in neighborhoods and businesses. We made use of the cities light duty policy and used a qualified employee that is on light duty to complete a full weapons and repair/replace parts for all departmental weapons. During this Quarter we also received equipment from the Federal Surplus program which included Camera recon bags, spotting scopes, night vision equipment and Tasers all of which saved our department funds.

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

We continue to make our presence known during high concentration of citizens at special events such as the Triathlon and the Health Fair to ensure everyone has a safe time.

We have made several arrests in connection with increased area burglaries and shoplifting cases. We are really blessed to have a great CID department. The Arkansas Emergency Telephone Services Board (911 PSAP) recently distributed our first check. The check is for the 4th Quarter 2013 distribution in the amount of \$20,087.37 These Funds are dedicated to the upkeep of the 911 equipment in our dispatch center.

During the recent disaster with the tornados, we assisted by sending four personnel to help the first few nights, we also loaned our light towers we got from the state surplus property program to help in the recovery efforts.

We have embraced the social media age and created our own Facebook page that we reported last Quarter having 7,658 "Likes" currently we are at 9,277 "Likes" and growing. Not only are we keeping the citizen informed we are using it as a tool to help solve crimes.

Congratulation goes to Officer Michael McCabe and Officer Pam Mays for completion of the Arkansas Law Enforcement academy.

# Animal Control & Adoption Center

## Report for 1st Quarter 2014

### From the Director:

As a part of our on-going mission to reduce the number of unwanted pets in our community, on March 13th, we held our second Low-Cost Spay Day event. By partnering with the Humane Society of Saline County, and Dr. Eric Jayne; we spayed or neutered 33 animals in one day. We have plans to host another event of this type later this year.

The Fur Ball Gala was a great success in ways we didn't imagine! Although we did not make any money from the event, we did reach a larger group of potential supporters of the dog park as well as engaged other members of the animal welfare community to join us in our mission to build wonderful new park in Bryant.

The inaugural event "Dog Gone Good Pizza" w/ U.S. Pizza made \$436.00 for the Dog Park. Although we have a long way to go, we are delighted to have such a big turn out for this event.

Each day brings new challenges to our department, and we strive to find innovative and effective solutions to those needs. One of those challenges, pet licensing and vaccination has seen an increase in compliance. We sold 88 licenses at the shelter in the first quarter, which is up from approximately 20 during the same time last year.

We continue to find new ways to reach our goals, both at the shelter and in the community as a whole. I would like to thank the both the Mayor, my fellow Department Heads and the City Council for their continued support of our efforts.

*- Tricia Power*

### Animal Control Statistics

<b>Shelter:</b>	<b>First Quarter:</b>
Incoming Animals:	202
Adopted/Returned to Owner:	126
Released/Transferred:	10
DOA/Euthanasia:	45
<b>Animal Rescue/Control:</b>	
Bites	4
Barking	10
Aggressive Animals	24

Injured/Sick	11
Stray/At Large Animals	255
Owner Surrenders	3
Deceased Animals	18
Animal Cruelty	30
Nuisance	3
Special Detail	258
Follow Up	164
Admin	484
Police Assists	11
Vehicle Maintenance	29
<b>Total Activities</b>	<b>1276</b>
Warnings	37
Cites/Yard Inspection Forms	16
Traps Set	55

## Legal

### **Pending litigation:**

Pre-2012 Hall v. Cob. Case is set for Trial January 15-17. Reached a settlement on the morning of trial. Brought the settlement terms to the City Council for approval. Continued working through technical issues from the settlement.

2012- Cob v. Global Telecom - Continuing to receive payments from the Saline County Circuit Court as part of the penalty imposed on Mr. Barnes.

2013- Collins v. COB 2 -Ongoing motions work to dismiss claim as based on same facts as Collins 1. Prepared some studies of the area, graphically and gathered contract documents. Responded to numerous FOIA requests related to this matter from Mr. Collins. Answered discovery propounded by the Plaintiff, drafted initial set of discovery to Plaintiff. Retained counsel is reviewing and finalizing.

2013 Atkins v. COB - Police case involving arrest of a combative subject and required 4 officers to subdue him. Completed depositions of officers, and Taser instructor. Moved for summary judgment. Motion pending.

### **Potential Litigation matters:**

OpenAire and/Dayco with aquatics center. Windows losing seal and becoming cloudy. Onat has provided background correspondence and I have communicated our displeasure in performance by OpenAire and Dayco regarding this matter. Had Onat put demand on OpenAire and Dayco to honor warranty work. Waiting response from OpenAire.

Lindsey Property and fence issue. Drafted letter demanding fencing or shrubbery per site plan. Confirmed with attorney for Lindsey that such is required. Discussed implementation plan for fencing and shrubbery installation.

**Administrative matters:**

Records Retention. Do to other matters taking time, this has been placed on hold.

Being a part of Agenda Center Workflow, allows greater involvement on items going to council from Departments. Working on improving my production of necessary documents for council meetings. Time constraints and information constraints continue to be a challenge, but they are being overcome with cooperation and additional planning of upcoming issues.

Billboard Moratorium - Completed draft ordinance, had DRC review and recommend to PC. Attending PC meetings and have a draft ordinance to provide to Council in second quarter.

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.

Have been working with Friday Law firm, and the Parks associations in making sure our program agreements and use agreements meet Bond requirements and resolving issues associated with those agreements.

**Freedom of Information Act Requests:**

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

**Professional Development**

Attended National League of Cities meeting in Washington DC in March. Attended the two steering committee meetings, providing input and gaining insight into NLC's objectives and goals. Participated in several national conference calls with the Leadership Fellows and attended many of the offered classes through NLC leadership wing. As a Fellow, I have the authority and responsibility to attend the paid classes to check on material, presentation, presenters and address any problems from students. NLC staff did a great job putting the final touches on the training classes.

# **Bryant Fire Department**

## **1st Quarter Accomplishments**

1. 1 Firefighter completed the Fire Training Academy
2. Performed required annual hose testing
3. Performed annual maintenance on all apparatus saving city funds.
4. 5 Officers completed Fire Officer I course
5. 4 Officers completed Fire Officer II course
6. Received grant from Arkansas Fire Prevention Commission for 200 smoke detectors and 10 hearing impaired smoke detectors for our citizens.
7. Received funds from Central Arkansas Planning and Development District for physical fitness equipment and Ice machines for fire stations.
8. Held Inspection class for entire department.

## **1st Quarter Call Volume by Type**

<b>Fire Calls</b>	<b>74</b>
<b>EMS/Rescue</b>	<b>384</b>
<b>Hazardous Materials</b>	<b>8</b>
<b>Good Intent/Service Calls</b>	<b>67</b>
<b>False Alarms</b>	<b>23</b>
<b>Inspection/Pre-Plan</b>	<b>141</b>
<b>Other</b>	<b>13</b>

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Total Calls 710  
**1st Quarter Call Volume by Station**

Station 1 (HQ)	420
Station 2	127
Station 3	163
Total calls	<hr/> 710

**1st Quarter Training Hours**

Apparatus Checks	3092
Emergency medical training	867
Officer Training	517
Inspections/Pre-Fire planning	479
Special Training	352
Hose Testing	239
Driver/Operator Training	165
Total Hrs	<hr/> 5711

**First Quarter Accomplishments 2014**  
**Bryant Parks and Recreation**

1. All aquatic fitness classes and swim lessons started for the new year.
2. Began enrollment for Triathlon Swim Clinics.
3. Began initiating "Members Only" courts during week nights.
4. Registered over 200 kids for our youth basketball league.
5. Registered 26 teams for our men's basketball league.
6. Registered seven teams for our Co Rec volleyball league.

7. Hosted 3rd Annual Saline County Flag Football Classic.
8. Applied for Recycling Bin Grant through SCWSD for Parks.
9. Hosted Employee Health Fair for City of Bryant.
10. Completed Tree City USA application.
11. Hosted Boys and Girls Club Gala.
12. Received grant confirmation for the second phase of Mills Park Pool.
13. Started triathlon swim clinic for the Adult Triathlon.
14. High School South District Meet was held on February 14th. Bryant High School won girls and boys division!
15. Held "Biggest Loser" weight loss competition.
16. Met with USTA to plan spring Junior Tennis League.
17. Received \$1000 check for "Palmquist Memorial" project from Arkansas Flower and Garden.
18. Hosted 2nd Annual Family Health Expo and 5k.
19. Began BAA, BSA, and BSC spring seasons.
20. Hosted Habitat for Humanity event.
21. Hosted ASI Central Region Championship on March 8th and 9th. 230 swimmer participated. Everything went smooth although we had a baseball tournament and events at The Center.

## ***Planning Department***

The following site plans were approved:

- Civitan - New office development;
- Fleming Electric - Site Expansion;
- CVS Pharmacy;
- Batting cages at Bishop Park

The following Temporary Business Permits were approved:

- Yellow Snow Cone Shack;
- Meat Pie Madness
- TNT Fireworks

Ongoing site plan reviews:

- Proposed Holiday Inn Express on Alcoa Road;
- Expansion of First United Methodist Church;
- Bryant Business Park;
- Everett Buick/GMC expansion

The following subdivision plats were approved:

- Stoneybrook Phase 5 (on hold);
- Andres Place Phase 2;
- Andres Place Phase 5;
- Old Town Bryant Replat for Reagon Brown

Reviews were begun on the following proposed subdivisions:

- Hunter's Crossing
- Oxford Heights

The following request(s) were reviewed but are currently delayed:

- Potential rezoning request at the corner of Woodland Park and future Sheafs Ave;
- Conditional Use Permit at 6617 Springdale

Misc:

- Worked with the Legal and Administrative Department staff on the "Jump Start" public hearings and interaction with consultants;
- Reviewed draft Billboard Ordinance revisions with Legal and Permit Department;
- Mapped current Billboard locations in city;
- Mapped potential future billboard locations based on discussion with Planning Commission;
- Working on policies for:
  - Minor plats in the ETJ;
  - Sign variance procedures;
  - Revisions to commercial building materials;
  - Revisions to subdivision requirements for signs and light standards