



City of Bryant
3rd Quarter Report
2012

LEGAL

- ETC - Final payment and settlement amount
- Collins v. City of Bryant - Recovered 70k deposited with Clerk's office
- Sign Ordinance completed and passed
- Draft revision and edits to Sexually Oriented Business Ordinance
- Draft Burn restriction Ordinance - GOT shot DOWN! (little over encompassing, have a better understanding of purpose of ordinance)
- Draft and Pass Priority Lien Clean Up Ordinance
- Bryant Historical Resolution and Contract polish and complete (discuss for budgeting versus this year and next year)
- IT consultant contract. - was shot down completely, pushed for at least three months and for presentation by contractor
- Assisted Finance and Water Department in re-doing their fees and payment ordinances (Kudos to Esther for her awesome help!)
- SRO agreement review, edit and presentation to council
- Reviewed several agreements from Vending Machine contracts to Swim agreements at Parks Department
- Renaming of Highway 5 Ordinance
- Drafted and reviewed Millage Ordinance (kept it the same - way to go admin!)
- Assisted PD in setting up and implementing a Drug Control Fund for federal seized monies
- Worked with Lance Penfield on closing land deals for Springhill to Woodland Park
- Worked with Parks Department in Wholesale Gas purchase Program and putting both Center and Aquatics building on Wholesale Purchase
- Drafted Contract with Bryant Senior Adult Center Council and 20k in funding. (this is an ongoing issue that will need future city intervention to mediation)
- Assisted in finalizing ADEQ settlement regarding the Polishing Pond. Advised and Directed Monty on steps to get it completed and cleared. (Monty Did most of it, but in consultation with my office on course of action)
- Worked with New Fire Chief on new building plans and options, including taking him to East End FD to show of our new fire station and costing purposes.

Participated in several unemployment hearings with the Department of Workforce services in association with HR.

PLANNING AND COMMUNITY INVOLVEMENT

Council Action

Approved Rezoning Requests

1905 Reynolds Road, R-X Residential to C-2 Highway Commercial

Approved Misc. Ordinance(s)

Commercial Building Standards

Planning Commission Action

Approved Rezoning Requests

1905 Reynolds Road, RX Residential to C2 Highway Commercial

Approved Final Plats and Replats

Carmichael Estates (28 lots)

Westpoint North Phase 2, Lots 46 & 47

Approved Preliminary Plats

Northaven Addition, Phase 6 (16 lots)

Board of Zoning Adjustment Action

Variance request Springhill Addition, Phase 3, Lot 74 (approved)

Development Review Committee Action

Approved Small Scale Site Plans

Regions Bank

Kids Academy Day Care

Hurricane Lake Baptist Church

First Methodist Church

Chinese On The Go

Trident Properties

Wisdom Day Care

Hardee's (discussion only)

First Baptist Church

Metal Roofing Supply

Dunkin Donuts (revised)

Bryant Auto sales

Christ Is the Answer Church

Superior Paint and Body

Department Projects

Completed grant proposal for Town Center Trail and Community Garden

Wrote and submitted proposal for Cities of Distinction Award (*Won Quality of Life Award*)

Draft Multi-family Regulations (in progress)

Draft Tree Preservation Regulations (in progress)

Draft Commercial Building Standards (adopted)

ANIMAL CONTROL

Statistics:

Incoming Animals: 348
Adopted/Reclaimed/Released/Held to Next Month: 301
ACO Activities: 1321

Events:

Dog Days of Summer Car & Truck Show

Had 22 vehicles take part in the show, even though the weather did not cooperate.
We had lots of positive comments about the show, and next year promises to be even better!

Doggie Dunk

We had 18 dogs participate in the fun.
Everyone had a great time, and all expressed a desire to do the event again next year.

Jezi the Shelter Cat's 10th B-Day Celebration

Jezi had lots of visitors come by the shelter to wish her a happy birthday,
and we had 3 cats get adopted in celebration!

HUMAN RESOURCES

Accomplishments:

Volunteers:

This quarter has been a milestone for the City of Bryant's Volunteer Program. The Mayor had an office that was used for storage made into a volunteer office. This office is a place where volunteers, MYAC, Historical Society, and council members have a computer, printer and space to research or have discussions.

In addition to those citizens, volunteering to Keep Bryant Beautiful, the City has had 22 Volunteers working a total of 605 hours within the Parks and Animal Control Departments this quarter.

Employee Relations:

- 1) Counseled several employees regarding
 - a) Benefits
 - b) Positions
 - c) Discipline
 - d) Unemployment Briefings
 - e) One (1) Investigation

Resolution:

- 1) Classification and Compensation Plan for the Customer Service Supervisor (Approved by Council)

2) Classification and Compensation Plan for the Facility Operator (Approved by Council)

Payroll:

- 1) Did an audit of worker's compensation codes and made corrections to reflect correct code
- 2) Completed and Submitted Payroll Worker's Compensation Classification Report
- 3) Corrected fire employee social security to ensure no deductions are taken out
- 4) Audited Parks Department and made corrections to ensure employees reflected correct G/L code

Recruitment:

- 1) Position Rewrites
 - a) Parks – Facility Operator (Approved by Council)
 - b) Finance/Water Billing – Customer Service Supervisor (Approved by Council)
 - c) Community Development Manager (Approved by Council)
 - d) Stormwater Laborer (Approved by Council)
 - e) Code Enforcement Officers (Tabled by Council)
- 2) The City of Bryant brought on a total of seventeen (17) new employees
 - a) Scheduled pre-employment physicals and drug testing
 - b) Completed new hire orientation
 - c) Completed new hire training

Benefits:

- 1) Five (5) FMLA Claims
- 2) Two (2) Workers Compensation Claims
- 3) Nine (9) accident/Incidents (no medical attention)
- 4) Meet with Insurance Carriers regarding Section 125 Cafeteria Plan agents

Employee Moral:

- 1) Employee Appreciation Day
- 2) Employee Benefit Fair (will be held in October)
 - a) Working with Saline County Department Health to provide flu shots to employees
 - b) 100% acceptance from all carriers to come and present benefit options to employees
 - c) Working with Saline Memorial and Bryant Police Department to represent (Don't Text and Drive)
 - d) Working with Stamp out Smoking to participate in the Benefit Fair

Training:

- 1) FMLA Training

PARKS

- Hosted Taste of Bryant
- Held Grant Opening of the Splash Pad at Bishop Park.
- Held Cowboy Jamboree.
- Hosted City Employee Appreciation Day.
- Hosted two cross country meets.
- Booked TCW (wrestling event) for October 20th at the Center.
- Hosted 2nd Annual Doggie Dunk at Mills Pool.
- Hired Greg Thompson as Event/Marketing Coordinator.
- Held an open meeting for ideas regarding parks development on the north side of I-30.
- Submitted an 80/20 grant proposal for a new perimeter trail at Bishop Park to the AHTD and worked on other grant applications.
- Began walk audits of Bryant Parks to be performed weekly by Parks Administration.
- Held basketball tournaments.
- Tripled our Facebook following (500+).
- Prioritized budget needs for 2013 budget.
- Made repairs to fences and gates around Bishop.
- Repainted the Community Center.
- Began registration for adult flag football and co-recreational kick ball. Had to increase the flag football enrollment due to increased interest.
- Opened enrollment for youth volleyball, and created a new JO youth league.
- Bryant Aquatics Swim School (B.A.S.S.) AAU swim team registration was opened and had a participation of 106 swimmers.
- Met with principals from Springhill, Collegeville, Salem, and Hurricane Creek about the free swim lessons for 5th grade students. The program started in September.
- Did landscaping around the splash pad area.
- Built a new fence and replaced mulch around the Boys and Girls Club playground.
- Created childcare drop-in class for 4-13 y/o youth during prime business hours.
- Created a competitive division for youth volleyball.
- Created partnership with local City league basketball program.
- Created partnership with Salt County Sports Performance.
- Began scheduling private classes for Silver Sneakers at The Center.
- Began Silver Splash classes at the Bishop Aquatic Facility.
- Replaced air filters at The Center.
- Continued ball field maintenance for fall programs.
- Continued mowing of all parks and other areas assigned.

FIRE

- At the beginning of the third quarter of 2012 we hired 4 firefighters to fill the 4 open firefighter positions.
- Performed welfare checks on the elderly citizens of Bryant to ensure that they were safe during record high temperatures.

- Worked with other departments within the city to prepare for the arrival of the remnants of Hurricane Isaac. During this operation we assisted with the distribution of large numbers of sandbags to help the citizens of Bryant prepare for the expected flooding.
- Sent our 4 new firefighters to the Arkansas Fire Academy for Firefighter Standards training. This will provide the new firefighters with the core training that will be the foundation in which they will build on for the rest of their firefighting careers.
- Conducted department wide Live Burn Training. This training helped to prepare our firefighters for real world fireground operations while providing an opportunity to work with a neighboring department.
- Provided Crews to assist with medical emergencies during the American Legion Regional Baseball Tournament at Bishop Park and the Bryant High School Baseball Fields.
- Worked to finalize the Step and Grade/Budget Proposals for the upcoming year. These steps will help the Bryant Fire Department move forward

Again, this is just a few of our accomplishments for the third quarter of 2012. As you can see our department has continued to stay busy. All of this work and these accomplishments are in addition to our employees' regular daily duties. You can see that we are attempting to improve the knowledge base and expand the skill sets of our staff through training.

POLICE

Since July we have focused on detecting and deterring crimes in neighborhoods and businesses. The businesses are being targeted that are close to the interstate and as well as neighborhoods from suspects breaking into vehicles.

PTS which is our Mobile CAD software for our police cars has finished the update and Installs will start with software in October and November.

The Police Department has answered over 7600 calls at the time of this report and will probably succeed 10,000 calls being answered at the rate we are going.

Mark Kling and Stubby (K-9) attended a advance class and certification where he excelled in all categories and has tracked and apprehended several suspects who have fled. I hope to have a comprehensive report on this at the last quarter.

We received a Grant for a device that's used to detect voids in objects such has car doors, tires, etc where drugs are hidden, the grant was for 4500.00

The Speed Trailer is still waiting on parts and hopefully this can be fixed soon but to replace the trailer its 13000.00 so we are trying to repair if possible. The one we currently have is about 14 years old.

School started off great this year with normal issues we were expecting which is traffic in the new area on Hill Farm and Wilkerson Rd. We are currently working on solutions to eliminate some of these issues with the State, Bryant Schools and Street Department.

National Night out was relocated from August until October when its cooler hoping turn out will be better.

We got new model policies and are currently reviewing them to implement and hopefully have these to the council to approve for the start of 2013 year.

Bryant Police Apprehended the bank robbery suspect from Benton that was done with good police work and alert business employees that was aware of the crime.

Salt Bowl was a great success this year with almost 25,000 people and we had no instances to speak of during the event.

C.I.D. with the new added position has dropped case load to an average of 75 cases per officer where it was running over 130 by adding the other detective in there. This allows the investigator to focus on more cases and get more in depth with each case to have a better percentage of solving cases.

WATER

- Set up new payment options
- Converted from 1000's to 100's
- Water Audit finalized

FINANCE

- Legislative Audit ongoing
- Thomas & Thomas audit completed
- Budgets completed

Public Works Quarter Report 2012

Director's Report

Water

The new Booster Station is online and working great. We are now taking water from CAW during off peak hours. This will save us \$.20 per 1000 gallons. A usage of 50 million gallons per month will yield savings in the amount of \$10,000 per month averaging approximately \$120,000 per year. The Amy Circle 6" Waterline Project has been approved by council and we are waiting on health department approval. The AMI (Advanced Metering Infrastructure) project will begin in November and conclude in the spring.

Waste water

The Wastewater Line Rehabilitation Project is approximately 65% complete. The Wastewater Manhole Rehabilitation project will begin when the Rehabilitation Project is 90% complete. The Wastewater Treatment Plant Project is under way, however the contractor has not moved on scene at this time. The Operations Building Remodel Project is 85% complete and it's looking like we will be able to move in at the end of November.

Street

Bryant Boulevard has been cleared of stumps and brush. By performing this work in-house we saved approximately \$35,000. The Bryant Boulevard and Springhill to Woodland Projects have been advertised and the bids will be opened on November 8th. The estimate for the projects is \$2.2 million. The Woodland to Pricket Project is on hold at this time. Woodland Park Rd has been overlaid and the crew is in the process of cleaning up.

Storm water projects

The Hwy 5 culvert has been replaced and the crew will be cleaning the ditch out next week. Material has been ordered to replace the culverts on Henson Place and Whistling Pine. We will be starting these projects when the weather permits. The Forest Cove Phase II Project will be re-bid in March 2013.

Street Department Report

The Street Department has completed its portion of tree clearing for the Raymar Road extension project. We have continued to help correct drainage issues throughout the City, by cleaning out ditches and replacing damaged culverts and installing culverts where needed. Mowing always plays a big part of our work schedules during the summer months and we continue to stay on top of this. The street sweeper is being utilized on a weekly basis. We have had several calls on storm damage in this quarter, which had to be hauled off or processed through the chipper machine. The State inspected the Cities bridges again and only found one issue we are in the process of getting a permit for this work to be done.

Public Works Quarter Report 2012

The new pothole repair truck has proven to be a huge asset to the Street Department. It has saved on asphalt by preventing repeat repairs on the same pothole(s). The Street Department has addressed erosion control issues in some of the ditches on Boone Rd., Mills Park Rd. and Springhill Rd., preventing these roads from continuing to wash out.

Special Projects include: Bryant Blvd. (AKA Raymar N) – removal of trees and stumps and burning brush. Sewer Pond closure – we removed levy and hauled sludge to drying bed. Eastwood Project – we replaced culvert and added another to handle water flow, also put in rip rap for erosion control. We also replaced the culvert at 4211 Millbrook. Bishop Dr. and Edgewood Dr. – we dug up buckled asphalt and repaired and patched. Springhill Rd N/Hwy 5 – extended the turning lane south to service road. Woodland Park rd. – road widening/improvements. Wilkerson/Carmichael and 1210 Mulberry Acres – cleaned out existing ditch. 2924 & 2910 Ward Dr. and 1410 Mulberry Acres – put in culverts. 24 Tanglewood, 1615 Shoal Rd., SW 4th and 5023 N Shobe – ditching. Raymar & Shobe Rd. – road repair.

Water Distribution Report

The third quarter of 2012 has been task filled. The new booster station is complete. The north tank and the new Hwy 5 tank are both full increasing the system pressure north of the railroad tracks by 15-20 lbs. The transmission line project, Raymar Road connection project, and water tank rehabilitation project are all complete. The water repair crew has been very busy. They made 25 new water sprinkler connections, ran 1300 feet of new fiber optic line to interconnect many city facilities, repaired a large number of leaks, and performed over 1300 locates on our utilities. The meter crew has been working hard on meter reading and work orders. Some months they have an extra 800 to 1000 work orders to complete. The meter crew completed a survey of Bryant's entire meter system. The survey identified approximately 8100 meters, their condition, their box condition, and many other invaluable points of data. The survey was crucial in determining the state of the City's meter reading system for the upcoming AMI Meter System Project. Once in place the AMI System will allow us to utilize employees in other areas within the department. Examples of these areas include; our cross connection program, valve exercising, program mapping, fire hydrant painting, etc. As always I would like to thank my repair crew and meter services crew for all the hard work they do!

Public Works Quarter Report 2012

Wastewater Collection Report

Wastewater crews have completed 230 wastewater projects in the third quarter along with assisting water crews with many of their projects. While still focusing a lot of our attention on pump stations in 2012, our sso's have been reduced to 16 thus far this year from 27 this time last year 2011. Along with upgrades, protocol changes, and with procedure changes planned in the near future, I will strive to and believe we can bring these numbers even lower in 2013. Inflow & Infiltration crews have been investigating private service defect issues and began addressing those broken service lines with the highest priority first. Crews are still installing rain catcher inserts into manholes throughout our collection system. Crews have installed and are currently testing odor control devices to our force mains and manholes in hopes of alleviating odor problems at pressure relief valves and effluent manholes. We have received good reports thus far. The maintenance building remodel is progressing a little ahead of schedule at about 85% complete and the rehab crews are also a little ahead of schedule at 50% complete. The Wastewater Collections department now has two new pump stations on line and operational since the second quarter report, with a third new pump station under construction now for the new Bryant assisted living nursing home on Highway 5.

Wastewater Treatment Report

Wastewater Treatment Plant 3rd Quarter Report
July 12 – Sep 12

Avg. flow 1.57 MGD

Rainfall 19.63"

Facility Maintenance:

Bldg. 6

Cleaned auto drains and replaced filters for pneumatic air supply

Aerzen blowers

Greased motor bearings on both blowers

Adjustments made to high temp. shutoff control

1MGD facility

Changed filter and greased bearings on Kaeser blower #2

Waste Hauler Information:

We have taken over 690,480 gals of leachate drain from the landfill this quarter and received payment of \$34,524

Public Works Quarter Report 2012

Analysis Results: Results from the weekly analysis conducted during the second week of August were above the allowed parameters for ammonia. A non-compliance report was included with the monthly Discharge Monitoring Report sent to ADEQ. All weekly results from the month of September analysis were in compliance. The 3rd quarter bio-monitoring sample was collected during the 3rd week of August and has received a passing grade for the *Pimephales promelas* (Fathead minnow) and *Ceriodaphnia dubia* (Water flea).

Entergy Consumption

Since installing new aeration process

Jul – Aug 2011	average	189380 kw	average cost	\$8145.66
Jul – Aug 2012	average	179480 kw	average cost	\$7608.10

Plant Operation:

The project to close the former polishing pond has been completed. Measures were taken to prevent erosion from water run-off through this area. A pond closure report was sent to ADEQ on the 31st of August.

The contract for the construction work taking place in the equalization basin and the inlet works building has been awarded to VEI General Contractors. They are set to start working in the eq basin in October, preparing to set the foundation anchors for the aerators that will be installed. Construction is scheduled for the next eight months. During this period we expect operations with the treatment process to be affected by the construction. High flow during the wet season will have to be diverted around the inlet building and through the treatment process on an event based procedure.