Bryant City Council

Boswell Municipal Complex - City Hall Court Room

210 SW 3rd Street

YouTube: https://www.youtube.com/c/bryantarkansas

Date: November 29, 2023 - **Time:** 12:30 AM

Invocation

Pledge of Allegiance

Call to Order

Approval of Minutes

1. October 24th Council Meeting - Unapproved minutes

- Unapproved Minutes October 24 2023 Council Meeting.docx.pdf

Presentations and Announcements

2. Animal Control - Awards Presentation & Badge Pinning

Public Comments

Old Business

New Business

Finance

3. Monthly Financial Report - Ending October 2023

Approval and acceptance of the monthly financial report for period ending October 2023, see attached.

- 11.16.23 Financial Report ending Oct 2023.pdf

4. Budget Adjustments - Resolution to amend the 2023 City Budget

Resolution to amend the 2023 City Budget, see attached.

- 11.28.23 BA Resolution - Copy.pdf

5. Record Destruction Acceptance - Resolution to accept the Affidavit of Destruction

Resolution to accept the affidavit certifying record destruction, see attached.

- 11.16.23 Res to Accept the Destruction Affidavit.pdf

6. Real and Personal Property Ordinances - Ordinances to levy real and personal property taxes

Ordinances levying a tax on real and personal property, see attached.

- 11.16.23 Mills Ordinances - Real and Personal - Copy.pdf

7. 2024 Budget Book - City Wide Budget Book for 2024

Acceptance and approval to fulfil ACA 14-58-201 Mayor to present to council a budget by December 1, 2023, not to be adopted till the December Council meeting, presentation only, see attached.

- 11.21.23 2024 Budget Book.pdf
- 11.21.23 GEN FUND Budget Summary.pdf
- 11.21.2023 PUBLIC WORKS Budget Summary.pdf

8. Audit Approval

City Attorney

9. Entertainment District Ordinance - An ordinance to establish the standards for the creation of permanent or temporary entertainment districts pursuant to Arkansas Code section 14-54-1412; and for other purposes.

- Entertainment District Ordinance.docx (1).pdf

10. Resolution for Temporary Entertainment District

- Resolution for Temporary Entertainment District 12-9-23.docx.pdf

11. TO BE ADDED TO AGENDA: - Crave Entertainment District Ordinance

An ordinance to establish and lay off the Crave entertainment district pursuant to Arkansas code section 14-54-1412; declaring an emergency; and prescribing other matters pertaining thereto.

- DOC112823-11282023152609.pdf

Human Resources

12. Resolution for Hiring Freeze - Sponsored by Councilmember Roedel

A resolution implementing a hiring freeze for the City of Bryant, Arkansas

- Resolution for Hiring Freeze.docx.pdf

13. Council Approval - Approval to Recruit and Hire for Human Resources Assistant

The HR Assistant position became vacant on November 9th when our employee decided to pursue a higher paying position with a different city. While other departments have naturally grown over the years, the HR department has not. We are a department of three when fully staffed and we service well over 250 employees and elected officials. With only three employees in the department, running just one employee short places a significant burden on every department throughout the City as HR services and response times will slow down.

The HR Assistant position is responsible for processing worker's compensation claims, applicant tracking, interview scheduling and pre-employment processing for all departments across the City. In addition to the HR responsibilities, the HR Assistant role is the receptionist for City Hall and performs credit card reconciliation for all City Hall credit cards. Without this position staffed, we also risk having resident calls and questions go unanswered in a timely fashion.

We are approaching the start of a new budget year which always places strain on the HR department as we implement all adopted budget changes, all insurance changes and process all year end tax forms. This is in addition to handling standard day-to-day HR functions.

The base pay range for this position is $35,148-$43,935. Realistically, this position would not be staffed until after the start of the year. I am asking for approval to post this position so that we can start reviewing applications and determining when we can schedule interviews for a potential hire in early 2024.

14. Council Approval - Approval to Recruit and Hire for Two Park Labor Positions

Parks is requesting approval to recruit and hire for two Park Labor positions. The Parks Labor crew consists of six full-time budgeted positions. Currently two of those positions are vacant leaving only four employees to complete all of the outdoor field services for all of our parks as we come into the sports/tournament season. In addition, given the current understaffing in HR, we anticipate a prolonged hiring process. These positions need to be replaced by the end of January 2024 to maintain the current park standards. Park Labor wages range from $14.00-$17.00/hour. The following is a description of the reduction in Parks Labor service levels in 2024 in the event we have to function without filling these two positions:

1) Bathroom cleaning and trash removal would revert back to a Mon/Wed/Fri pattern instead of the daily pattern we've worked to achieve.
Edging, clay work, supplemental dragging and any non-game related work on baseball and softball fields would be on an emergency basis only instead of a normal weekly field maintenance program. Would allow no extra time to drag fields for practices, tryouts, scrimmage games or just to keep the fields worked to prevent weeds from growing in them.

2) Building Maintenance foreman position would be forced to become a floating position alternating between helping with outside grounds maintenance in addition to duties inside the center and other buildings. Also would be forced to remain in the weekend tournament workers rotation due to lack of grounds employees.

3) Height of cut on the sports fields would need to be raised in order for the 2 man mowing crew to be able to keep up with the workload without cutting more than 1/3rd of the grass blade off during each cutting which could result in scalping. We have worked very hard to keep the height of cut on the sports fields low and clean but this requires weekly attention. We would also have to cut back water and fertilizer in order for a two man crew to be able to stay on top of the grass cutting which would in turn have a negative impact on the playing surfaces.

4) Grounds Maintenance foreman would be forced to spend most of each day on a mower instead of being a crew leader and planning daily tasks and staying on top of equipment maintenance, being project manager, etc.

5) Less workers means more hours on the current employees which could lead to excessive overtime hours after the maxing out of comp time for each member of the grounds crew. This could also result in burnout based on the 2024 tournament schedule that's already been established. We currently don't typically schedule an employee on back to back weekends unless absolutely necessary but this shortage would force back-to-back weekend scheduling. This could eventually lead to us scaling back on our sports tourism schedule.

6) Weedeating that's done by 1-2 members of the mow crew would be replaced with spraying a non selective herbicide around fences and edges which would be less aesthetically pleasing.

7) Cultural practices such as aerifying, nail dragging, topdressing, fertilizing, dethatching, rolling, etc. would not get done as often as they need to be.

8) With a short crew, if anyone were to miss due to illness, appointments, injuries, etc. it would reduce field services further.

Parks and Recreation

15. Oak Glenn Property

Council to consider accepting the donation of these properties in Oak Glenn Subdivision for a future park and improvements to stormwater infrastructure. While it may not completely solve the issue, it would be a valuable addition to a neighborhood seeking assistance.

- Oak Glenn.pdf
- View 1 (4).jpg

16. Coral Ridge Property

Council to consider accepting this property donation for the development of park in Coral Ridge Subdivision.

- Coral Ridge.pdf

17. Swim Use Agreements

- UseAgreementBauxiteHS2023.pdf
- UseAgreementBHS2023.pdf
- UseAgreementLakesideHS2023.pdf

18. Lacrosse Use Agreement

- sclax_use_agreement_2024.pdf
- Salt County Lacrosse.pdf

Planning & Development

19. Sidewalk Waiver - Jacob's Corner Subdivision

A sidewalk waiver is requested for along Hilldale Road.

- PLT-0688-PLT-04-2023-10-30_v1.pdf

Public Works

20. CAW Rate Pass Through Ordinance

AN ORDINANCE AUTHORIZING THE CITY OF BRYANT WATER DEPARTMENT TO AUTOMATICALLY ASSESS ANY PASS-THROUGH CHARGES RECEIVED BY THE DEPARTMENT FROM CENTRAL ARKANSAS WATER AND/OR OTHER AUTHORIZED WATER SUPPLIER(S) TO ITS CUSTOMERS

- Pass Through Ordinance.docx (3).pdf

21. Emergency WWTP Purchase

Emergency WWTP blower purchase. Item over $35,000.

- blower quote.pdf

22. RRFB Crosswalk System Install

- Pedestrian RRFB Quote 11-07-2023 (1).pdf

Council Comments

Mayor Comments

Adjournments