



CITY OF TEXARKANA, ARKANSAS
216 Walnut Street, Texarkana, Arkansas 71854
P.O. BOX 2711 – TEXARKANA, ARKANSAS 75504-2711

PHONE (870) 779-4952 – FAX (870) 774-3170

OFFICE OF THE CITY MANAGER

DATE: January 3, 2017
TO: Mayor Ruth Penney Bell
Board of Directors
FROM: Kenny Haskin, City Manager
SUBJECT: Management Report

A handwritten signature in black ink, appearing to be 'Kenny Haskin', is written over the 'FROM' line of the memo.

Animal Care and Adoption Center—Charles Lokey

No information was submitted for this report.

Bi-State Justice Center—Larry Vaden

No information was submitted for this report.

City Clerk Department—Heather Soyars

No information was submitted for this report.

District Court—Wanda Davis

No information was submitted for this report.

Finance Department—TyRhonda Henderson

Finance Director:

- Reviewed financial reports.
- Attended board meetings.
- Reviewed and approved requisitions.
- Worked on the FY 2017 budget.

Controller:

- Reviewed and approved journal entries.
- Reviewed and approved requisitions and payables.
- Reviewed and approved grant reimbursements.
- Worked on the FY 2017 budget.

Accounts Receivable:

- Cash receipted all incoming mail and walk-in payments and handled any related deposits.
- Filed cash receipts.
- Entered journal entries for 2016.
- Scanned weekly journal entries and payables checks.
- Distributed insurance information requests to applicable departments.

Personnel Administrator:

- Assisted employees with various requests including direct deposit, W-4 and AR tax forms.
- Assisted employees with benefit requests and employment verification requests.
- Continued to update and maintain electronic employee files.
- Processed routine personnel changes and updates.
- Updated employee health insurance information as required by the Affordable Care Act.
- Submitted Workers' Compensation claims as needed.
- Assisted employees with retirement benefit requests/questions and health insurance changes.
- Conducted new hire orientations.
- Coordinated and planned the City's Annual Employee Christmas Luncheon

Payroll Administrator:

- Assisted employees with various requests including direct deposit, MHBFI insurance, W-4 and AR tax forms.
- Maintained and updated employee master file.
- Entered personnel action form changes.
- Prepared contract overtime billings.
- Completed P/R.
- Reconciled bank accounts.

Grants Administrator:

- Prepared monthly grant reimbursements.
- Completed general ledger review.
- Completed inter-fund review.
- Completed monthly financials.
- Reviewed encumbrance report and prepared journal entries to clear encumbrances.

Accounts Payable:

- Disbursed mail, created check log of incoming mail, compared check deposits with reports from Accounts Receivable, and processed/reconciled City travel for each day.
- Coded City utility bills, processed AP check run/direct deposits, reconciled balance sheet to cover checks, and created Distribution Fund deposit.

Purchasing Technician:

- Reviewed and processed requisitions from various departments.
- Prepared and printed purchase orders to be paid by the Accounts Payable Technician.
- Ensured all departments followed the Purchasing Policy and assisted with obtaining necessary documentation to approve purchase orders.
- Prepared and entered journal entries as needed.
- Prepared monthly billings for copier and postage usage.
- Billed monthly receivables.
- Prepared monthly reconciliation reports for Act 833 and USM funds.
- Provided clerical support for the A&P Commission.

Fire Department—David Fletcher

No information was submitted for this report.

Police Department—Bob Harrison

No information was submitted for this report.

Probation Department—Debbie Nolte

No information was submitted for this report.

Public Works—Jeff Whitten

No information was submitted for this report.

Texarkana Water Utilities—J. D. Phillips, Interim

A full report is **attached**.

Texarkana Water Utilities – Bi-Weekly Report Dec 20, 2016 – Jan 3, 2017 Texarkana, Arkansas

Engineering Summary – Work Orders and Projects Status (change of status)

| | |
|---|--|
| Arkansas Water Connections | Working on list of customers served by water but not connected. |
| Arnold Drive Sewer | Working on plans to improve the sewer at Arnold & Embassy. |
| Chloramine Booster Station | Working on plans to install booster station at the Lakewood Booster Site. |
| 12th Street & Nix Creek | Plans underway to re-connect existing water main. |
| 24th Street @ Nix Creek | Plans underway to re-connect existing water main. |
| 4918 Clay Pit Road | Relocate Water Meter |
| East Broad & 3 rd Street | Only one bidder, such that bids too high. Re-evaluating. |
| Hancock Street – Water Main Extension | Replacing 2" WL with a 6" Water Main. Project has started. |
| Highway 196 | Install automatic flush valve at end of water main. |
| Hilltop Drive – Water Main Replacement | Take to Ark. City Board January 3 rd for approval. |
| Holiday Bowl Fire Main | Plans reviewed and need revisions. |
| I/I studies | Daily inspections of our sewer system by smoke testing and CCTV inspection |
| Langford Place Subdivision | The developer is working on the punch list. TWU has reconnected the water & sewer. |
| Manhole Replacement/lining Project | Evaluating manholes needing replacement or lining - several have been completed: This is an ongoing project. |
| Millwood WTP - Caustic | Plans have been sent to the Ark. Health Dept. for review and approval. |
| Millwood Water Main Crossing @ Red River - Repainting | Paint the 42" water main crossing the Hwy 71 bridge at the Red River - Specs ready to send for bids. |
| Millwood WTP – Concrete Repairs | Working with structural engineer to prepare plans and specifications to repair deteriorated concrete. Project not yet started. |
| Owl Ridge Subdivision | Plans reviewed and approved. |
| North Texarkana WWTP Expansion | Project to double capacity of the existing WWTP - Currently working with CEA Engineers on study |
| North Texarkana WWTP I/I Study | Checking for inflow and infiltration areas |
| Red River Retrievers | Plans reviewed and approved. |
| Regions Bank | Plans reviewed and approved. |
| Sewer Master Plan | MTG Engineers - Studying locations for future sewer plant (if required) and sewer build out |
| Smith Key Apts. | Plans reviewed and revisions are required. |
| Sumburger | Plans reviewed and approved. |
| Texarkana Eye Associates | Plans reviewed and approved. |

Treat Water Pumpage - High Service Flow (MGD) Dec 19, 2016-Jan 3, 2017

| | Wright Patman | Millwood | Total |
|--------|----------------------|-----------------|--------------|
| Dec 19 | | 13,716 | 13,716 |
| 20 | 4,695 | 9,477 | 14,172 |
| 21 | 10,397 | 2,522 | 12,919 |
| 22 | 11,758 | | 11,758 |
| 23 | 11,743 | | 11,743 |
| 24 | 12,377 | | 12,377 |
| 25 | 10,837 | | 10,837 |
| 26 | 11,866 | | 11,866 |
| 27 | 11,465 | | 11,465 |
| 28 | 11,582 | | 11,582 |
| 29 | | 13,643 | 13,643 |
| 30 | | 12,572 | 12,572 |
| 31 | 3,732 | 8,462 | 12,194 |
| Jan 1 | 4,020 | 7,598 | 11,618 |
| 2 | 2,628 | 8,491 | 11,119 |

Wastewater Treated – Average Daily Flow (MGD) Dec 19, 2016-Jan 3, 2017

| | N. Texarkana | South Regional |
|--------|---------------------|-----------------------|
| Dec 19 | 0.345 | 6.5 |
| 20 | 0.272 | 10.7 |
| 21 | 0.235 | 6.4 |
| 22 | 0.253 | 5.6 |
| 23 | 1.104 | 6.1 |
| 24 | 1.608 | 19.7 |
| 25 | 0.468 | 17.2 |
| 26 | 1.148 | 11.7 |
| 27 | 0.574 | 15.1 |
| 28 | 0.492 | 13.2 |
| 29 | 0.400 | 12.6 |
| 30 | 0.419 | 16.3 |
| 31 | 0.391 | 16.4 |
| Jan 1 | 0.375 | 8.0 |
| 2 | 0.679 | 12.2 |

Texarkana Water Utilities

Department Report

Operations

Manager: John Murphy

Week of: DEC. 19th, 2016 TO JAN 03, 2017

BY: CARMEN JOHNSON

| Water Repairs: | # of Repairs made: |
|-------------------------------------|--------------------|
| New Water Valve Install | 1 |
| Water Main Repaired | 2 |
| Water Taps Installed | 1 |
| Fire Hydrant Replaced | 1 |
| Fire Hydrants Repaired | 0 |
| Renew Water Service | 3 |
| Linear Feet of Water Main Installed | 286 |
| Water Meter Turn On & Off | 23 |
| Valves Flushed | 1 |
| Water Meter Box Upgrades | 0 |
| Locates | 34 |

| Sewer Repairs: | # of Repairs made: |
|---------------------------------------|--------------------|
| Sewer Calls | 14 |
| City Main Problems | 4 |
| Private Service Lines | 10 |
| Install New Sewer Gravity Main | 0 |
| Linear Feet of Sewer Main Cleaned | 5125 |
| Private Service Line Problems Footage | 3425 |
| City Main Line Footage Problems | 1350 |
| Sewer Mains Repaired | 1 |
| Sewer Main Killed Out | 0 |
| Sewer Manholes Repaired | 3 |
| Locates | 26 |