



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: March 20, 2017  
TO: Mayor Ruth Penney Bell  
Board of Directors  
FROM: Kenny Haskin, City Manager  
SUBJECT: Management Report

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**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.
- Reviewed and approved grant reimbursements
- Prepared FY 2016 audit information.

**Accounts Receivable:**

- Cash receipted all incoming mail and walk-in payments and handled any related deposits.
- Filed cash receipts.
- Entered journal entries for 2016 & 2017.
- 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.
- Reviewed and approved journal entries.

**Payroll Administrator:**

- Assisted employees with various requests including direct deposit, MHBF 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.
- Reviewed and approved requisitions and payables.
- 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**

A full report is **attached**.

**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.

# MONTHLY REPORT



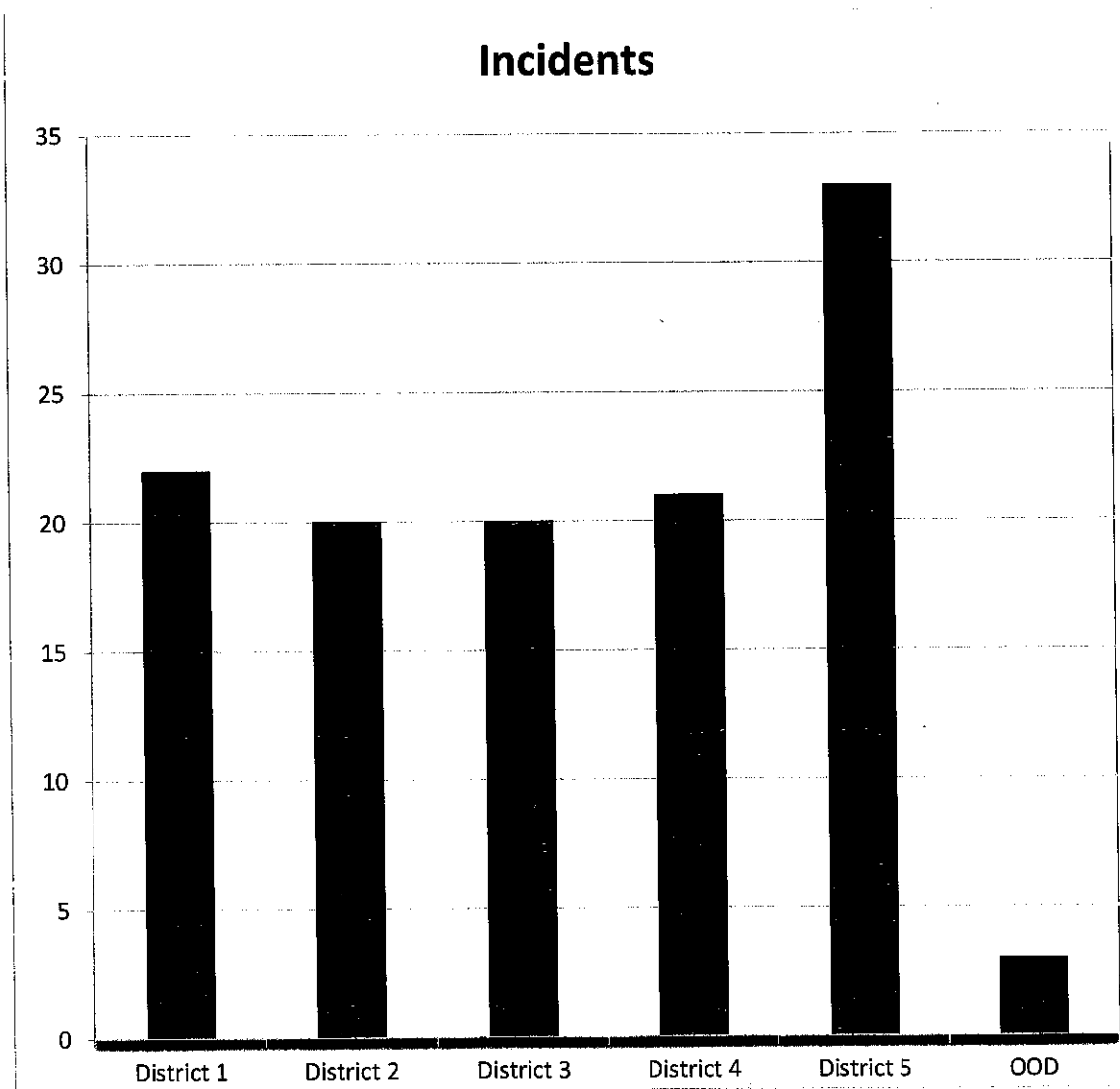
David Fletcher  
Fire Chief  
February 2017

## Report in Brief

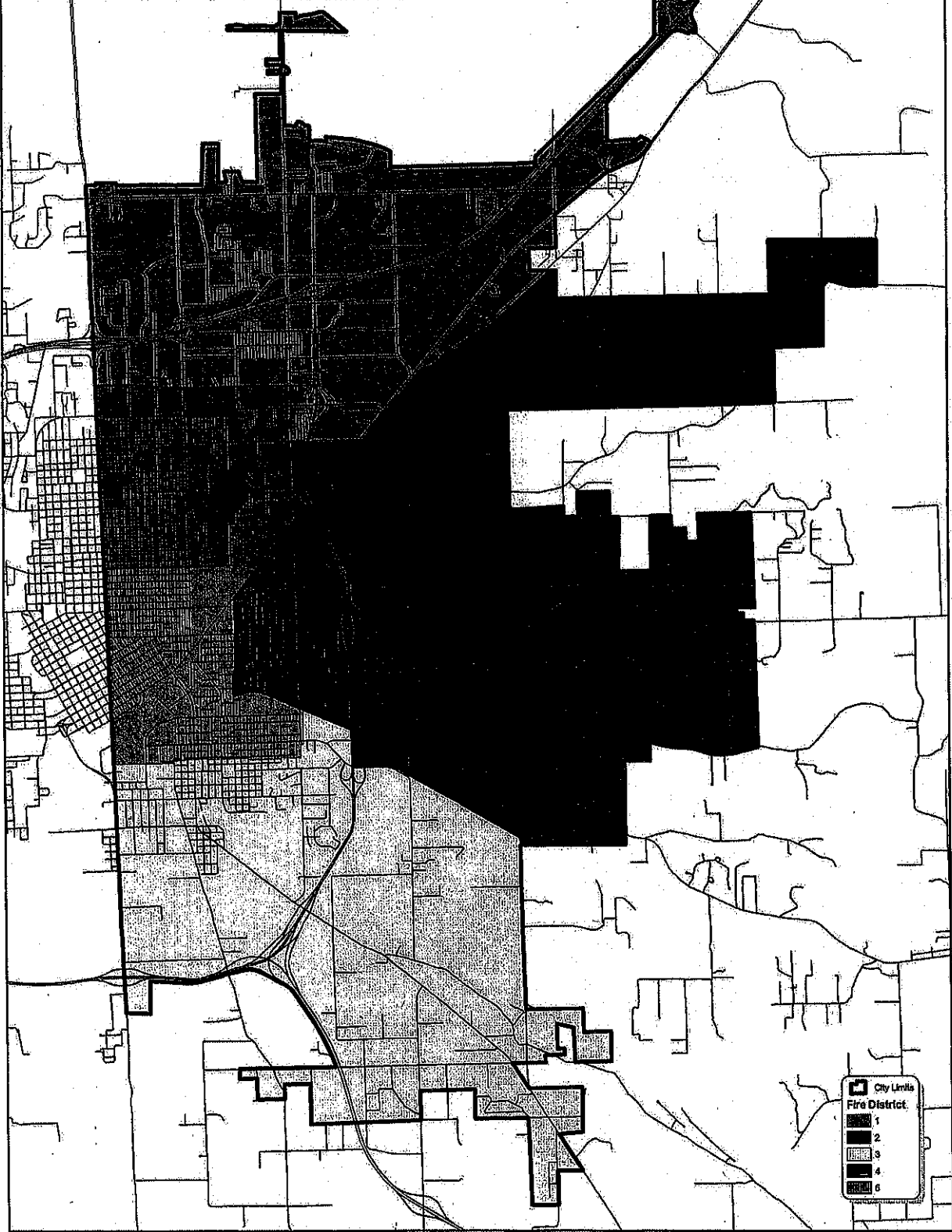
The Texarkana, AR Fire Department's Monthly Report includes a wide variety of information intended to inform the City Board of departmental activities during the month. This report summarizes three specific areas of the Fire Department's operation: Incident Response, Fire Prevention, and Training. Any feedback on what we could do to improve this report would be appreciated.

# Incident Response

The Fire Department responded to 119 incidents during the month of February (212 total for 2017). The following graph breaks down the calls per district in February. A district map is included on the next page for clarity. Out of District calls (OOD) are aid calls to Texas or Miller County.



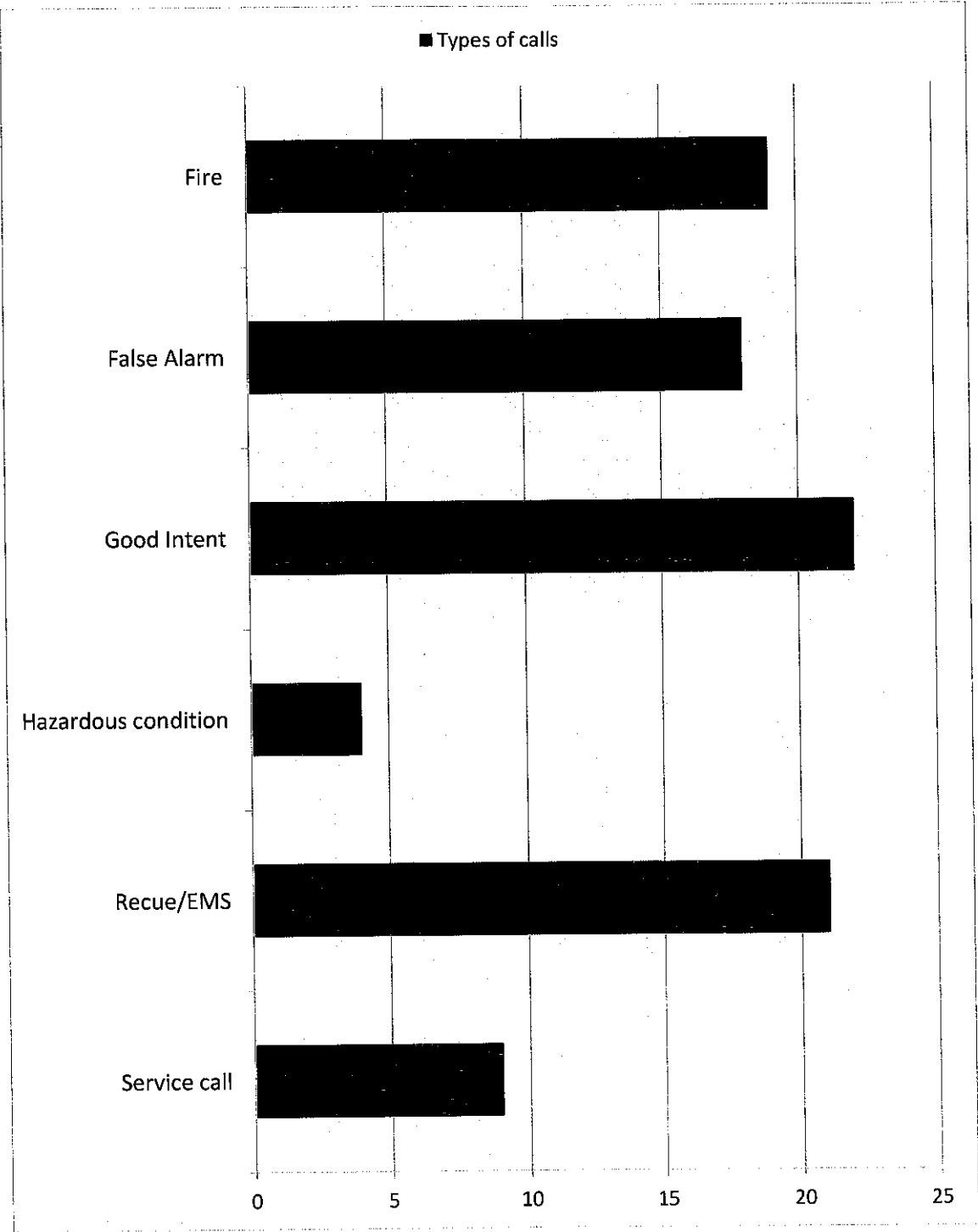
Texarkana, Arkansas - Fire Districts



City Limits  
Fire District

1
2
3
4
5
6

The following chart details the number of incidents by type for February.





Response times are a critical part of the Fire Department's operations. Ideally, each unit's average time should be under five minutes. The following table shows each units average response time, in district, when traveling emergency the entire way.

Unit	Average Time February	Average Time 2017
Battalion 1 (city wide)	5:21	5:04
Truck 1	3:45	3:51
Engine 2	4:15	4:28
Engine 3	4:26	4:27
Brush 3	2:42	2:46
Engine 4	4:29	4:59
Brush 4	N/A	13:05
Truck 5	5:19	5:39
Brush 5	4:59	5:06

# Fire Prevention

The following tables detail fire prevention and education activities carried out by the Fire Marshal's Office and line personnel during the month of February and 2017.

## Fire Marshal's Office

Activity	February	2017
Fire Prevention Inspections	22	55
Arson Fires	1	1
Investigations	3	5
Fire Prevention Talks	1	1
Building Plans Review	3	6
School Inspections	0	0
Citations	1	1
Arrests	0	0

## Fire Companies- February and 2017

Station	Business Inspections	Pre-Fire Plans	Station Tours	Fire Hydrants Tested
1	5 / 46	2 / 43	0 / 3	0 / 0
2	7 / 16	7 / 16	0 / 0	0 / 0
3	17 / 32	14 / 29	0 / 1	0 / 0
4	15 / 28	14 / 27	0 / 0	0 / 0
5	15 / 35	13 / 33	1 / 2	0 / 0

# Training

The Texarkana, AR Fire Department conducts continuous training in firefighting, emergency medical services, hazardous materials, and other related fields. The following table lists reported training hours for June.

Station	Hours
1	314
2	212
3	268
4	256
5	205
Total	1255

The training hours listed include but are not limited to the following: apparatus familiarization, physical training, inspections and pre-fire plans, equipment familiarization, classes and drills, and time spent stepping up to the next rank.

# Staffing Levels

The National Fire Protection Association states that two firefighters cannot enter a burning structure unless there are at least two other firefighters to back them up. Because of this rule, it is the national standard to have four firefighters per engine or truck company. The minimum staffing at the Texarkana, AR Fire Dept. is three firefighters per engine or truck company.

## Staffing Levels 2017

Month	Days all units with 4 firefighters	Days all units with 3 firefighters	Days all units did not have 3 firefighters
January	0	31	0
February	0	28	0
March	0	0	0
April	0	0	0
May	0	0	0
June	0	0	0
July	0	0	0
August	0	0	0
September	0	0	0
October	0	0	0
November	0	0	0
December	0	0	0

# Apparatus Status

Unit	Year	Age	Description	Station/Address	Days Out of Service Mo / Yr	Maintenance Cost Mo / Yr
<b>FRONT LINE</b>						
T1	2000	17	Quint	Station 1/ 416 E 3rd St	6/6	\$608/\$1491
Brush 1	2011	5	Kubota UTV	Station 1/ 416 E 3rd St	0/0	0/0
BN 1	2006	11	Batt Chief	Station 1/ 416 E 3rd St	0/0	0/\$330
E2	2012	5	Pumper	Station 2 / 2724 Senator	4/4	\$1500/\$2524
E3	2003	14	Pumper	Station 3 / 2801 East St	0/0	0/\$3247
Brush 3	2002	15	Brush Truck	Station 3 / 2801 East St	0/0	\$10/\$10
E4	2005	12	Pumper	Station 4 / 500 Cooper Tire Rd	1/1	\$338/\$360
Brush 4	2008	9	Brush Truck	Station 4 / 500 Cooper Tire Rd	0/0	0/\$79
T5	2001	16	Quint	Station 5 / 2901 Trinity Blvd	0/0	\$10/\$474
Brush 5	1997	20	Brush Truck	Station 5 / 2901 Trinity Blvd	0/0	0/0
<b>RESERVE</b>						
E6	1995	22	Pumper	Station 3 / 2801 East St	13/19	0/\$1604
E7	1995	22	Pumper	Station 4 / 500 Cooper Tire Rd	0/0	0/0
E8	2000	17	Pumper	Station 5 / 2901 Trinity Blvd	0/0	0/\$1864
<b>STAFF</b>						
M1	2008	8	Fire Marshal	Station 1/ 416 E 3rd St	0/0	0/0
C3	1999	18	Suburban	Station 1/ 416 E 3rd St	0/0	0/0
C3b	2008	9	Impala	Station 1/ 416 E 3rd St	0/0	0/0

# Community Relations

1. 23 FEB 17 – Station 5 Tour

## Texarkana Water Utilities – Bi-Weekly Report March 7-20, 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
Dollar General	Plans reviewed and approved.
East Broad & 3 <sup>rd</sup> Street	Only one bidder, such that bids too high. Re-evaluating.
Edith Street	<u>Project is complete.</u>
<u>Forest Oaks 9<sup>th</sup> Subdivision</u>	<u>Plans reviewed and approved.</u>
Holiday Bowl Fire Main	Plans reviewed and <b>need revisions.</b>
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.
Meadowridge 4 <sup>th</sup> Subdivision	Plans reviewed and approved.
Millwood WTP – Caustic Concrete Fnd.	<u>Opened quotes March 14 and awarded to Hinton Construction.</u>
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	Bids opened January 24, 2017. ACH Approved. Waiting on TCH approval.
Owl Ridge Subdivision	Plans reviewed and approved. Construction has started.
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.
Sewer Master Plan	MTG Engineers - Studying locations for future sewer plant (if required) and sewer build out
Smith Key Apts.	Plans reviewed and <b>revisions are required.</b>
TASD Razorback Stadium Renovations	Plans reviewed and approved.
Texarkana Eye Associates	Plans reviewed and approved.

**Treat Water Pumpage - High Service Flow (MGD) Mar 6-19, 2017**

	<b>Wright Patman</b>	<b>Millwood</b>	<b>Total</b>
Mar 6	7,674	4,787	12,461
7	7,798	4,471	12,269
8	7,630	4,837	12,467
9	7,845	4,290	12,135
10	8,317	4,317	12,634
11	11,437		11,437
12	11,071		11,071
13	7,667	3,953	11,620
14	8,805	3,344	12,149
15	7,886	4,408	12,294
16	8,318	4,484	12,802
17	9,020	4,444	13,464
18	11,768		11,768
19	11,501		11,501

**Wastewater Treated – Average Daily Flow (MGD) Mar 6-19, 2017**

	<b>N. Texarkana</b>	<b>South Regional</b>
Mar 6	0.444	12.6
7	0.417	11.0
8	0.401	10.0
9	0.307	10.0
10	0.409	10.1
11	0.398	6.8
12	0.385	5.4
13	0.389	11.4
14	0.349	10.3
15	0.294	6.7
16	0.347	6.2
17	0.426	6.4
18	0.372	6.3
19	0.365	6.4



# Texarkana Water Utilities

## Department Report

### Operations

Manager: John Murphy

Week of: Mar 6-20,2017

BY: CARMEN JOHNSON

Water Repairs:	# of Repairs made:
Install New Water Valve	1
Water Valves Installed	1
Water Mains Repaired	1
Water Service Lines Repaired	1
Meter Box Repair	1
Fire Hydrants Repaired	1
Fire Hydrants Flushed	21
Linear Feet of Water Main Repaired	640
Service Calls	29
Water Meter Box Upgrades	1
Locates	33

Sewer Repairs:	# of Repairs made:
Sewer Calls	10
City Main Problems	3
Private Service Lines	7
TV Sewer Main	0
Linear Feet of Sewer Main Cleaned	2275
Private Service Line Problems Footage	2477
City Main Line Footage Problems	600
Sewer Mains Repaired	3
Sewer Clean Outs Repaired	0
Sewer Manholes Repaired	0
Locates	26