



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

Animal Care and Adoption Center—Charles Lokey

- Animal shelter has been running smoothly. Animal intake was up for last part of March (see intake numbers below).
- Animal Control has made use of recently purchased net gun, which allows for capture of smaller animals. This is a very humane and safe device for animals and bystanders. We even used it to catch an injured goose at park.
- We have received lot of positive feedback from community regarding new “no chain” ordinance recently enacted. We have also had a lot of calls from people asking for advice and directions regarding tethers and trolley systems.
- Animal Intake: 294
 - Texarkana, AR: 176
 - Texarkana, TX: 102
 - Wake Village, TX: 7
 - Nash, TX: 4
 - Fouke, AR: 0
 - Animals brought In From Miller County, AR: 5
 - Bowie County: No Data
 - One horse seized running loose in Texarkana, AR, was reclaimed by owner.
- Animals Out:
 - Adopted: 70
 - Taken By Rescue Groups: 4
 - Reclaimed By Owners: 30
- Animal Control Actions Taken:
 - Citations Issued: 7
 - Animal Written Warnings: 6
 - Verbal Warnings: 70
- City Licenses Sold: 22

Bi-State Justice Center—Larry Vaden

Basement:

- Performed 5-year inspection on all 4 elevators to insure emergency safety brake will engage during simulated free fall event.
- Installed new AC unit in elevator mechanical room; unit mandated by State for control of equipment.
- Installed inner and outer air filters on all 3 air handlers (total of 60 filters).
- Cleaned condensation coils on Chiller #1 and #2.
- Repaired secondary chill water pump and motor.

First Floor:

- Cleaned and stripped wax on floor in front of Texas-side courtrooms.

Second Floor:

- Installed fluorescent lights in main hallway.

Third Floor:

- Building Maintenance assisted CRC employees in installing partition cubicles and installed 5 electrical circuits for new computers.
- Changed AC air filters in Records.
- Installed carpet in Police Department Administration offices.

Fourth Floor:

- Cleaned coils and installed new filters for zone 1, 2 and 3 air handlers in jail.
- Repaired all work orders turned in by LaSalle Corrections.

City Clerk Department—Heather Soyars

City Clerk:

- Became a member of Gateway Farmer's Market Oversight Committee and attended meeting on March 31, 2017.
- Working with IT to update City Clerk and Electronic Agenda web pages.
- Met with City Manager and Mayor to review meeting agendas.
- Notarized various documents for variety of Staff and public.
- Signed City checks.
- Processed Freedom of Information Act (FOIA) requests.

Deputy Clerk:

- Bringing numbered City ordinances and resolutions up to date.
- Scanning archival City documents.

City Clerk and Deputy Clerk:

- Prepared agenda and minutes for Board of Directors meetings and attended those meetings.
- Published and filed various official City documents for Board members, City Staff, and citizens, pursuant to state law.
- Posted various events; minutes; boards, commissions, and committees; agendas; city manager reports; etc., to City's website.
- Researched projects for City Manager, Mayor, Board members and Staff.
- Organizing vault which holds archival to present day City documents.
- Transcribing archival handwritten books so books can be searchable.

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, 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, 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 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 A&P Commission.

Fire Department—David Fletcher

No information was submitted for this report.

Police Department—Bob Harrison

A full report is **attached**.

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



Robert H. Harrison

CHIEF OF POLICE

FEBRUARY 2017



TEXARKANA POLICE DEPARTMENT
CITY OF TEXARKANA, ARKANSAS
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TEXARKANA, AR 75504-1885
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www.txkusa.org/arkpolice



Robert H. Harrison
Chief of Police

Captain Doug Avery
Division Commander

“Excellence Innovation Integrity”

To: Dr. Kenny Haskin
City Manager

From: Robert Harrison
Chief of Police

Date: March 14, 2017

Re: February 2017 Monthly Report

Listed below are some of the significant events, issues and/or activities that occurred within the Police Department during the month of January. You will find more detailed information of the Department’s activities within the management report that accompanies this letter.

- Captain Glenn M. Greenwell retired from the Police Department after faithfully serving the citizens of the City of Texarkana, Arkansas for over 41 years. He will be greatly missed by our department and the City of Texarkana.
- We continued our 2nd annual Texarkana Arkansas Police Department Citizens Police Academy with 25 community members in attendance.
- The Police Department provided police services during the annual “Run the Line” half marathon on February 19th.
- The Police Department provided police services during the downtown Mardi Gras celebration on February 25th.

PERSONNEL ISSUES

The following personnel actions occurred during this month:

| | |
|--------------------------|--|
| February Retirements | Capt. Glenn Greenwell |
| February Resignations | None |
| New Hires Police Officer | None |
| Promotions | None |
| Resignations | None |
| National Guard TDY | Officer Mason Shepherd is TDY in Africa for undetermined time. |

IN-SERVICE TRAINING



| Courses Taken | Hours |
|----------------------------|-------|
| Narcos Certificate Program | 24 |
| February Monthly Total | 24 |
| Year to Date Total | 48 |

NARCOTICS TASK FORCE ACTIVITY

| 2017 February Narcotics Stats | | | |
|-------------------------------|----------|-----------------|--------------|
| Drugs Seized | Quantity | Unit of Measure | Street Value |
| Cocaine (crack) | 4.50 | Grams | \$900 |
| Cocaine (powder) | 28.50 | Grams | \$6,700 |
| Heroin | 30.90 | Grams | \$6,180 |
| Marijuana | 178.20 | Grams | \$736 |
| Methamphetamine (ice) | 48.72 | Grams | \$9,780 |
| Prescription pills | 69.90 | DU | \$2,302 |

TAPD INDEX CRIME

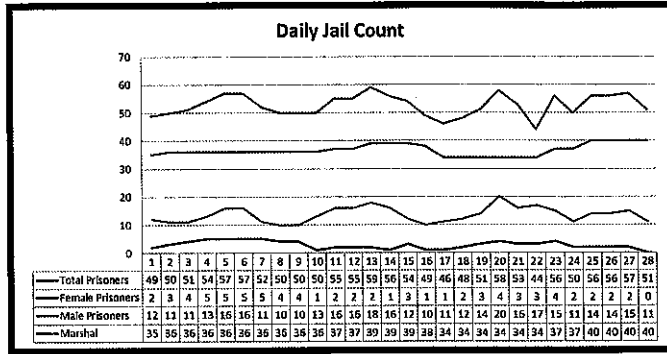
| 2017 February Case Assignments | | | | | | | | | | | | |
|--------------------------------|----------|---------|------------|-----------|-------------|-------------|-------------|---------|------------|-----------|-------------|-------------|
| | FELONY | | | | | | MISDEMEANOR | | | | | |
| | Assigned | Dismiss | Pre-arrest | Continued | Unsubmitted | Charge Rate | Assigned | Dismiss | Pre-arrest | Continued | Unsubmitted | Charge Rate |
| Briggs, T. | 23 | 1 | 6 | 18 | 3 | 40% | 2 | 0 | 0 | 2 | 0 | 0% |
| Brown, C. | 0 | 0 | 0 | 0 | 0 | | 68 | 26 | 41 | 0 | 1 | 100% |
| Candle, K. | 12 | 0 | 10 | 2 | 0 | 53% | 0 | 0 | 0 | 0 | 0 | |
| Cockrell, R. | 1 | 0 | 1 | 0 | 0 | 100% | 2 | 0 | 2 | 0 | 0 | 100% |
| Colley, L. | 15 | 0 | 11 | 2 | 0 | 86% | 0 | 0 | 0 | 0 | 0 | |
| Cross, R. | 27 | 5 | 0 | 22 | 0 | 19% | 0 | 0 | 0 | 0 | 0 | |
| Earley, W. | 8 | 3 | 2 | 2 | 1 | 75% | 0 | 0 | 0 | 0 | 0 | |
| Edlin, B. | 5 | 0 | 1 | 3 | 1 | 40% | 12 | 1 | 0 | 5 | 5 | 60% |
| Grigsby, J. | 8 | 0 | 6 | 2 | 0 | 75% | 0 | 0 | 0 | 0 | 0 | |
| Hask, J. | 3 | 0 | 3 | 0 | 0 | 100% | 0 | 0 | 0 | 0 | 0 | |
| Kiddland, S. | 7 | 2 | 3 | 3 | 1 | 86% | 1 | 0 | 0 | 1 | 0 | 0% |
| Miles, T. | 0 | 0 | 0 | 0 | 0 | | 0 | 0 | 0 | 0 | 0 | |
| Munn, L. | 0 | 0 | 0 | 0 | 0 | | 9 | 5 | 2 | 1 | 1 | 95% |
| Parker, D. | 7 | 2 | 1 | 4 | 0 | 43% | 43 | 2 | 17 | 24 | 2 | 49% |
| Patrol | 0 | 0 | 0 | 0 | 0 | | 5 | 1 | 0 | 4 | 0 | 20% |
| Piggren, K. | 0 | 0 | 0 | 0 | 0 | | 6 | 3 | 1 | 2 | 0 | 67% |
| Staudenart, J. | 7 | 0 | 7 | 0 | 0 | 100% | 0 | 0 | 0 | 0 | 0 | |
| Tribble B. | 22 | 2 | 5 | 13 | 4 | 52% | 2 | 0 | 0 | 1 | 1 | 60% |
| Whalley, T. | 6 | 0 | 2 | 2 | 2 | 67% | 0 | 0 | 0 | 0 | 0 | |
| White, Z. | 2 | 1 | 0 | 1 | 0 | 50% | 6 | 1 | 0 | 1 | 4 | 83% |
| Winters, E. | 5 | 1 | 2 | 0 | 2 | 100% | 1 | 0 | 0 | 1 | 0 | 0% |
| | 160 | 17 | 60 | 74 | 14 | 58% | 197 | 30 | 63 | 33 | 14 | 74% |

LAW ENFORCEMENT OPERATIONS

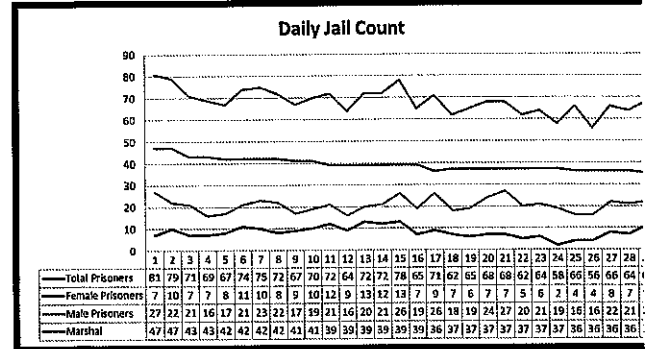
| Feb-17 | MONTHLY ARRESTS | YEAR-TO-DATE |
|--------------------------------------|-----------------|--------------|
| OFFENSES-CLASS I | | |
| HOMICIDE | 0 | 0 |
| ROBBERY | 1 | 2 |
| RAPE | 0 | 1 |
| ASSAULT-AGGRAVATED/BATTERY 1 & 2 | 4 | 10 |
| ASSAULT-NON AGGRAVATED/BATTERY 3 | 3 | 5 |
| BATTERY 3 DOMESTIC VIOLENCE | 14 | 29 |
| ASSAULT 1,2,3 | 2 | 2 |
| ASSAULT ON OFFICER | 0 | 0 |
| FLEEING | 10 | 24 |
| RESISTING ARREST | 1 | 4 |
| TERRORISTIC THREATS | 7 | 10 |
| FAILURE TO SUBMIT TO ARREST | 5 | 10 |
| BURGLARY(B&E) | 6 | 16 |
| LARCENY-THEFT/SHOPLIFTING | 21 | 65 |
| THEFT OF SERVICE | 0 | 0 |
| THEFT BY DECEPTION | 0 | 0 |
| HINDERING SECURED CREDITOR | 0 | 0 |
| MOTOR VEHICLE THEFT | 0 | 0 |
| FELONY WARRANTS | 21 | 51 |
| FELONY ARRESTS | 62 | 169 |
| OFFENSES-CLASS II | | |
| ARSON | 0 | 0 |
| FORGERY & COUNTERFEITING | 2 | 3 |
| FRAUD | 0 | 0 |
| EMBEZZLEMENT | 0 | 0 |
| STOLEN PROPERTY/THEFT BY RECEIVING | 3 | 9 |
| VANDALISM/CRIMINAL MISCHIEF | 3 | 13 |
| ILLEGAL DUMPING | 0 | 0 |
| WEAPONS | 4 | 11 |
| PROSTITUTION & VICE | 1 | 1 |
| SEX OFFENSES/INDECENT EXPOSURE | 0 | 0 |
| SEXUAL ABUSE | 0 | 0 |
| NARCOTICS/FELONY | 34 | 68 |
| NARCOTICS/MISD | 23 | 42 |
| POSSESSION OF INSTRUMENT OF CRIME | 23 | 49 |
| GAMBLING | 0 | 0 |
| LIQUOR LAW VIOL./MINOR IN POSSESSION | 0 | 0 |
| POSSESSION OF ALCOHOL | 0 | 0 |
| CONTRIBUTING TO A MINOR | 0 | 0 |
| DRUNK/PUBLIC INTOXICATION | 11 | 24 |
| DISORDERLY CONDUCT | 18 | 29 |
| LOITERING | 2 | 3 |
| ALL OTHER | 69 | 165 |
| CRIMINAL TRESPASS | 14 | 33 |
| CRIMINAL IMPERSONATION | 9 | 24 |
| KIDNAPPING | 0 | 0 |
| FAILURE TO APPEAR-FTA | 55 | 129 |
| FAIL TO OBEY COURT ORDER-CONTEMPT | 89 | 154 |
| HARASSMENT/HARASSING COMMUNICATION | 10 | 21 |
| UNAUTHORIZED USE OF MOTOR VEHICLE | 0 | 1 |
| SOLICITING | 0 | 0 |
| VIOLATION OF CITY NOISE ORDINANCE | 0 | 0 |
| TOTAL VIOLATIONS | 460 | 953 |
| MISDEMEANOR WARRANTS | 180 | 366 |
| MISDEMEANOR ARRESTS | 227 | 457 |
| TOTAL WARRANTS | 201 | 417 |
| TOTAL ARRESTS | 309 | 626 |

LAW ENFORCEMENT OPERATIONS

February 2017

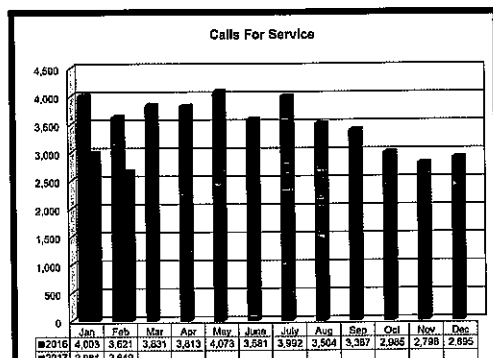
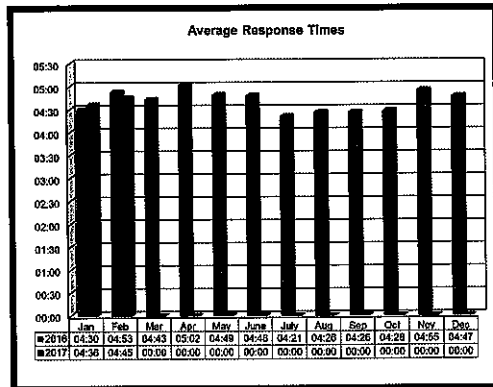


February 2016



TAPD 911 CALLS FOR SERVICE

| Dispatched Calls for Service | | |
|------------------------------|----------|-------|
| Call Priority | February | YTD |
| 1 Critical | 12 | 34 |
| 2 High | 1,109 | 2,271 |
| 3 Medium | 1,260 | 2,700 |
| 4 Low | 275 | 819 |
| Totals | 2,649 | 5,630 |
| Average Response | 04:45 | 04:41 |



FEDERAL & STATE GRANT STATUS

2016 JAG Grant: Expires 09/30/2019

In conjunction with Miller County, the Department was awarded the 2065 JAG Grant. The total funding associated with this grant—which is administered through the Department of Justice—is \$28,514. Because the Department of Justice requires the City to split the grant with Miller County, the City received \$19,105. The Department intends to purchase six Motorola APX 6000 portable police radios with its portion of the grant funding.

2016-2017 DOJ Bulletproof Vest Grant: Expires 08/31/2017

This grant pays one half of purchase cost of bullet proof body armor for police officers. National Institute of Justice Standards (BJA/NIJ) recommends that body armor be replaced every five years and the agency provides body armor for every officer and replaces it according to NIJ replacement recommendations. This year's grant will cover half of the cost of approximately 18 vests for a total of \$7,193.79.

2016-2017 DWI Traffic Enforcement Grant:

Expires 09/30/17

This grant program, which started in 1991, pays overtime speed, and occupant protection enforcement. The Federal \$46,500. We have an in-kind local match of \$46,500 from the regular police budget. Local match (in-kind) uses a salary off-set from one of the patrol officers assigned to the Special Operations Traffic Section, a portion of the DWI / STEP Sergeant's salary and a portion of the Department's vehicle maintenance cost utilizing a calculation based upon mileage.



for DWI,
amount is

2016-2017 STOP Violence Against Women Act Grant: Expires 09/30/17

The STOP grant pays the full salary of a police investigator to investigate all cases involving violent crimes committed against women while the VOCA grant pays the salary of a civilian domestic violence case coordinator. The state amount is \$88,098.18, and the local in-kind match is \$27,860.30.

FEDERAL & STATE **GRANT STATUS**

2016-2017 Texarkana Housing Authority (THA) General Fund Officer Positions:

Expires 11/31/17

The Texarkana Housing Authority's (THA) share is \$130,000.00, which covers the costs associated with the salaries and fringe benefits for 2 police officer positions. The two police officers who are assigned to THA are primarily responsible for police services within the Texarkana Housing Authority property. All compensation to the City will be made on a cost reimbursement basis. This grant was renewed during December for another 12 months.

TEXARKANA POLICE – WE'RE ON THE WEB AT
arkpolice.txkusa.org



Texarkana Water Utilities – Bi-Weekly Report March 21–April 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 |
| Dollar General | Plans reviewed and approved. |
| East Broad & 3 rd Street | Only one bidder, such that bids too high. Re-evaluating. |
| Forest Oaks 9 th Subdivision | Plans reviewed and approved. |
| Goins Plastic | Plans reviewed and approved. |
| Holiday Bowl Fire Main | Fire Line approved. Still need revisions for the grease trap requirement. |
| 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. |
| Legion Street Sewer Creek | Opened Quotes and awarded to RBIS. This will replace a missing pier. |
| Manhole Replacement/lining Project | Evaluating manholes needing replacement or lining - several have been completed: This is an ongoing project. |
| Meadowridge 4 th Subdivision | Plans reviewed and approved. |
| Millwood WTP – Caustic Concrete Fnd. | Held PCC. Construction will start first week in April. |
| 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 | Both Cities have approved. Construction to start soon. |
| 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 revisions are required. |
| TASD Razorback Stadium Renovations | Plans reviewed and approved. |
| Texarkana Eye Associates | Plans reviewed and approved. |

Treat Water Pumpage - High Service Flow (MGD) Mar 20-Apr 2, 2017

| | Wright Patman | Millwood | Total |
|--------|----------------------|-----------------|--------------|
| Mar 20 | 8,345 | 4,727 | 13,072 |
| 21 | 9,826 | 4,759 | 14,585 |
| 22 | 8,946 | 4,681 | 13,627 |
| 23 | 8,905 | 4,776 | 13,681 |
| 24 | 8,941 | 4,659 | 13,600 |
| 25 | 12,680 | | 12,680 |
| 26 | 12,255 | | 12,255 |
| 27 | 8,223 | 4,654 | 12,877 |
| 28 | 8,085 | 4,684 | 12,769 |
| 29 | 7,556 | 4,438 | 11,994 |
| 30 | 8,097 | 4,673 | 12,770 |
| 31 | 9,963 | 3,627 | 13,590 |
| Apr 1 | 11,793 | | 11,793 |
| 2 | 11,876 | | 11,876 |

Wastewater Treated – Average Daily Flow (MGD) Mar 20-Apr 2, 2017

| | N. Texarkana | South Regional |
|--------|---------------------|-----------------------|
| Mar 20 | 0.366 | 9.0 |
| 21 | 0.378 | 6.2 |
| 22 | 0.307 | 6.0 |
| 23 | 0.376 | 6.2 |
| 24 | 1.443 | 6.8 |
| 25 | 0.819 | 15.5 |
| 26 | 0.532 | 7.6 |
| 27 | 0.450 | 9.2 |
| 28 | 0.478 | 10.1 |
| 29 | 0.475 | 7.4 |
| 30 | 0.502 | 8.3 |
| 31 | 0.538 | 7.3 |
| Apr 1 | 0.418 | 7.3 |
| 2 | 1.617 | 11.4 |

Texarkana Water Utilities

Department Report

Operations

Manager: John Murphy

Week of: MARCH 20, 2017 to APRIL 03, 2017

BY: CARMEN JOHNSON

| <u>Water Repairs:</u> | <u># of Repairs made:</u> |
|------------------------------------|---------------------------|
| Water Turn On/Off Calls | 5 |
| Water Valves Installed | 0 |
| Water Mains Repaired | 1 |
| Water Service Lines Repaired | 1 |
| Renew Water Service | 1 |
| Fire Hydrants Repaired | 0 |
| Fire Hydrants Flushed | 16 |
| Linear Feet of Water Main Repaired | 0 |
| Service Calls | 38 |
| Water Meter Box Upgrades | 1 |
| Locates | 85 |

| <u>Sewer Repairs:</u> | <u># of Repairs made:</u> |
|---------------------------------------|---------------------------|
| Sewer Calls | 10 |
| City Main Problems | 0 |
| Private Service Lines | 10 |
| Kill Out Sewer Main | 10 |
| Linear Feet of Sewer Main Cleaned | 10795 |
| Private Service Line Problems Footage | 4145 |
| City Main Line Footage Problems | 0 |
| Sewer Mains Repaired | 7 |
| Sewer Clean Outs Installed | 1 |
| Sewer Manholes Installed | 1 |
| Locates | 83 |