



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
P.O. BOX 1885
TEXARKANA, AR 75504-1885
(903) 798-3130
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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

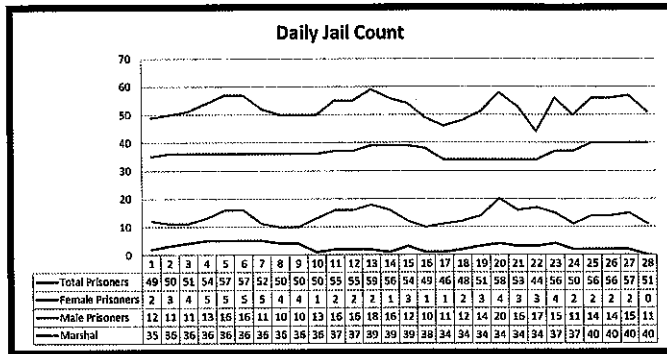
2017 February Case Assignments												
	FELONY						MISDEMEANOR					
	Assigned	Charged	Presented	Continued	Unresolved	Charge Rate	Assigned	Charged	Presented	Continued	Unresolved	Charge Rate
Briggs, T.	23	1	0	18	3	4%	2	0	0	2	0	0%
Brown, C.	0	0	0	0	0		68	26	41	0	1	100%
Candle, K.	12	0	10	2	0	53%	0	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

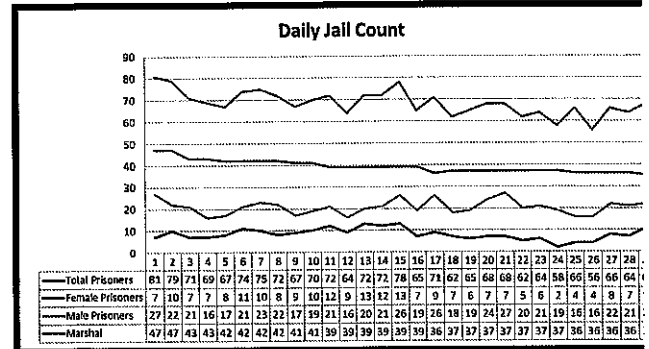
Feb-17	MONTHLY ARRESTS	YEAR-TO-DATE
OFFENSES-CLASS I		
HOMICIDE	0	0
ROBBERY	1	2
RAPE	0	1
ASSAULT-AGGRAVATED/BATTERY 1 & 2	4	10
ASSAULT-NON AGGRAVATED/BATTERY 3	3	5
BATTERY 3 DOMESTIC VIOLENCE	14	29
ASSAULT 1,2,3	2	2
ASSAULT ON OFFICER	0	0
FLEEING	10	24
RESISTING ARREST	1	4
TERRORISTIC THREATS	7	10
FAILURE 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

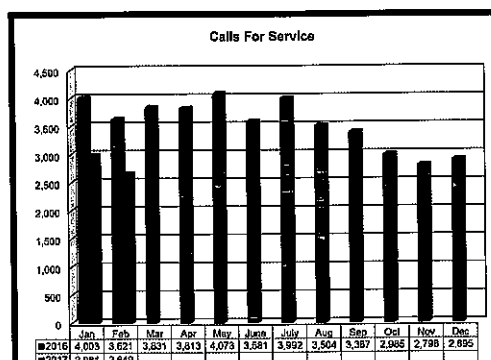
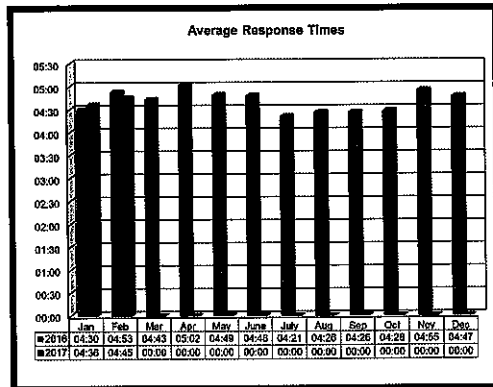


February 2016



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

Water Repairs:	# of Repairs made:
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

Sewer Repairs:	# of Repairs made:
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