



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

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OFFICE OF THE CITY MANAGER

DATE: May 1, 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 Control has moved forward with enactment of new “No Chaining Ordinance,” and we seem to be having a lot of cooperation and compliance. So far, we have not had to issue a citation to appear in court to anyone or seize their animals for that specific reason.
- New fees that will be charged other cities and agencies for bringing their animals will start mid-May. All towns and agencies (Miller Co. Sheriff, Bowie Co, TX Sheriff) will be notified in writing and given a fee schedule this week.
- New approach to getting more animals licensed in the City is to allow Arkansas-side vet clinics to distribute City tags to their customers who bring animals to clinic. Of course, there would be a handling fee paid to them for doing this. Several cities do this, and it generates a lot of City license fees.
- I have been invited to Texas Independent School District Partners in Education Dinner on May 2. My wife and I will attend. I think it is because Veterinarian Tech class at Texas High came to shelter for a semester to get on-the-job experience in dealing with and assessing animals.
- Animal Intake:
 - Texarkana, AR: 155
 - Texarkana, TX: 78
 - Bowie Co., TX (Sheriff): 1
 - Wake Village, TX: 4
 - Nash, TX: 3
 - Adoptions: 33
 - Transferred to Rescue Groups: 51
 - Reclaimed by owners: 38
 - Owner Surrenders: 20

Bi-State Justice Center—Larry Vaden

No information was submitted for this report.

City Clerk Department—Heather Soyars

City Clerk :

- Is 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 City Clerk:

- Is working to become a Notary Public.
- Is bringing numbered City ordinances and resolutions up to date.
- Is 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.
- Are organizing the vault which holds archival to present day City documents.
- Are 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.
- 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.
- Reviewed and approved journal entries.

- Assisted employees with retirement benefit requests/questions and health insurance changes.

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

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 April 18-May 1, 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.
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.	<u>Construction has started.</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	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
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) Apr 17-30. 2017

	Wright Patman	Millwood	Total
Apr 17	13.154		13.154
18	12.801		12.801
19	13.515		13.515
20	14.239		14.239
21	13.198		13.198
22	12.322		12.322
23	12.739		12.739
24	14.090		14.090
25	13.766		13.766
26	13.843		13.843
27	13.855		13.855
28	13.651	73	13.724
29	11.704		11.704
30	12.372		12.372

Wastewater Treated – Average Daily Flow (MGD) Apr 17-30. 2017

	N. Texarkana	South Regional
Apr 17	0.675	6.7
18	0.438	9.0
19	0.438	12.5
20	0.395	6.0
21	0.425	7.2
22	0.432	11.5
23	0.390	7.2
24	0.373	5.2
25	0.807	8.4
26	0.411	12.5
27	0.304	7.1
28	0.375	6.5
29	0.603	7.3
30	0.979	12.5

Texarkana Water Utilities

Department Report Operations

Manager: John Murphy

Week of: APRIL 18, 2017 to APRIL 30,2017

BY: CARMEN JOHNSON

<u>Water Repairs:</u>	<u># of Repairs made:</u>
Water Valves Repaired	1
Water Valves Installed	3
Water Mains Repaired	8
Water Service Lines Repaired	3
Renew Water Service	2
Fire Hydrants Repaired	2
Fire Hydrants Installed	2
Linear Feet of Water Main Repaired	230
Water Service Calls	67
Water Meter Box Upgrades	3
Locates	223

<u>Sewer Repairs:</u>	<u># of Repairs made:</u>
Sewer Calls	38
City Main Problems	4
Private Service Lines	26
Kill Out Sewer Main	0
Linear Feet of Sewer Main Cleaned	19,455
Private Service Line Problems Footage	8,140
City Main Line Footage Problems	1,550
Sewer Mains Repaired	19
Sewer Clean Outs Installed	1
Sewer Manholes Installed	8
Locates	208