



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: June 5, 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**

- The new fees instituted began to be charged on May 19. All other fees prior to that date were billed at former rates. There has been some issue with fees regarding Texarkana, TX Animal Control. I am trying to resolve those issues.
- Animal Control has continued to see success with “No Chaining” ordinance compliance. We do continue to find a dog on a chain now and then, but owners seem quick to comply with new requirements.
- Animal Control issued several citations for various violations.
- Shelter operation is running smoothly, even though we lost access to the two ACC inmates who were on staff. ACC pulled all their inmates working off-site from ACC facility. This not only impacted the shelter, but the county courthouse and other agencies as well.
- Animal numbers coming into shelter for month of May, 2017 are as follow:
  - Wake Village, TX: 17
  - Nash, TX: 1
  - Redwater, TX: 3
  - Texarkana, TX: 129
  - Texarkana, AR: 137
  - No other agencies brought any animals to the shelter.
  - Animals adopted: 50
  - Reclaimed/Returned: 23
  - Foster Care/ Rescue Pull: 16

**Bi-State Justice Center—Larry Vaden**

**Basement:**

- Removed/replaced broken stud on fire pump. Pump and all its components are original to building. In order to meet State Standards, Arkansas Fire and Sprinkler was called to do the work. They will also perform annual fire pump test on June 6. Test consists of hooking up fire hoses to main manifold and flood basement for about an hour.

**First Floor:**

- Removed and replaced door closer on south side lobby door.
- Replaced fan belt on air handler for Arkansas Training Room.

**Second Floor:**

- Installed new foam soap dispensers in all 24 restrooms throughout building. Dispensers were free; we only pay for soap. Previous method using liquid soap was messy and very wasteful.

**Third Floor:**

- Replaced toilet seats and shower curtains in both TAPD and TTPD restrooms.
- Repaired hole in ceiling in men's public restroom created to repair plumbing project earlier in year.

**Fourth Floor:**

- Mark "Hoss" Edwards and Paul Jones contacted me earlier in week about complaint of sewer gas smell in jail. We attempted to make repairs but were told to stop because licensed plumber had to do work. Contacted Branson Plumbing on Wednesday, May 31, and this plumbing project should be completed in two days.

**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
- Assisted auditors with 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 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, 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.
- 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 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**

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**.

## Texarkana Water Utilities – Bi-Weekly Report May 16 – June 5, 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.
601 Locust Street – Relocate water meter	Plans complete. Construction will start soon.
4918 Clay Pit Road	Relocate Water Meter
College Hill Center	Plans reviewed and approved.
Dollar General	Plans reviewed and approved.
East Broad & 3 <sup>rd</sup> Street	Only one bidder, such that bids too high. Re-evaluating.
Forest Oaks 9 <sup>th</sup> Subdivision	Plans reviewed and approved.
Front Street Water Main Extension	Plans complete.
Holiday Bowl Fire Main	Project is complete.
I/I studies	Daily inspections of our sewer system by smoke testing and CCTV inspection
Knights Inn	Plans reviewed and approved.
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.
MC 28 – Relocate Water Meters	Project is complete.
Millwood WTP – Caustic Concrete Fnd.	Construction has started.
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	Construction has started.
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 <b>revisions are required.</b>
TASD Razorback Stadium Renovations	Plans reviewed and approved.
UTLX Fire Sprinkler Line	Plans reviewed and approved.

**Treat Water Pumpage - High Service Flow (MGD) May 15-Jun 4, 2017**

	<b>Wright Patman</b>	<b>Millwood</b>	<b>Total</b>
May 15	14,533		14,533
16	14,978		14,978
17	14,798		14,798
18	14,761		14,761
19	14,578	405	14,983
20	13,693		13,693
21	13,038		13,038
22	14,088		14,088
23	14,683		14,683
24	14,988		14,988
25	17,075		17,075
26	14,535		14,535
27	14,856		14,856
28	14,225		14,225
29	15,488		15,488
30	16,896		16,896
31	16,731		16,731
Jun 1	11,236	3,471	14,707
2	14,937		14,937
3	14,709		14,709
4	14,389		14,389

**Wastewater Treated – Average Daily Flow (MGD) May 15-Jun 4, 2017**

	<b>N. Texarkana</b>	<b>South Regional</b>
May 15	0.371	11.0
16	0.393	6.9
17	0.438	6.6
18	0.487	6.5
19	0.384	6.9
20	0.509	6.6
21	0.454	6.7
22	0.396	6.8
23	0.611	6.5
24	0.322	7.9
25	0.301	8.5
26	0.467	6.7
27	0.509	6.8
28	0.496	8.8
29	0.404	5.9
30	0.397	4.8
31	0.333	6.0
Jun 1	0.601	10.5
2	0.464	6.8
3	1.110	9.7
4	0.707	9.8

# Texarkana Water Utilities

## Department Report

### Operations

Manager: John Murphy

Week of: MAY 15, 2017 TO JUNE 5TH, 2017

BY: CARMEN JOHNSON

Water Repairs:	# of Repairs made:
Water Service Kill Outs	1
Water Valves Installed	0
Water Mains Repaired	3
Water Service Lines Repaired	1
Renew Water Service	0
Fire Hydrants Repaired	5
Fire Hydrants Installed	0
Linear Feet of Water Main Repaired	3
Water Service Calls	32
Water Meter Box Upgrades	0
Locates	26

Sewer Repairs:	# of Repairs made:
Sewer Calls	12
City Main Problems	2
Private Service Lines	10
Kill Out Sewer Main	2
Linear Feet of Sewer Main Cleaned	16550
Private Service Line Problems Footage	12650
City Main Line Footage Problems	3900
Sewer Mains Repaired	3
Sewer Clean Outs Installed	1
Sewer Manholes Repaired	3
Locates	28



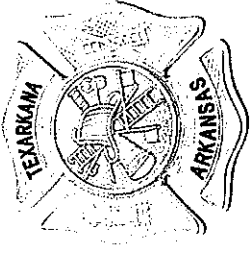
**TEXARKANA ARKANSAS  
FIRE DEPARTMENT**



**MAY 2017 REPORT**

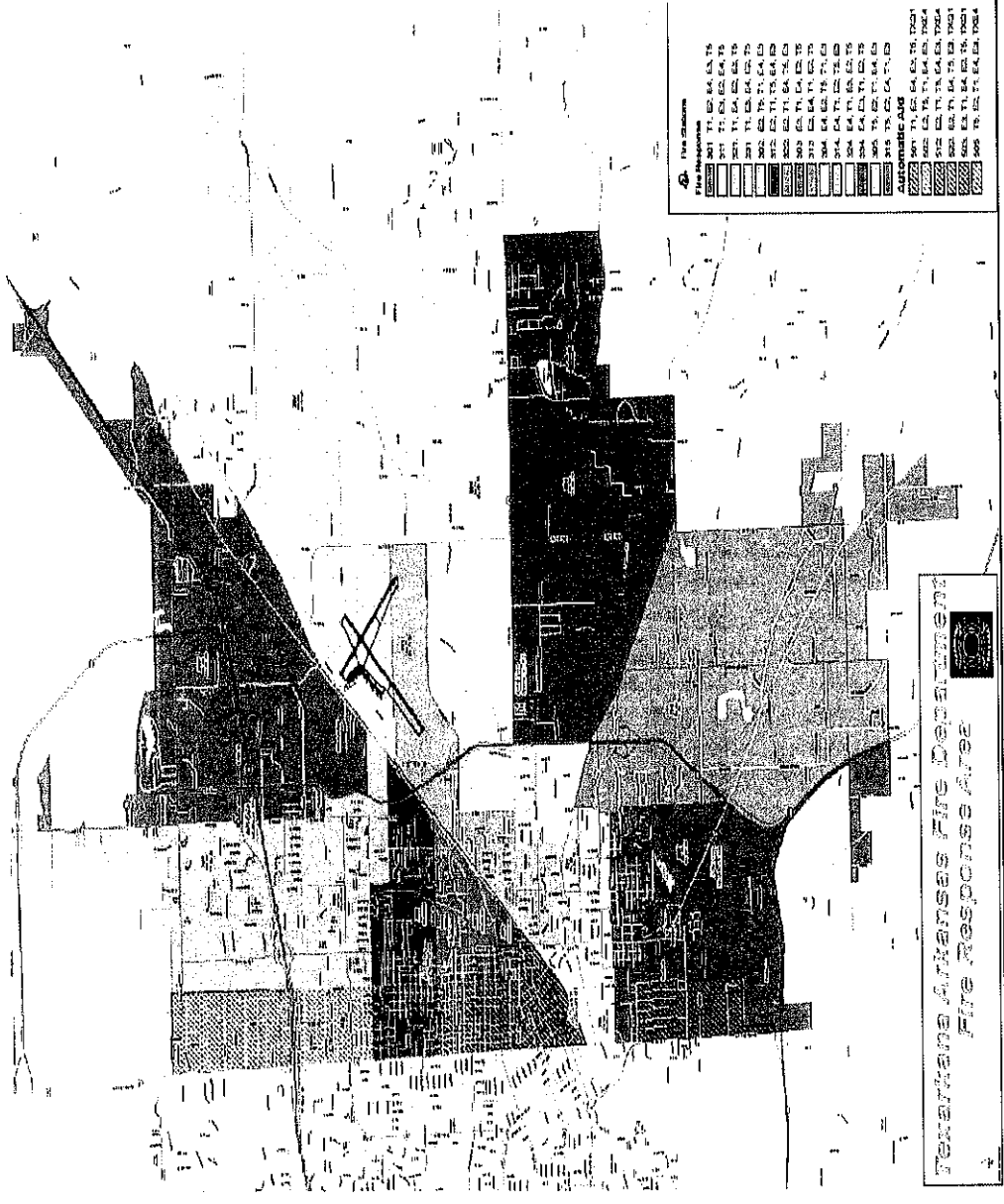
**FIRE CHIEF  
DAVID FLETCHER**





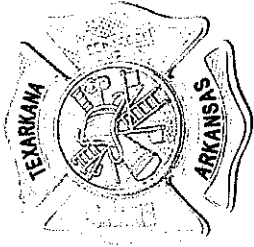
# TEXARKANA ARKANSAS FIRE DEPARTMENT

## INCIDENT RESPONSE





# TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



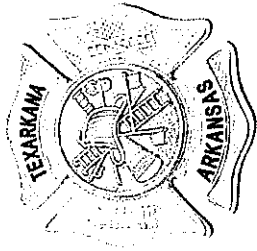
INCIDENT TYPE	INCIDENT COUNT	# INCIDENTS
EMS		26
FIRE		71
TOTAL		97

Aid Type	MUTUAL AID	Total
Aid Given		8
Aid Received		1

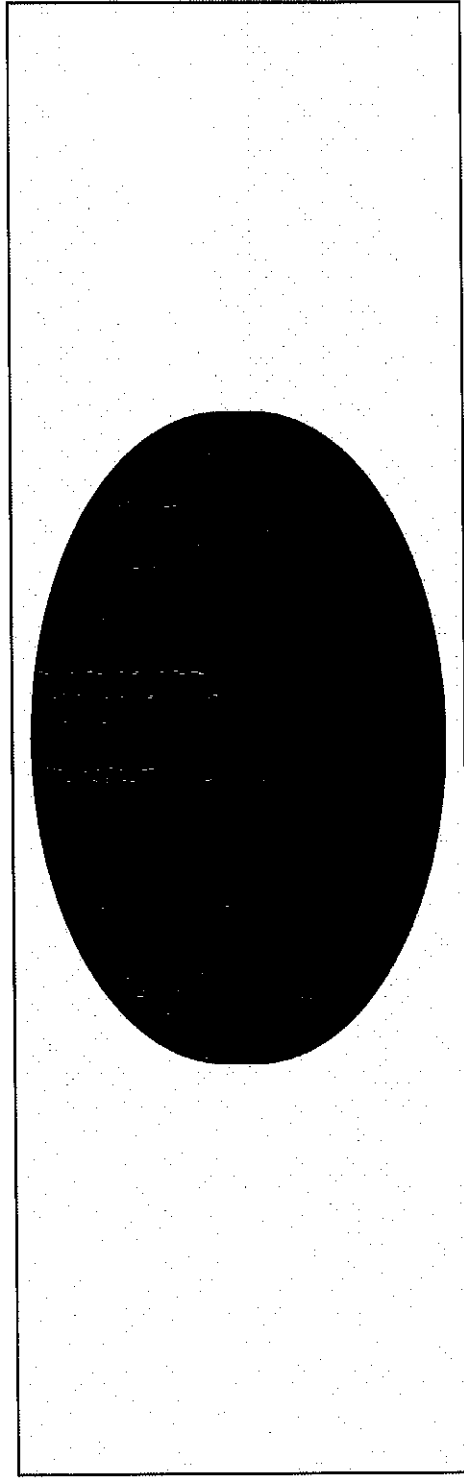
PRE-INCIDENT VALUE	LOSSES
\$288,200.00	\$139,100.00



# TEXARKANA ARKANSAS FIRE DEPARTMENT



## INCIDENT RESPONSE

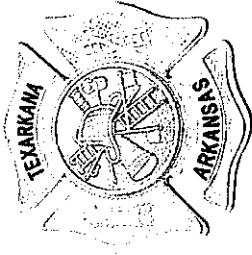


	False Alarm & False Call		Hazardous Condition (No Fire)		Service Call
	Fire		Rescue & Emergency Medical		
	Good Intent Call		Service Incident		

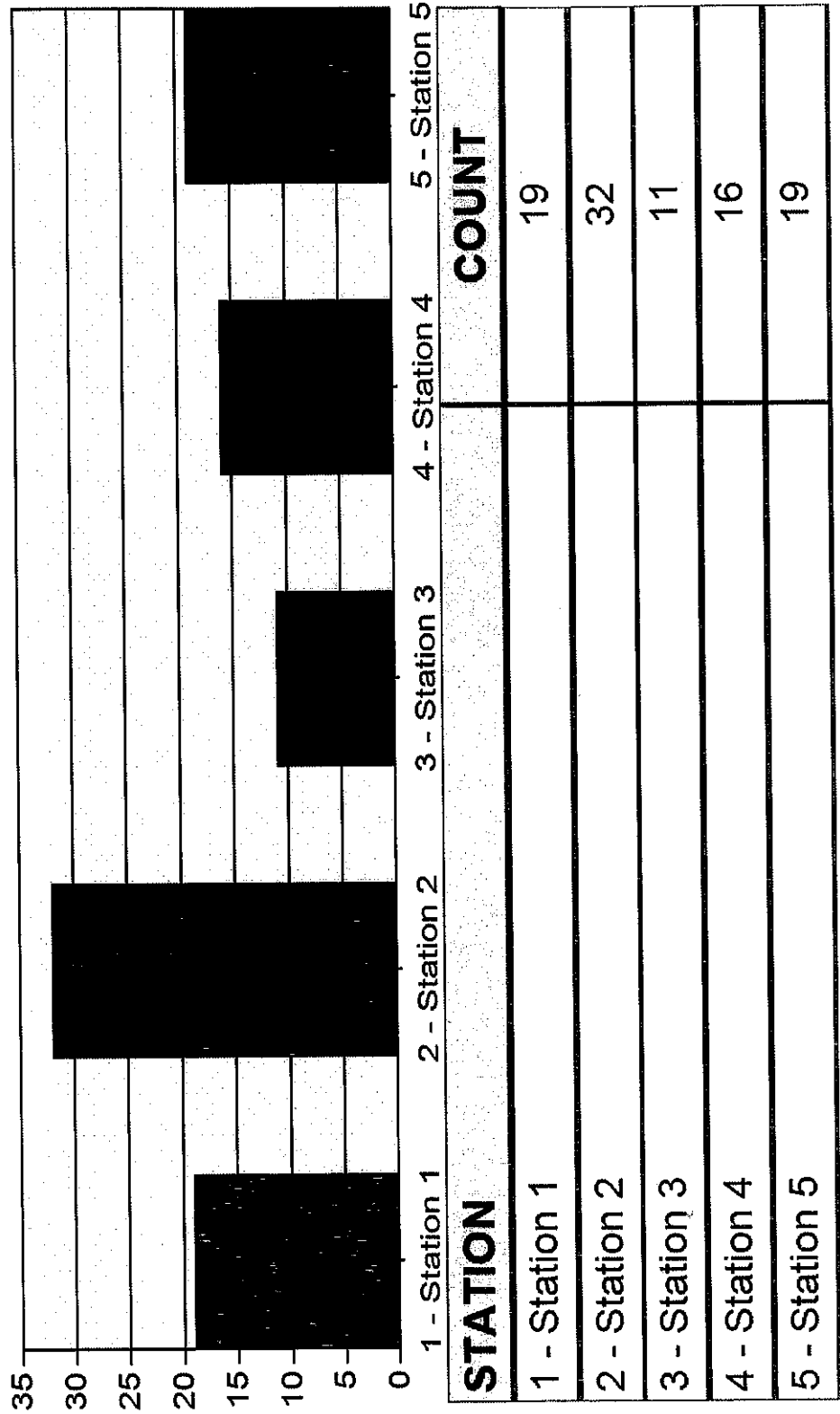
INCIDENT TYPE	MAY	TOTAL
False Alarm & False Call	15	15
Fire	22	22
Good Intent Call	18	18
Hazardous Condition (No Fire)	5	5
Rescue & Emergency Medical	26	26
Service Call	11	11
<b>Total</b>	<b>97</b>	<b>97</b>



# TEXARKANA ARKANSAS FIRE DEPARTMENT



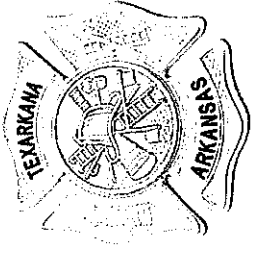
## INCIDENT RESPONSE



**TOTAL: 97**



# TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



## LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)

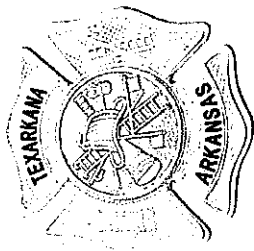
Station	EMS	FIRE
Station 1	0:03:14	0:04:59
Station 2	0:05:55	0:04:23
Station 3		0:05:50
Station 4	0:06:02	0:06:32
Station 5	0:04:08	0:07:15
<b>AVERAGE FOR ALL CALLS</b>		<b>0:05:22</b>

### CITY WIDE EMERGENCY RESPONSE

Goal is 1<sup>st</sup> due apparatus arrives within 5 minutes and all responding units within 8 minutes



# TEXARKANA ARKANSAS FIRE DEPARTMENT FIRE PREVENTION

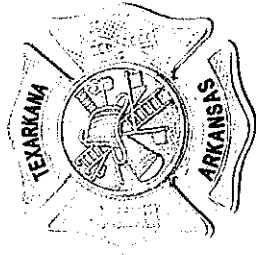


## FIRE MARSHAL OFFICE

Activity	May	2017
Fire Prevention Inspections	32	132
Arson Fires	3	6
Investigations	4	14
Fire Prevention Talks	2	4
Building Plans Review	2	15
School Inspections	0	6
Citations	0	1
Arrests	0	0



# TEXARKANA ARKANSAS FIRE DEPARTMENT FIRE PREVENTION



Station	Business Inspections MO / YR	Pre-Fire Plans MO / YR	Station Tours MO / YR	Fire Hydrants Tested MO / YR
1	56 / 155	54 / 147	2 / 6	3 / 257
2	33 / 75	33 / 70	0 / 0	0 / 224
3	20 / 82	18 / 67	0 / 1	0 / 243
4	33 / 98	33 / 94	0 / 1	0 / 282
5	38 / 97	38 / 95	0 / 3	0 / 326



# TEXARKANA ARKANSAS FIRE DEPARTMENT



## TRAINING

The Texarkana, AR Fire Department conducts continuous training in firefighting, emergency medical services, hazardous materials, and other related fields.

Station	Hours
1	449
2	234
3	244
4	292
5	256
<b>Total</b>	<b>1475</b>

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.





# TEXARKANA ARKANSAS FIRE DEPARTMENT



## STAFFING

- NFPA Standard requires 4 firefighters per apparatus.
- TAFD minimum staffing is 3 Firefighters per apparatus

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	31	0
April	0	30	0
May	0	31	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



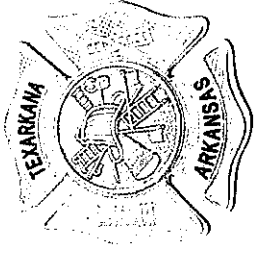
# TEXARKANA ARKANSAS FIRE DEPARTMENT APPARATUS STATUS



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	0/6	0 / \$1773
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 / \$779
E2	2012	5	Pumper	Station 2 / 2724 Senator	0/4	0 / \$2467
E3	2003	14	Pumper	Station 3 / 2801 East St	0/0	0 / \$4383
Brush 3	2002	15	Brush Truck	Station 3 / 2801 East St	0/0	0 / \$61
E4	2005	12	Pumper	Station 4 / 500 Cooper Tire Rd	0/1	\$1000 / \$1359
Brush 4	2008	9	Brush Truck	Station 4 / 500 Cooper Tire Rd	0/4	\$215 / \$215
T5	2001	16	Quint	Station 5 / 2901 Trinity Blvd	0/0	\$459 / \$1137
Brush 5	1997	20	Brush Truck	Station 5 / 2901 Trinity Blvd	0/0	\$104 / \$104
<b>RESERVE</b>						
E6	1995	22	Pumper	Station 3 / 2801 East St	0/19	\$1070 / \$3548
E7	1995	22	Pumper	Station 4 / 500 Cooper Tire Rd	0/0	0 / \$1235
E8	2000	17	Pumper	Station 5 / 2901 Trinity Blvd	0/0	\$315 / \$3805
<b>STAFF</b>						
Chief 2	2008	9	Training	Station 1/ 416 E 3rd St	0/0	\$46 / \$46
M1	2008	9	Fire Marshal	Station 1/ 416 E 3rd St	0/0	0 / \$1067



# TEXARKANA ARKANSAS FIRE DEPARTMENT COMMUNITY RELATIONS



- 3 MAY 17 Station 1 Tour
- 4 MAY 17 Character Camp – Camp Preston Hunt
- 6 MAY 17 JR Firefighter Challenge- Ferguson Park
- 10 MAY 17 Character Camp – Camp Preston Hunt
- 13 MAY 17 Collom & Carney Luncheon
- 13 MAY 17 Station 1 Tour
- 16 MAY 17 JR Firefighter Challenge- Camp Preston Hunt
- 20 MAY 17 Collom & Carney Luncheon