



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: July 17, 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**

Animals accepted into Shelter in June (Total of 270):

- Texarkana, Texas 62
- Texarkana, Arkansas 193
- Wake Village 10
- Nash, Texas 1
- Redwater, Texas 3
- Army Corps 1

Animals out of Shelter in June (Total of 50):

- Adoptions 41
- Rescue Groups 9

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

**Basement:**

- On 6-6-2017, Arkansas Fire and Sprinkler performed annual Fire Pump test, which indicated possible bearing housing failure due to water in drain lines. Lines were flushed clear during this visit. Greasing the bearing will help it run smoother, but it will have to be replaced in near future.
- Building Manager had asked for 2017 Capital Expense money to power wash exterior of building at an estimated cost of \$20,000. That would also include caulking vertical joints. After consulting with several vendors, that cost would be much higher than anticipated.
- Repairs were done to door lock in the sally port vestibule.
- Replaced broken call switches inside #1 and #3 elevators.
- Performed weekly generator test. Checked oil level and air filters on air compressor.
- Captive air tank in mechanical room had become air locked and would not allow make up water to pass through. We remove all air. Chill water system back in normal operation.

**First Floor:**

- Removed and replaced broken plastic housing around perimeter lights.
- Replaced worn bushing on west end handicap door and adjusted push-to-open switch.
- Tightened down lag bolts for juror chairs inside Texas Municipal Courtroom.

**Second Floor:**

- Worked on VAV A/C boxes in ceiling. Damper motors are nine years old, and plastic gears are starting to fail. Building Manager is looking into making modifications and installing a manually operated thermostat allowing user to adjust his/her own temperature. The building will modulate A/C and heat on backside according to seasons of the year.
- Replaced lights and ballast men's public restroom.
- Building Manager is looking into updating fixtures in men's public restroom.

**Third Floor:**

- For second time in three weeks, restroom in Dispatch has stopped up. Toilet is suspended above a false floor. The flange around floor drain below this floor has failed and is starting to leak raw sewage below into Bowie County Adult Probation. I have called Branson Plumbing to see if floor drain can be repaired and/or removed altogether.

**Fourth Floor:**

- Unstopped drain line in K, L, and M pods. Inmates consistently flush torn up uniforms, towels, and commissary items down lines. Just on this run, there was total of 25 toilets. LaSalle is not cleaning cells as they should. I have pictures of days of trash and laundry inside inmates' sleeping rooms.

**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**

The Sales Tax Report for June is **attached**.

**Finance Director:**

- Reviewed financial reports.
- Attended board meetings.
- Reviewed and approved requisitions.
- Reviewed and approved grant reimbursements
- Attended A & P meeting.

**Controller:**

- Reviewed and approved journal entries.
- Reviewed and approved requisitions and payables.
- Reviewed and approved grant reimbursements.
- Attended A & P meeting.

**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.
- Assisted employees with retirement benefit requests/questions and health insurance changes.
- Reviewed and approved journal entries.
- Conducted new-hire orientations.

**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**.

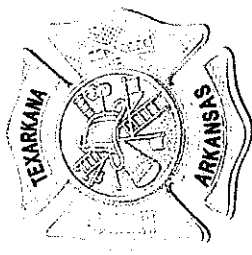
**CITY OF TEXARKANA, ARKANSAS  
TOTAL SALES TAX MONTH BY MONTH  
CASH BASIS**

	2017	2016	INCREASE/ DECREASE
January	\$ 717,751	\$ 712,813	\$ 4,938
February	\$ 793,538	\$ 829,400	\$ (35,862)
March	\$ 669,828	\$ 751,595	\$ (81,767)
April	\$ 750,351	\$ 767,659	\$ (17,308)
May	\$ 770,883	\$ 739,684	\$ 31,198
June	\$ 681,713	\$ 663,480	\$ 18,233
July	\$ -	\$ 765,640	\$ (765,640)
August	\$ -	\$ 792,597	\$ (792,597)
September	\$ -	\$ 825,353	\$ (825,353)
October	\$ -	\$ 716,089	\$ (716,089)
November	\$ -	\$ 764,551	\$ (764,551)
December	\$ -	\$ 735,246	\$ (735,246)
<b>Total</b>	<b>\$ 4,384,063</b>	<b>\$ 9,064,107</b>	<b>\$ (4,680,044)</b>

\$ 4,384,063    \$ 9,064,107    *OK JH*  
 \$ -                \$ -



**TEXARKANA ARKANSAS  
FIRE DEPARTMENT**



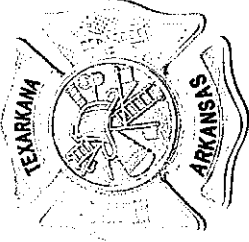
**JUNE 2017 REPORT**

**FIRE CHIEF  
DAVID FLETCHER**





# TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



INCIDENT TYPE	INCIDENT COUNT	# INCIDENTS
EMS		25
FIRE		79
<b>TOTAL</b>		<b>104</b>

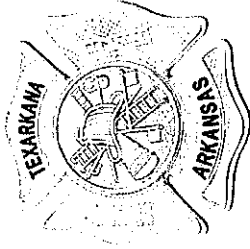
Aid Type	MUTUAL AID
Aid Given	6
Aid Received	1
<b>Total</b>	

PRE-INCIDENT VALUE	LOSSES
\$903,300.00	\$115,450.00

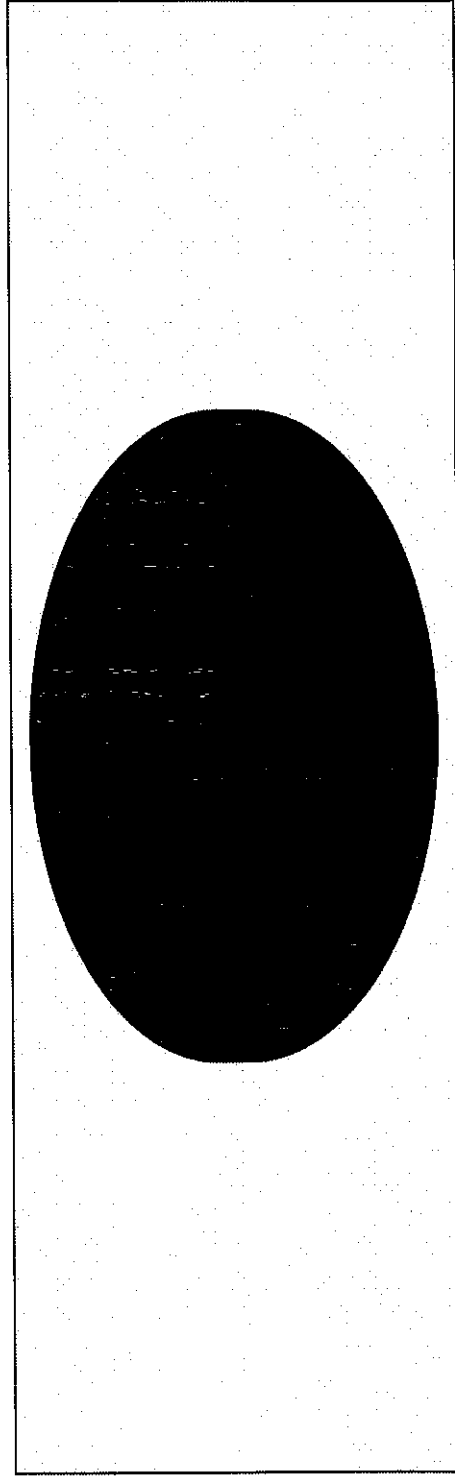




# TEXARKANA ARKANSAS FIRE DEPARTMENT



## INCIDENT RESPONSE

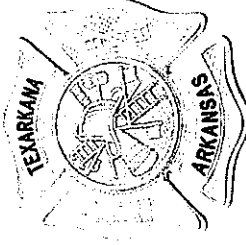


False Alarm & False Call	Hazardous Condition (No Fire)	Service Call
Fire	Rescue & Emergency Medical	
Good Intent Call	Service Incident	

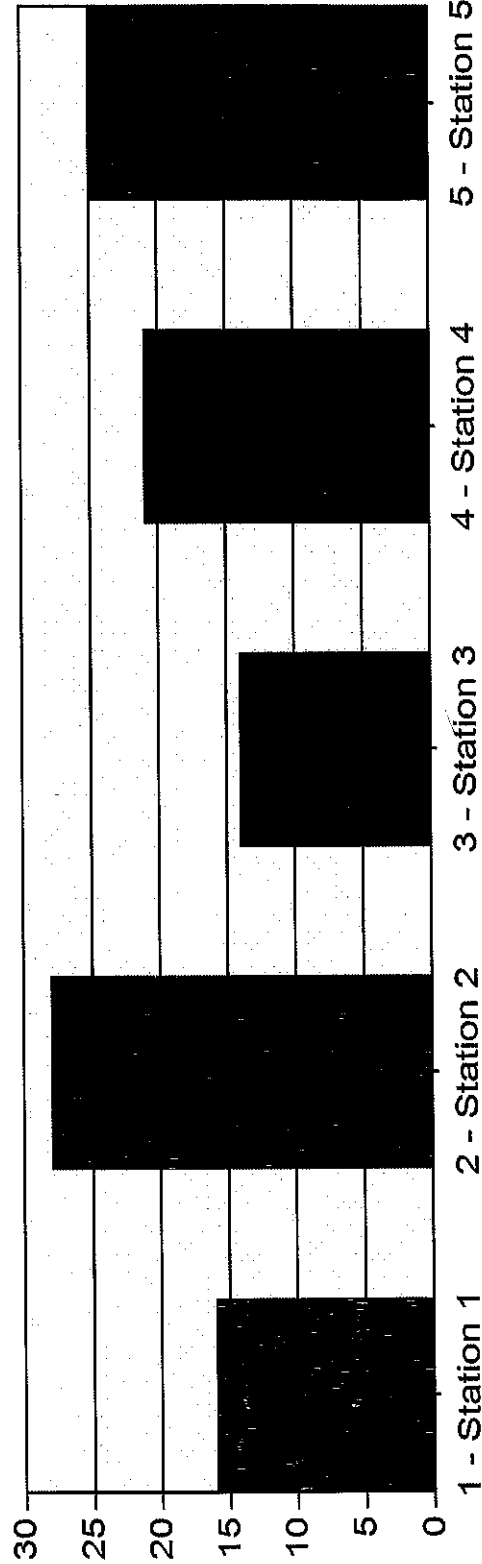
INCIDENT TYPE	JUN
False Alarm & False Call	19
Fire	20
Good Intent Call	18
Hazardous Condition (No Fire)	13
Rescue & Emergency Medical Service Incident	25
Service Call	9
<b>Total</b>	<b>104</b>



# TEXARKANA ARKANSAS FIRE DEPARTMENT



## INCIDENT RESPONSE

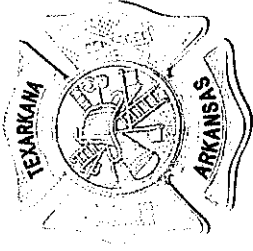


STATION	COUNT
1 - Station 1	16
2 - Station 2	28
3 - Station 3	14
4 - Station 4	21
5 - Station 5	25

**TOTAL: 104**



# TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



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

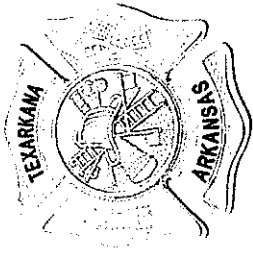
Station	EMS	FIRE
Station 1	0:02:42	0:04:34
Station 2	0:03:01	0:05:28
Station 3	0:05:19	0:04:11
Station 4	0:03:18	0:06:26
Station 5	0:06:56	0:04:55
AVERAGE FOR ALL CALLS		0:05:10

### 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



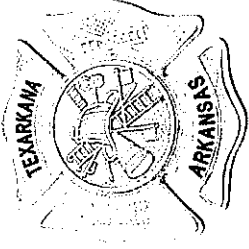
## FIRE PREVENTION

### FIRE MARSHAL OFFICE

Activity	June	2017
Fire Prevention Inspections	23	155
Arson Fires	1	7
Investigations	3	17
Fire Prevention Talks	1	5
Building Plans Review	2	17
School Inspections	0	6
Citations	1	2
Arrests	0	0



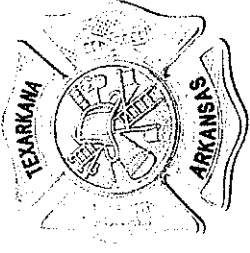
# TEXARKANA ARKANSAS FIRE DEPARTMENT FIRE PREVENTION



Station	Business Inspections MO / YR	Pre-Fire Plans MO / YR	Station Tours MO / YR	Fire Hydrants Tested MO / YR
1	2 / 157	1 / 148	2 / 8	0 / 257
2	1 / 76	0 / 70	0 / 0	0 / 224
3	16 / 98	8 / 75	0 / 1	0 / 243
4	8 / 106	4 / 98	0 / 1	0 / 282
5	3 / 100	3 / 98	0 / 3	0 / 326



# TEXARKANA ARKANSAS FIRE DEPARTMENT



## TRAINING

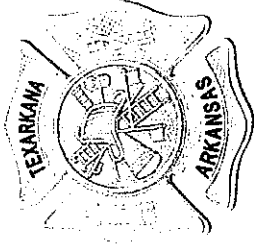
The Texarkana, AR Fire Department conducts continuous training in firefighting, emergency medical services, hazardous materials, and other related fields.

Station	Hours
1	471
2	161
3	332
4	330
5	293
<b>Total</b>	<b>1587</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



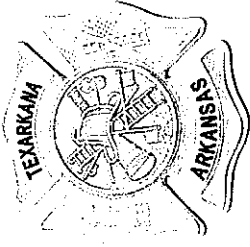
## STAFFING

- 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	30	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 MAINTENANCE

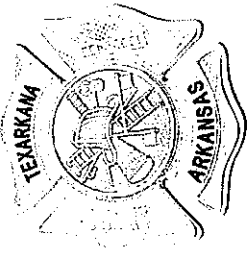


Unit	Year	Age	Description	Station/Address	Days Out of Service Mo / Yr	Maintenance Cost Mo / Yr
<b>FRONT LINE</b>						
T1	2000	17	Quint	Station 1/ 416 E 3rd St	18/24	\$9759 / \$11532
Brush 1	2011	5	Kubota UTV	Station 1/ 416 E 3rd St	0/0	0 / 0
BN 1	2006	11	Batt Chief	Station 1/ 416 E 3rd St	0/0	\$492 / \$1272
E2	2012	5	Pumper	Station 2 / 2724 Senator	0/4	0 / \$2467
E3	2003	14	Pumper	Station 3 / 2801 East St	4/4	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	4/5	\$402 / \$1761
Brush 4	2008	9	Brush Truck	Station 4 / 500 Cooper Tire Rd	0/4	0 / \$215
T5	2001	16	Quint	Station 5 / 2901 Trinity Blvd	7/7	\$2221 / \$3358
Brush 5	1997	20	Brush Truck	Station 5 / 2901 Trinity Blvd	0/0	0 / \$104
<b>RESERVE</b>						
E6	1995	22	Pumper	Station 3 / 2801 East St	0/19	0 / \$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
						<b>\$12,874 / \$34,854</b>





# TEXARKANA ARKANSAS FIRE DEPARTMENT COMMUNITY RELATIONS



- 13 JUN 17 Miller County Senior Citizen Center
- 19 JUN 17 UAMS M.A.S.H at Station 1
- 24 JUN 17 Fairview Methodist Fire Prevention
- 24 JUN 17 Sparks in the Park – JR FF Challenge
- 27 JUN 17 Camp Preston Hunt Fire Prevention

## Texarkana Water Utilities – Bi-Weekly Report July 1-17, 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
College Hill Center	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.
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.
Mark Lockett Office Building	Plans reviewed and approved.
Meadowridge 4 <sup>th</sup> Subdivision	Plans reviewed and approved.
Mt. Olive Baptist Church	Plans reviewed and approved.
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.
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
Reggies Burgers State Line Avenue	Plans reviewed and approved.
Ritchie Grocery Bldg. – Fire System	Construction is complete.
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.
Walter Street Water Main Extension	Plans complete. Replacing 2" water main with a 6" water main.

**Treat Water Pumpage - High Service Flow (MGD) Jun 30-Jul 16, 2017**

	<b>Wright Patman</b>	<b>Millwood</b>	<b>Total</b>
Jun 30	13,976	4,870	18,846
Jul 1	14,716		14,716
2	10,205	4,640	14,845
3	14,641		14,641
4	11,438	4,395	15,833
5	11,342	4,338	15,680
6	11,176	4,397	15,573
7	14,847		14,847
8	15,462		15,462
9	12,352	4,809	17,161
10	12,820	4,851	17,671
11	15,794	2,474	18,268
12	11,388	4,580	15,968
13	11,591	4,522	16,113
14	11,016	4,484	15,500
15	11,580	4,746	16,326
16	14,702		14,702

**Wastewater Treated – Average Daily Flow (MGD) Jun 30-Jul 16, 2017**

	<b>N. Texarkana</b>	<b>South Regional</b>
Jun 30	0.527	4.8
Jul 1	1.105	11.0
2	0.564	11.3
3	0.720	13.4
4	0.454	12.0
5	0.825	9.2
6	0.427	8.1
7	0.477	7.5
8	0.542	5.4
9	0.495	5.3
10	0.473	6.5
11	0.497	6.1
12	0.485	5.2
13	0.539	6.7
14	0.506	5.7
15	0.500	6.0
16	0.506	5.3

# Texarkana Water Utilities

## Department Report Operations

Manager: John Murphy

Week of: JULY 01,2017 TO JULY 17, 2017

BY: CARMEN JOHNSON

Water Repairs:	# of Repairs made:
Water TURN ON/TURN OFF'S	13
Water Valves Installed	2
Water Mains Repaired	1
Water Service Lines Repaired	1
Renew Water Service	0
Fire Hydrants Repaired/Maintenance	6
Fire Hydrants Installed	0
Linear Feet of Water Main Repaired	0
Service Calls	22
Water Meter Box Upgrades	1
Locates	47

Sewer Repairs:	# of Repairs made:
Sewer Calls	7
City Main Problems	0
Private Service Lines	7
Kill Out Sewer Main	2
Linear Feet of Sewer Main Cleaned	6575
Private Service Line Problems Footage	2375
City Main Line Footage Problems	0
Sewer Mains Repaired	3
Sewer Clean Outs Installed	0
Sewer Manholes Repaired	3
Locates	39