



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: September 5, 2017
TO: Mayor Ruth Penney Bell
Board of Directors
FROM: Kenny Haskin, City Manager
SUBJECT: Management Report

Animal Care and Adoption Center—Charles Lokey

No information was submitted for this report.

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 the City Clerk and Electronic Agenda web pages.
- Met with City Manager and Mayor to review the meeting agendas.
- Signed City checks.
- Processed Freedom of Information Act (FOIA) requests.

Deputy Clerk:

- Is bringing numbered City ordinances and resolutions up to date.
- Is scanning archival City documents.

City Clerk and Deputy Clerk:

- Prepared the agenda and minutes for the 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.
- Notarized various documents for variety of Staff and public.
- Researched projects for City Manager, Mayor, Board members, and Staff.
- Are organizing vault that 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.
- Attended A&P meeting.
- Began preparing 2018 Bi-State Justice Department budget.

Controller:

- Reviewed and approved journal entries.
- Reviewed and approved requisitions and payables.
- Reviewed and approved grant reimbursements.
- Attended A&P meeting.
- Began preparing 2018 Bi-State Justice Department budget.

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.
- 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.
- Completed trust reconciliations.
- 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 A&P 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

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 August 22–September 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.
College Hill Center	Plans reviewed and approved.
1894 City Market Phase I	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.
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.
Mark Lockett Office Building	Plans reviewed and approved.
Meadowridge 4 th 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.
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.
UTLX Fire Sprinkler Line	Plans reviewed and approved.
Walter Street Water Main Extension Ph I	Plans complete. Replacing 2" water main with a 6" water main.
Walter Street Water Main Extension Ph II	Plans Complete. Replacing 2" water main with a 6" water main.

Treat Water Pumpage - High Service Flow (MGD) Aug 21-Sep 5, 2017

	Wright Patman	Millwood	Total
Aug 21	11,207	4,140	15,347
22	11,749	4,587	16,336
23	12,280	4,087	16,367
24	11,811	4,600	16,411
25	12,636	3,849	16,485
26	15,006		15,006
27	15,019		15,019
28	11,465	4,029	15,494
29	11,448	4,039	15,487
30	11,946	4,176	16,122
31	10,624	4,173	14,797
Sep 1	13,505	4,146	17,651
2	15,913		15,913
3	15,839		15,839
4	15,917		15,917

Wastewater Treated – Average Daily Flow (MGD) Aug 21-Sep 5, 2017

	N. Texarkana	South Regional
Aug 21	0.481	10.0
22	0.494	10.9
23	0.311	6.5
24	0.856	8.9
25	0.473	11.2
26	0.510	6.7
27	0.525	6.0
28	0.484	6.1
29	0.388	6.6
30	0.424	10.0
31	0.492	8.4
Sep 1	0.495	5.7
2	0.420	5.3
3	0.500	5.5
4	0.510	5.3

Texarkana Water Utilities

**Department Report
Operations**

Manager: John Murphy

Week of: AUGUST 22 TO SEPTEMBER 05,2017

BY: CARMEN JOHNSON

<u>Water Repairs:</u>	<u># of Repairs made:</u>
Water Valves Repaired	1
Water Valves Installed	1
Water Mains Repaired	1
Water Service Lines Installed	1
Repair Water Service Lines	0
Fire Hydrants Repaired	1
Renew Water Service	0
Fire Hydrants Installed	1
Service Request Calls Received	14
Water Meter Box Upgrades	0
Locates	80

<u>Sewer Repairs:</u>	<u># of Repairs made:</u>
Sewer Calls	4
City Main Problems	1
Private Service Lines	3
Install New Sewer Gravity Main	0
Linear Feet of Sewer Main Cleaned	10,650
Private Service Line Problems Footage	1450
City Main Line Footage Problems	350
Sewer Mains Repaired	5
Service Request Calls Received	1
Sewer Main Killed Out	0
Sewer Manholes Repaired	0
Locates	69