



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: November 6, 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**

- ACAC was busy last month. In addition to regular calls received daily, staff has been actively pursuing investigations of animal cruelty, obtaining warrants for search and seizures, and making arrests. Directors probably saw reports regarding situation at 309 Laurel involving four dogs and a goat. Three residents of house were arrested and charged with animal cruelty felony and misdemeanor counts.
- ACAC went to court regarding dog fighters caught in February of this year. One pled guilty and received: five years felony probation, \$1,000 fine, paying restitution of \$5,240 to ACAC, forfeiture of animals, and cannot have any animals while on probation. Other defendant rejected plea offer, and case is set for trial in February 2018. He had already given up his interest in the dogs.
- Shelter operations are running smoothly. Future plans include:
  - Repainting adoption kennels later this year—To keep the floor in operation, four kennels at a time will be sealed and painted. Cost should not exceed \$750 for materials, and staff will perform work.
  - Rabies vaccination—ACAC is working with AR Department of Health in Little Rock to procure vaccines and/or funding for rabies vaccination event on Arkansas side next spring.
  - City licenses—ACAC would like to implement program for citizens to purchase City license tags from vets located in Texarkana, Arkansas (currently Stateline Animal Clinic and Care Pet Clinic). When pets are given rabies vaccinations, citizens could purchase license at that time and save trip to shelter. ACAC believes this would also greatly increase sales of licenses.

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

No information was submitted for this report.

### **City Clerk Department—Heather Soyars**

#### **City Clerk:**

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

#### **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 the City's website.
- Notarized various documents for a variety of Staff and the public.
- Researched projects for the 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 the books can be searchable.

#### **Deputy Clerk:**

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

### **District Court—Wanda Davis**

No information was submitted for this report.

### **Finance Department—TyRhonda Henderson**

Sales Tax Report for October is **attached**.

#### **Finance Director:**

- Reviewed financial reports.
- Attended board meetings.
- Attended A&P meetings.
- Reviewed and approved requisitions.
- Is preparing 2018 budget; attended budget workshops with Department Heads.
- Is preparing 2018 Bi-State Justice Department budget.
- Assisted with FOIA requests.

#### **Controller:**

- Reviewed and approved journal entries.
- Reviewed and approved requisitions and payables.
- Reviewed and approved grant reimbursements.
- Attended A & P meetings.
- Is preparing 2018 City budget; attended budget workshops with Department Heads.
- Is preparing 2018 Bi-State Justice Department budget.
- Assisted with FOIA requests.

#### **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.
- Assisted with FOIA requests.

**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.
- Conducted Open Enrollment for 2018 benefits.
- Assisted employees with retirement benefit requests/questions and health insurance changes.
- Conducted new-hire orientations.
- Assisted with FOIA requests.

**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.
- Assisted with FOIA requests.

**Grants Administrator:**

- Prepared monthly grant reimbursements.
- Completed trust reconciliations.
- Reconciled bank accounts.
- Provided clerical support for the A&P Commission.
- Attended A&P meetings.
- Assisted with FOIA requests.

**Accounts Payable/Staff Accountant:**

- 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.
- Completed general ledger review.
- Completed inter-fund review.
- Completed monthly financials.
- Reviewed encumbrance report and prepared journal entries to clear encumbrances.
- Assisted with FOIA requests.

**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 monthly billings for copier and postage usage.
- Billed monthly receivables.

- Prepared monthly reconciliation reports for Act 833 and USM funds.
- Assisted with FOIA requests.

**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.

**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	\$ 776,313	\$ 765,640	\$ 10,673
August	\$ 789,046	\$ 792,597	\$ (3,551)
September	\$ 751,858	\$ 825,353	\$ (73,495)
October	\$ 768,409	\$ 716,089	\$ 52,320
November	\$ -	\$ 764,551	\$ (764,551)
December	\$ -	\$ 735,246	\$ (735,246)
<b>Total</b>	<b>\$ 7,469,689</b>	<b>\$ 9,064,107</b>	<b>\$ (1,594,418)</b>

*OK*

# MONTHLY REPORT



*Robert H. Harrison*

**CHIEF OF POLICE**

SEPTEMBER 2017



**TEXARKANA POLICE DEPARTMENT**  
**CITY OF TEXARKANA, ARKANSAS**  
P.O. BOX 1885  
TEXARKANA, AR 75504-1885  
(903) 798-3130  
FAX (903) 798-3023  
[www.txkusa.org/arkpolice](http://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: September 12, 2017

Re: August 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 August. You will find more detailed information of the Department’s activities within the management report that accompanies this letter.

- The Department hosted the 6<sup>th</sup> annual PRIDE Program at College Hill Middle School during the month. There were 140 incoming 5<sup>th</sup> grade students involved in the program as well as 60 high school/college aged students who filled a mentoring role during the week.
- The Police Department received an award from Harvest Food Bank for Volunteer Group of the Year on the 29<sup>th</sup> of the month.
- The department officially introduced K-9 Rossi to the community and specifically to the two donors (Julia Mobley and Stephanie Black) who made his purchase possible.
- Two new Texas A & M University-Texarkana, Criminal Justice Interns, began their internship with the Police Department for the fall semester.
- With the new school year starting during the month, the Patrol Division began patrols and walk-throughs of all Texarkana Arkansas Schools.
- Rossi, the Police Department’s K-9, helped to seize over \$30,000 worth of narcotics during the month of August.

# PERSONNEL ISSUES

The following personnel actions occurred during this month:

April Retirements	None
April 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
Less Lethal	40
SLES	40
Basic Swat	80
September Monthly Total	160
Year to Date Total	1,304

# NARCOTICS TASK FORCE ACTIVITY

2017 September Narcotics Stats			
Drugs Seized	Quantity	Unit of Measure	Street Value
Cocaine	3.76	Grams	\$752
Heroin	2.00	Grams	\$40
Marijuana	85.26	Grams	\$455
MDMA (Ecstasy)	17.66	Grams	\$18
Methamphetamine (Ice)	99.49	Grams	\$19,898
Prescription pills	21.40	DU	\$1,299



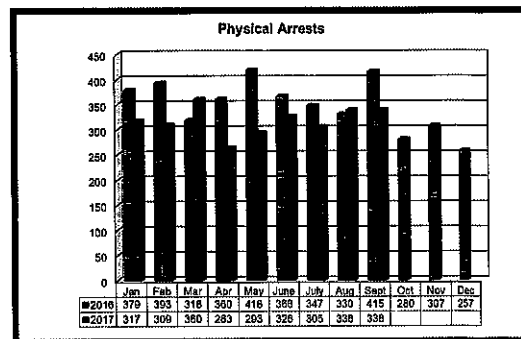
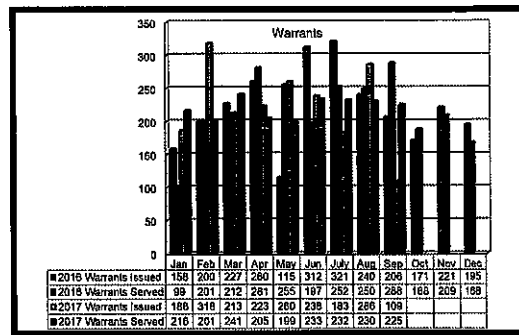
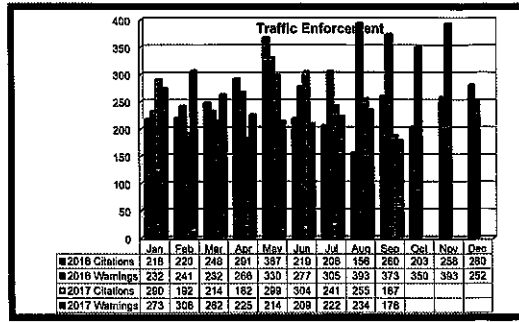
# TAPD INDEX CRIME

	2017 September Case Assignments											
	FELONY						MISDEMEANOR					
	Assigned	Changed	Revised	Cont.	Unprocessed	Change Rate	Assigned	Changed	Revised	Cont.	Unprocessed	Change Rate
Atchley, J.	0	0	0	0	0		0	0	0	0	0	
Caudle, K.	13	0	11	2	0	85%	1	0	1	0	0	100%
Colley, L.	16	0	13	3	0	81%	0	0	0	0	0	
Cross, R.	25	0	1	23	1	8%	0	0	0	0	0	
Easley, W.	8	0	2	6	1	38%	2	0	0	1	1	50%
Gillis, B.	7	1	3	3	0	57%	6	1	0	3	2	50%
Grigsby, J.	4	0	2	2	0	50%	0	0	0	0	0	
Haak, J.	3	0	1	2	0	33%	0	0	0	0	0	
Hendrix, J.	0	0	0	0	0		1	0	0	1	0	0%
Kirkland, S.	13	3	4	2	5	62%	2	0	0	2	0	0%
Megaan, S.	0	0	0	0	0		0	0	0	0	0	
Munn, L.	0	0	0	0	0		10	5	0	2	0	80%
Patker, D.	5	0	4	1	0	80%	13	0	1	5	4	38%
Patrol	0	0	0	0	0		63	22	4	38	5	49%
Pilgreen, K.	0	0	0	0	0		2	0	0	1	1	50%
Smith, A.	0	0	0	0	0		32	17	1	18	3	66%
Smith, H.	1	1	0	0	0	100%	43	26	9	24	4	61%
Sturdevant, J.	3	0	3	0	0	100%	0	0	0	0	0	
Tribble, B.	24	0	2	21	2	17%	0	0	0	0	0	
Werner, D.	0	0	0	0	0		0	0	0	0	0	
White, J.	25	3	7	15	2	48%	0	0	1	0	0	
White, Z.	0	0	0	0	0		0	0	0	0	0	
Winters, E.	0	0	0	0	0		0	0	0	0	0	
	147	8	57	80	11	42%	175	74	17	39	23	43%

# LAW ENFORCEMENT OPERATIONS

Sep-17	MONTHLY ARRESTS	YEAR-TO-DATE
<b>OFFENSES-CLASS I</b>		
HOMICIDE	0	0
ROBBERY	1	10
RAPE	2	4
ASSAULT-AGGRAVATED/BATTERY 1 & 2	3	38
ASSAULT-NON AGGRAVATED/BATTERY 3	1	27
BATTERY 3 DOMESTIC VIOLENCE	8	125
ASSAULT 1,2,3	4	12
ASSAULT ON OFFICER	1	1
FLEEING	12	73
RESISTING ARREST	1	17
TERRORISTIC THREATS	6	38
FAILURE TO SUBMIT TO ARREST	3	21
BURGLARY(B&E)	7	45
LARCENY-THEFT/SHOPLIFTING	23	212
THEFT OF SERVICE	0	1
THEFT BY DECEPTION	0	1
HINDERING SECURED CREDITOR	0	0
MOTOR VEHICLE THEFT	0	0
FELONY WARRANTS	19	171
FELONY ARRESTS	81	630
<b>OFFENSES-CLASS II</b>		
ARSON	1	1
FORGERY & COUNTERFEITING	2	15
FRAUD	1	6
EMBEZZLEMENT	0	0
STOLEN PROPERTY/THEFT BY RECEIVING	6	45
VANDALISM/CRIMINAL MISCHIEF	8	57
ILLEGAL DUMPING	0	0
WEAPONS	2	27
PROSTITUTION & VICE	0	4
SEX OFFENSES/INDECENT EXPOSURE	1	5
SEXUAL ABUSE	0	0
NARCOTICS/FELONY	36	227
NARCOTICS/MISD	11	124
POSSESSION OF INSTRUMENT OF CRIME	9	134
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	16	114
DISORDERLY CONDUCT	18	148
LOITERING	6	42
ALL OTHER	93	697
CRIMINAL TRESPASS	23	140
CRIMINAL IMPERSONATION	15	75
KIDNAPPING	0	0
FAILURE TO APPEAR-FTA	75	537
FAIL TO OBEY COURT ORDER-CONTEMPT	91	576
HARASSMENT/HARASSING COMMUNICATION	11	104
UNAUTHORIZED USE OF MOTOR VEHICLE	1	3
SOLICITING	0	0
VIOLATION OF CITY NOISE ORDINANCE	0	16
<b>TOTAL VIOLATIONS</b>	<b>498</b>	<b>3,724</b>
MISDEMEANOR WARRANTS	206	1,570
MISDEMEANOR ARRESTS	257	1,659
<b>TOTAL WARRANTS</b>	<b>225</b>	<b>1,741</b>
<b>TOTAL ARRESTS</b>	<b>336</b>	<b>2,489</b>

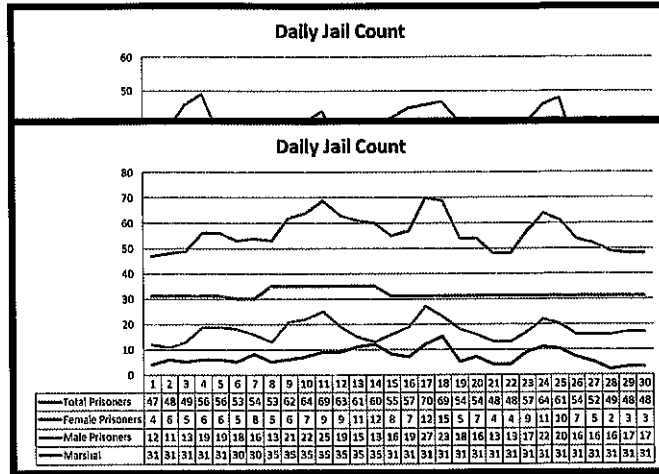
# LAW ENFORCEMENT OPERATIONS



# LAW ENFORCEMENT OPERATIONS

September 2017

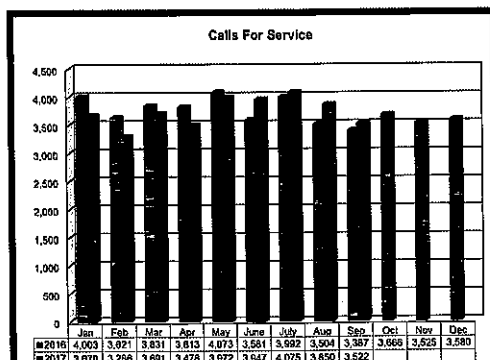
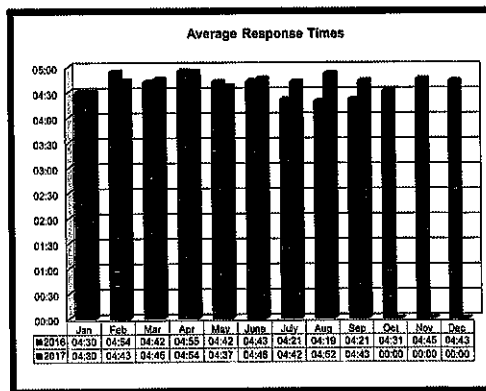
September 2016



**TAPD 911  
FOR**

**CALLS  
SERVICE**

Dispatched Calls for Service		
Call Priority	September	YTD
1 Critical	20	208
2 High	1,368	11,093
3 Medium	1,764	15,301
4 Low	367	3,352
Totals	3,522	29,968
Average Response	04:43	04:43



# 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 amount is \$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](http://arkpolice.txkusa.org)**



## Texarkana Water Utilities – Bi-Weekly Report October 18 – November 6, 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 <sup>rd</sup> Street	Only one bidder, such that bids too high. Re-evaluating.
Fed Ex Freight Water & Sewer	On Hwy 67 behind Ark. Travel Center.
Forest Oaks 10 <sup>th</sup> Subdivision	Plans reviewed and approved.
Highland Hill LS & Sewer Improvements	Preparing plans to upgrade the LS and Improve the sewer.
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.
<u>Long John Silvers – Remodel</u>	<u>Plans reviewed and approved.</u>
Manhole Replacement/lining Project	Evaluating manholes needing replacement or lining - several have been completed: This is an ongoing project.
Mark Luckett 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.
Sanderson Ln @ McKinney Bayou	Relocate Water Main due to Bridge Demolition
Sewer Master Plan	MTG Engineers - Studying locations for future sewer plant (if required) and sewer build out
Smith Key Apts.	<u>Project removed due to no activity.</u>
<u>U of A Way – Cap WL east of Fair Pk Dr.</u>	<u>Work Order issued. Will kill out WL prior to City's Street Imp. Project.</u>
<u>U of A Way – Lower WL for New Culvert</u>	<u>Work Order issued and completed.</u>
Union Water Booster Station	Remove the Booster Station.
UTLX Fire Sprinkler Line	Plans reviewed and approved.
<u>Walmart On-Line Drive Thru Pick up</u>	<u>Plans reviewed and approved.</u>
Walter Street Water Main Extension Ph I	<u>Project is complete.</u>
Walter Street Water Main Extension Ph II	<u>Project is complete.</u>

**Treat Water Pumpage - High Service Flow (MGD) Oct 15-Nov 5, 2017**

	<b>Wright Patman</b>	<b>Millwood</b>	<b>Total</b>
Oct 15	16,785		16,785
16	12,601	4,850	17,451
17	12,910	4,658	17,568
18	12,626	4,565	17,191
19	12,530	4,718	17,248
20	12,839	4,588	17,427
21	15,792		15,792
22	14,948		14,948
23	11,267	4,564	15,831
24	10,787	4,582	15,369
25	13,108	2,438	15,546
26	12,015	4,543	16,558
27	12,823	5,549	18,372
28	15,269		15,269
29	15,119		15,119
30	11,584	4,586	16,170
31	11,614	4,332	15,946
Nov 1	14,461	1,598	16,059
2	12,099	4,468	16,567
3	12,585	4,514	17,099
4	16,215		16,215
5	14,640		14,640



**Wastewater Treated – Average Daily Flow (MGD) Oct 15-Nov 5, 2017**

	<b>N. Texarkana</b>	<b>South Regional</b>
Oct 15	0.518	5.4
16	0.476	4.8
17	0.530	5.2
18	0.427	5.8
19	0.575	5.9
20	0.537	5.7
21	0.628	5.7
22	0.664	8.8
23	0.473	4.9
24	0.479	4.8
25	0.495	5.4
26	0.514	5.5
27	0.516	5.5
28	0.481	5.4
29	0.512	5.5
30	0.455	5.5
31	0.482	6.1
Nov 1	0.553	6.0
2	0.530	5.5
3	0.567	5.5
4	0.521	5.5
5	0.531	5.8

# Texarkana Water Utilities

**Department Report**

**Operations**

**Manager: John Murphy**

**Week of: Oct 17,2017 TO NOV 06,2017**

**BY: CARMEN JOHNSON**

<u>Water Repairs:</u>	<u># of Repairs made:</u>
Water 2" Main Kill Outs	0
Water Valves Repaired	1
Water Mains Repaired	4
Water Service Lines Installed	1
Repair Water Service Lines	0
Fire Hydrants Repaired	4
Renew Water Service	2
Fire Hydrants Installed	1
Service Request Calls Received	32
Water Meter Box Upgrades	0
Locates	83

<u>Sewer Repairs:</u>	<u># of Repairs made:</u>
Sewer Calls	7
City Main Problems	2
Private Service Lines	5
Install New Sewer Gravity Main	0
Linear Feet of Sewer Main Cleaned	7725
Private Service Line Problems Footage	1400
City Main Line Footage Problems	350
Sewer Mains Repaired	6
Service Request Calls Received	24
Sewer Main Killed Out	1
Sewer Manholes Repaired	2
Locates	54