



CITY OF TEXARKANA, ARKANSAS
216 Walnut Street, Texarkana, Arkansas 71854
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OFFICE OF THE CITY MANAGER

DATE: January 2, 2018
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 Department wished everyone a happy New Year!

City Clerk:

- Met with City Manager and Mayor to review 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 a variety of Staff and the public.
- 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 the 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.
- Attended A&P meetings.
- Reviewed and approved requisitions.
- Finalized 2018 City budget.
- 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.
- Finalized 2018 City budget.
- 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.
- Completed 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, 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.
- 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

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 December 5-18, 2017 Texarkana, Arkansas

Engineering Summary – Work Orders and Projects Status (change of status)

Air Quest Hanger Expansion – 54 Globe Ave.	Plans reviewed and approved.
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.
Ash St. @ East 33 rd	Work order issued to install a 6" water main (In Progress)
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 (In Progress)
East Broad & 3 rd Street	Temporary made to damage. Project on hold until it can be funded.
Faith Church – Fellowship Hall Add.	Plans reviewed and approved (In Progress)
Fair Park Dr.	Work order issued to cut, plug, & abandon 3" force main (Complete)
Fed Ex Freight Water & Sewer	On Hwy 67 behind Ark. Travel Center.
Forest Oaks 10 th Subdivision	Plans reviewed and approved.
Highland Hill Sewer Improvements	Preparing plans to replace LS with Gravity Sewer 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.
Long John Silvers – Remodel	Plans reviewed and approved.
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.
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.
Oriental Restaurant – Stateline & 36 th	Plans reviewed. Revisions required.
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 A. L. Franks Engineering
North Texarkana WWTP I/I Study	Checking for inflow and infiltration areas
Sanderson Ln @ McKinney Bayou	Relocate Water Main due to Bridge Demolition (Complete)
Sewer Master Plan	MTG Engineers - Studying locations for future sewer plant (if required) and sewer build out
Shipleys Donuts – 1703 Ark. Blvd.	Plans reviewed and approved.
Texarkana RDA – Housing Improvements	Plans reviewed and approved.
U of A Way – Cap WL east of Fair Pk Dr.	W/O issued. Will kill out WL prior to Citys' Street Imp. Project (Complete)
UTLX Fire Sprinkler Line	Plans reviewed and approved.

Treat Water Pumpage - High Service Flow (MGD) Dec 18, 2017-Jan 1, 2018

	Wright Patman	Millwood	Total
Dec 18	8,088	4,622	12,710
19	8,226	4,614	12,840
20	7,923	4,724	12,647
21	10,680	4,642	15,322
22	12,874		12,874
23	12,041		12,041
24	12,675		12,675
25	11,567		11,567
26	11,452		11,452
27	9,135	3,849	12,984
28	8,312	4,440	12,752
29	9,531	4,482	14,013
30	12,115		12,115
31	13,068		13,068
Jan 1	13,593		13,593

Wastewater Treated – Average Daily Flow (MGD) Dec 18, 2017-Jan 1, 2018

	N. Texarkana	South Regional
Dec 18	0.517	5.6
19	1.235	10.3
20	0.740	16.4
21	0.751	7.8
22	1.796	16.6
23	0.735	18.0
24	0.630	10.8
25	0.638	9.2
26	0.503	6.8
27	0.628	5.7
28	0.553	6.8
29	0.709	8.3
30	0.565	6.5
Jan 1	0.536	5.5