



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: March 19, 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 and Deputy Clerk hosted District 4 Municipal Clerk's Institute Workshop March 15-16 with 27 clerks participating. City Clerk and Deputy Clerk worked to provide speakers and topics for event, as well as entertainment and door prizes showcasing local businesses.

City Clerk:

- Has provided 2018 Municipal Election information and Packets on Clerk's web page. Packets are also available in Clerk's office.
- Is working with interns from Texas A&M who are helping department with scanning/indexing/filing documents in the vault.
- Met with City Manager 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 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 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 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

No information was submitted for this report.

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—Tyler Richards

No information was submitted for this report.

Texarkana Water Utilities—J. D. Phillips

A full report is **attached**.



District 4 Institute Workshop at Texarkana

Thursday, March 15

- 3:00pm Check-in at lodging (Holiday Inn Convention Ctr., 5200 Convention Plaza Dr.)
5:15pm Meet bus at hotel lobby
- Tour Railroad Caboose, Ahern House, Four States Auto Museum
 - Dinner at Zapatas Mexican Restaurant
 - Tour 1894 Art Gallery

Friday, March 16 ~ City Hall (216 Walnut St.)

- 7:30 am Transportation available from hotel to meeting location – meet at front of hotel
7:45 am **Program Check-in & Morning Refreshments**
8:00 am **Welcome & Introductions**
Heather Soyars, City Clerk & Jenny Narens, Deputy Clerk, Texarkana
8:15 am **Social Media: Best Practices for Clerks**
Anna Powell, Director of Industry Outreach & Community Education, UA Hope-Texarkana
How the US Census Affects Cities
Pam Willrodt, PhD, Demographer, Arkansas Economic Development Institute, UA Little Rock
Electronic Records Management Basics
John Strickland, Document Solutions Specialist, R & D Computer Systems
11:15 am Catered lunch
12:00 pm **Freedom of Information Act**
Diane Whitbey, MMC, CAMC, City Clerk/Treasurer, North Little Rock
Municipal Bonds
Michael McBryde, Vice President, Public Finance Dept., Stephens, Inc.
Ethics
Drew Blankenship, Staff Attorney, Arkansas Ethics Commission
3:00 pm **Wrap-up**
Kim Jones, Director, UA Municipal Clerks Institute
3:15 pm Return transportation available to hotel from meeting location

Today's education sessions were sponsored in part by:

R&D

Computer Systems, LLC


Laserfiche

Authorized Reseller

Institute credit information on reverse. →

Get Institute credit (or not) for this workshop

- If you **DO** want Institute credit, applicable to IIMC Certified Municipal Clerk (CMC) or ACCRTA Certified Arkansas Municipal Clerk (CAMC) designation, complete and submit a Learning Assessment form.
 - Up to six hours of Institute credit are available for participating in today's workshop. Any missed class time results in fewer hours of credit.
 - IIMC requires that each participant's learning be "tested." We do that by having you complete the four questions, rather than making you take a traditional test. (*You are welcome!*)
 - You have until next Friday (one week from today) to complete the assessment. Your certificate will be emailed as a PDF attachment the following week.
- If you **DO NOT** want Institute credit for participating in the workshop, you will be issued a certificate of attendance (no Institute credit).
 - Anyone who does not submit a Learning Assessment form by the deadline will be issued the attendance certificate, with no Institute credits.
 - Your certificate will be emailed as a PDF attachment within two weeks of today.

 **Questions? Kudos? Constructive feedback?**

Kim Jones, Institute Director email kimi@uark.edu



UA Kim Jones

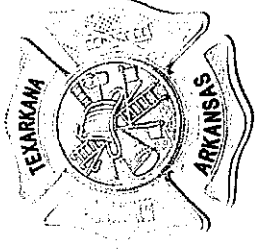
**CITY OF TEXARKANA, ARKANSAS
TOTAL SALES TAX MONTH BY MONTH
CASH BASIS**

	2018	2017	INCREASE/ DECREASE
January	\$ 854,196	\$ 717,751	\$ 136,445
February	\$ 886,126	\$ 793,538	\$ 92,588
March	\$ -	\$ 669,828	\$ (669,828)
April	\$ -	\$ 750,351	\$ (750,351)
May	\$ -	\$ 770,883	\$ (770,883)
June	\$ -	\$ 681,713	\$ (681,713)
July	\$ -	\$ 776,313	\$ (776,313)
August	\$ -	\$ 789,046	\$ (789,046)
September	\$ -	\$ 751,858	\$ (751,858)
October	\$ -	\$ 768,409	\$ (768,409)
November	\$ -	\$ 773,006	\$ (773,006)
December	\$ -	\$ 710,626	\$ (710,626)
Total	\$ 1,740,323	\$ 8,953,321	\$ (7,213,001)

*2/20



**TEXARKANA ARKANSAS
FIRE DEPARTMENT**

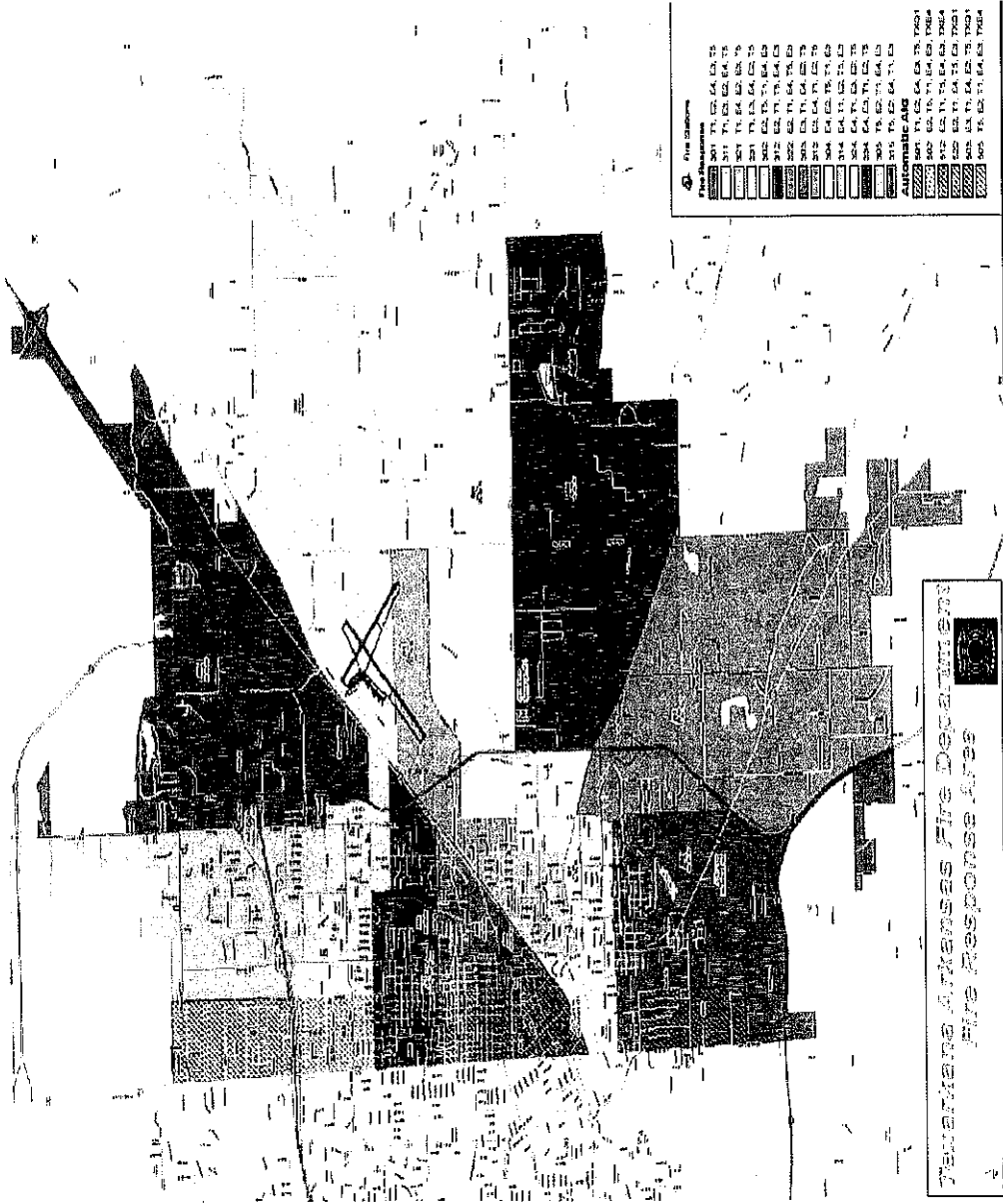
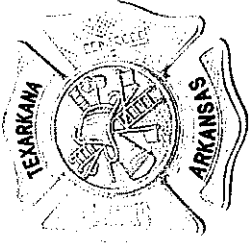


FEBRUARY 2018 REPORT

**FIRE CHIEF
DAVID FLETCHER**



TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



*Texarkana Arkansas Fire Department
Fire Response Area*

Fire Stations

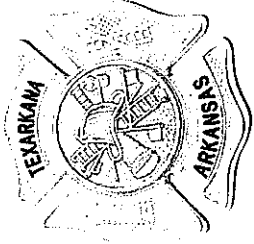
001	01	02	03	04	05
002	06	07	08	09	10
003	11	12	13	14	15
004	16	17	18	19	20
005	21	22	23	24	25
006	26	27	28	29	30
007	31	32	33	34	35
008	36	37	38	39	40
009	41	42	43	44	45
010	46	47	48	49	50
011	51	52	53	54	55
012	56	57	58	59	60
013	61	62	63	64	65
014	66	67	68	69	70
015	71	72	73	74	75
016	76	77	78	79	80
017	81	82	83	84	85
018	86	87	88	89	90
019	91	92	93	94	95
020	96	97	98	99	100

AUTOMATIC AREAS

001	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
002	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
003	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60
004	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
005	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100



TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



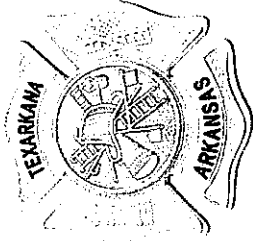
INCIDENT COUNT	
INCIDENT TYPE	# INCIDENTS
EMS	41
FIRE	57
TOTAL	98

MUTUAL AID	
Aid Type	Total
Aid Given	2
Aid Received	1

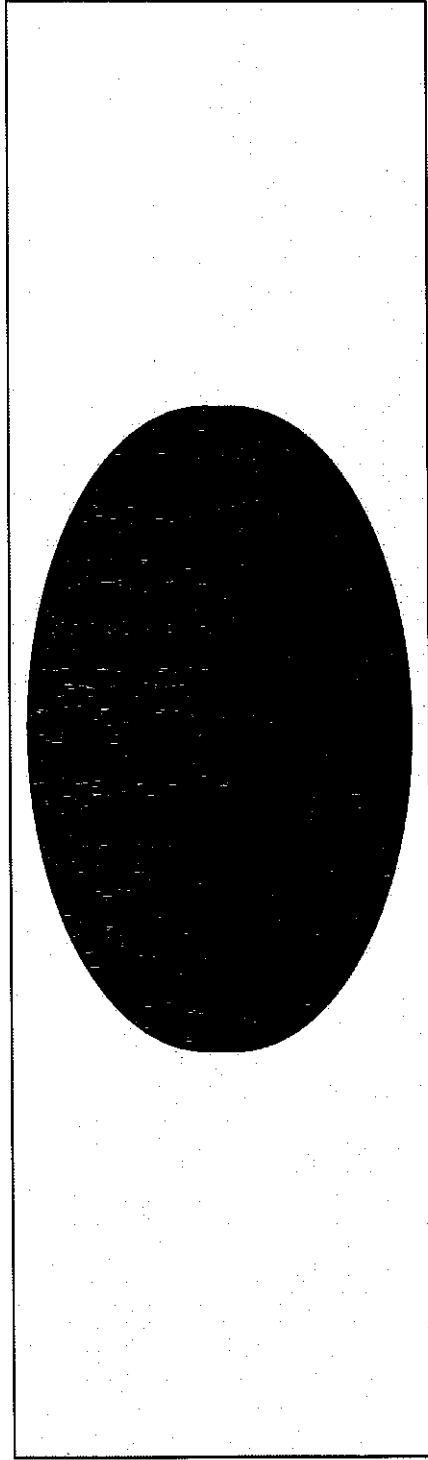
PRE-INCIDENT VALUE	LOSSES
\$544,150.00	\$275,500.00



TEXARKANA ARKANSAS FIRE DEPARTMENT



INCIDENT RESPONSE

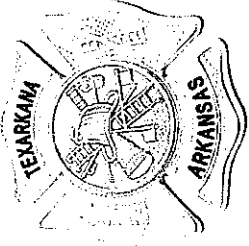


False Alarm & False Call	■	Hazardous Condition (No Fire)	■	Service Call	■
Fire	■	Rescue & Emergency Medical	■		
Good Intent Call	■	Service Incident	■		

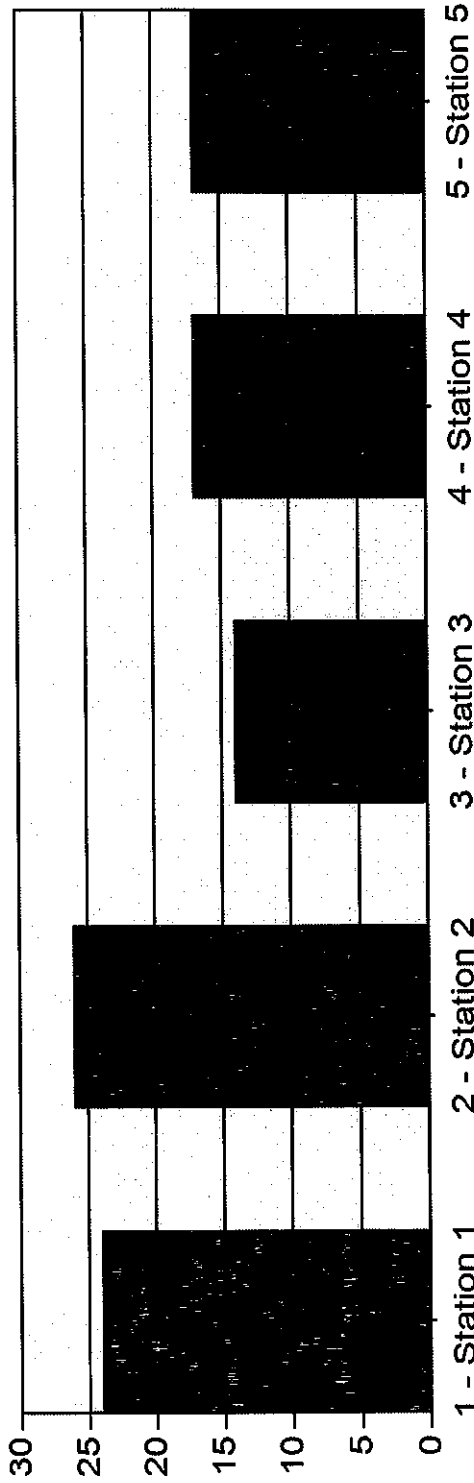
INCIDENT TYPE	FEB	TOTAL
False Alarm & False Call	17	17
Fire	7	7
Good Intent Call	14	14
Hazardous Condition (No Fire)	13	13
Rescue & Emergency Medical Service Incident	41	41
Service Call	6	6
Total	98	98



TEXARKANA ARKANSAS FIRE DEPARTMENT



INCIDENT DECISION

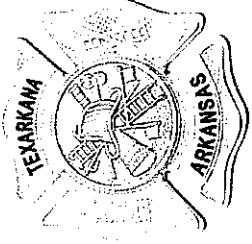


STATION	COUNT
1 - Station 1	24
2 - Station 2	26
3 - Station 3	14
4 - Station 4	17
5 - Station 5	17

TOTAL: 98



TEXARKANA ARKANSAS FIRE DEPARTMENT INCIDENT RESPONSE



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

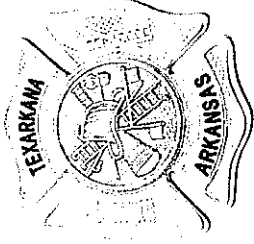
Station	EMS	FIRE
Station 1	0:03:47	0:04:59
Station 2	0:05:07	0:05:38
Station 3	0:05:55	0:05:52
Station 4	0:04:18	0:05:57
Station 5	0:08:49	0:07:41
AVERAGE FOR ALL CALLS		0:05:36

CITY WIDE EMERGENCY RESPONSE

Goal is 1st due apparatus arrives within 5 minutes and all responding units within 8 minutes



TEXARKANA ARKANSAS FIRE DEPARTMENT



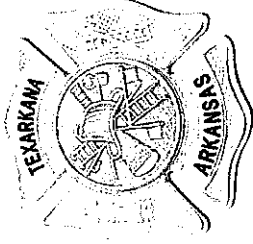
FIRE PREVENTION

FIRE MARSHAL OFFICE

Activity	Month	2018
Fire Prevention Inspections	14	45
Arson Fires	1	1
Investigations	2	4
Fire Prevention Talks	0	1
Building Plans Review	2	4
School Inspections	0	0
Citations	0	0
Arrests	0	0



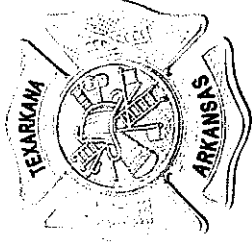
TEXARKANA ARKANSAS FIRE DEPARTMENT FIRE PREVENTION



Station	Business Inspections MO / YR	Pre-Fire Plans MO / YR	Station Tours MO / YR	Fire Hydrants Tested MO / YR
1	19 / 46	1 / 27	2 / 2	0 / 0
2	8 / 40	7 / 39	0 / 0	0 / 0
3	11 / 28	11 / 28	0 / 0	0 / 0
4	20 / 33	19 / 32	0 / 0	0 / 0
5	20 / 33	20 / 33	1 / 1	0 / 0



TEXARKANA ARKANSAS FIRE DEPARTMENT



TRAINING

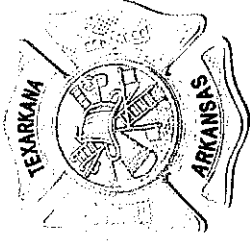
The Texarkana, AR Fire Department conducts continuous training in firefighting, emergency medical services, hazardous materials, and other related fields.

Station	Hours
1	287
2	216
3	186
4	242
5	168
Total	1099

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.



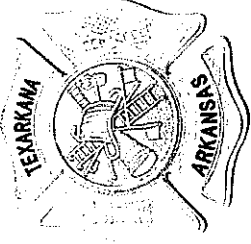
TEXARKANA ARKANSAS FIRE DEPARTMENT



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	30	1
February	0	28	0
March	0	0	0
April	0	0	0
May	0	0	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



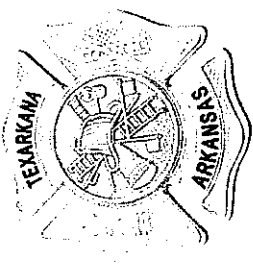
TEXARKANA ARKANSAS FIRE DEPARTMENT APPARATUS MAINTENANCE

Unit	Year	Age	Description	Station/Address	Days Out of Service Mo / Yr	Maintenance Cost Mo / Yr
FRONT LINE						
BN1	2017	1	COMMAND	Station 1/ 416 E 3rd St	0/0	\$40/\$40
T1	2000	17	Quint	Station 1/ 416 E 3rd St	0/0	\$2400/\$2400
Brush 1	2011	5	Kubota UTV	Station 1/ 416 E 3rd St	0/0	0/0
E2	2012	5	Pumper	Station 2 / 2724 Senator	0/0	\$147/\$147
E3	2003	14	Pumper	Station 3 / 2801 East St	28/39	\$4779/\$4779
Brush 3	2002	15	Brush Truck	Station 3 / 2801 East St	0/0	0/0
E4	2005	12	Pumper	Station 4 / 500 Cooper Tire Rd	1/1	\$715/\$715
Brush 4	2008	9	Brush Truck	Station 4 / 500 Cooper Tire Rd	0/0	\$60/\$60
T5	2001	16	Quint	Station 5 / 2901 Trinity Blvd	0/0	0/0
Brush 5	1997	20	Brush Truck	Station 5 / 2901 Trinity Blvd	0/0	0/0
RESERVE						
E6	1995	22	Pumper	Station 3 / 2801 East St	0/0	0/0
E7	1995	22	Pumper	Station 4 / 500 Cooper Tire Rd	0/0	\$197/\$197
E8	2000	17	Pumper	Station 5 / 2901 Trinity Blvd	0/0	\$37/\$37
RBN 1	2006	11	COMMAND	Station 1/ 416 E 3rd St	0/0	\$25/\$25
STAFF						
Chief 2	2008	9	EM/Training	Station 1/ 416 E 3rd St	0/0	0/0
M1	2008	8	Fire Marshal	Station 1/ 416 E 3rd St	0/0	0/0

\$8400 / \$8400



TEXARKANA ARKANSAS FIRE DEPARTMENT COMMUNITY RELATIONS



- 19 FEB 18 Station 1 Tour (Girl Scouts)
- 20 FEB 18 Station 5 Tour (Trinity School)
- 26 FEB 18 Station 1 Tour (Cub Scouts)

Texarkana Water Utilities – Bi-Weekly Report March 5 - 19, 2018 Texarkana, Arkansas

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

Airquest Hangar Expansion	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.
Chloramine Booster Station	Working on plans to install booster station at the Lakewood Booster Site.
32 nd and Beech Street	Replace 2" waterline with a 6" waterline. Work Order issued.
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	Temporary repair made. Project on hold until it can be funded.
Faith Church – Fellowship Hall Add.	Plans reviewed and approved.
Fed Ex Freight Water & Sewer	Plans approved; construction underway. New facility.
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.
Little Bitty City Headstart - 3432 Jefferson	Plans approved
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.
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 Rest. @ Stateline & East 36 th	Plans reviewed. Revisions are required.
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
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.	Work Order issued. Will kill out WL prior to City's Street Imp. Project.
UTLX Fire Sprinkler Line	Plans reviewed and approved.

Treat Water Pumpage - High Service Flow (MGD) Mar 5-18, 2018

	Wright Patman	Millwood	Total
Mar 5	8,425	4,574	12,999
6	8,668	4,792	13,460
7	8,775	4,559	13,334
8	7,589	4,642	12,231
9	8,981	4,566	13,547
10	11,730		11,730
11	11,354		11,354
12	8,650	4,599	13,249
13	8,116	4,676	12,792
14	7,973	4,573	12,546
15	9,030	4,528	13,558
16	8,737	4,548	13,285
17	11,927		11,927
18	11,332		11,332

Wastewater Treated – Average Daily Flow (MGD) Mar 5-18, 2018

	N. Texarkana	South Regional
Mar 5	0.687	16.0
6	0.884	13.3
7	0.638	13.4
8	0.640	11.8
9	0.593	11.3
10	0.636	10.4
11	0.656	10.1
12	0.537	10.3
13	0.527	10.8
14	0.612	11.4
15	0.528	11.3
16	0.527	9.6
17	0.643	8.8
18	0.604	7.9

Texarkana Water Utilities

Department Report Operations

Manager: John Murphy

Week of: MAR 05 to MAR 19TH, 2018

BY: CARMEN JOHNSON

<u>Water Repairs:</u>	<u># of Repairs made:</u>
Water 2" Main Kill Outs	0
Water Valves Repaired	14
Water Mains Repaired	2
Water Service Lines Installed	0
Repair Water Service Lines	1
Fire Hydrants Repaired	3
Renew Water Service	0
Fire Hydrants Installed	0
Service Request Calls Received	108
Water Meter Box Upgrades	0
Locates	50

<u>Sewer Repairs:</u>	<u># of Repairs made:</u>
Sewer Calls	16
City Main Problems	2
Private Service Lines	14
Sewer Main Installed Footage	0
New Manhole Installed and Replaced	0
Linear Feet of Sewer Main Cleaned	7315
Replaced Sewer Service	1
Abandoned Sewer Services	0
Sewer Mains and Services Repaired	4
Service Request Calls Received	51
Sewer Main Killed Out	0
Sewer Manholes Repaired	1
Locates	45