



CITY OF TEXARKANA, ARKANSAS  
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*Office of the City Manager*

DATE: February 18, 2020  
TO: Mayor Allen L. Brown  
Board of Directors  
FROM: Kenny Haskin, City Manager  
SUBJECT: Management Report for January

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**Animal Care and Adoption Center—Kayla Tucker, Interim**

- We are still awaiting blueprints for new shelter.
- As was expected following the holidays, January was a slow month. There were numerous rescue pulls and, thanks to use of shelter’s social media page (Facebook), many reclaims.
- Animal control officers have been extremely busy with animal calls, especially stray/feral cats that require trapping. We have seen a huge increase in unwanted stray and feral cats.
- There have been numerous pregnant animals coming in. Many people claim they cannot afford high cost vets charge to have animals altered and help prevent unwanted litters.
- We receive multiple calls daily from Texas-side residents either for strays or looking for lost pets. We continue to refer them to Texarkana, TX ACO.
- Financial report for month of January shows total revenue from adoptions, donations, reclaims, etc., was approximately \$9,776.00
- January animal intake statistics are:
  - Redwater, TX 1
  - Nash, TX 0
  - Wake Village, TX 4
  - Texarkana, AR 146
  - Texarkana, TX 0
  - Fouke, AR 0

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

### **1<sup>st</sup> Floor:**

- Repaired lost power to TX fine window area.
- Repaired retainer wall in men's public bathroom on west side (separates urinals).
- Opened door for AR Adult Probation.
- Replaced lights
- Repaired and replaced arm rests on 45 courtroom chairs.

### **2<sup>nd</sup> Floor:**

- Used pipe cleaner to open stopped up water fountain stopped up bear PR Bonds.
- Repaired lock on Judge Fore's office door.
- Replaced lights.
- Changed lights in U/A bathroom.
- Took filing cabinets to storage.
- Replaced lights in two offices.
- Replaced partial carpet on East end of building.
- Repaired door in women's bathroom.

### **3<sup>rd</sup> Floor:**

- Replaced broken pipe in TX CID.
- Moved 1 AC Vent in Data Entry supervisor office and capped off one vent.
- Moved furniture for TTPD office.
- Replaced cable box in TAPD.
- Moved furniture to AR CID.
- Repaired Chief Harrison's cable box.
- Replaced ceiling tiles in Captains' office.
- Repaired women's bathroom door in CID.
- Replace light cover in TTPD caused by sewer leak damage.
- Changed lights on 3<sup>rd</sup> floor.
- Hung white board in AR CID for Sgt. Nall.
- Assisted with cabling for servers in Data Entry area.
- Repaired water leak in TAPD day shift Sgts office.
- Moved Cat line for TAPD – fingerprint machine moved.
- Replaced Sloan valve in TTPD Chief bathroom.

### **4<sup>th</sup> Floor Jail:**

- Working on water heater – element blew out due to power outage.
- Repaired computer screen in jail.
- Repaired door stopper on JP court door (broken off).
- Repaired ongoing leak in front of elevator.
- Repaired phones in jail for visitation.
- Made repairs on A, B and C pods.

### **Basement:**

- Installed 480 blower motor for heating basement.
- Replaced filters in units.
- Installed cable in machine.
- Repaired vents.
- Repaired ongoing leak in basement.

- Took washing machine to Superior for repairs.
- Made repairs in Control Room.
- Repaired door lock on K pod.
- Replaced Sloan valve in bathroom.

**Miscellaneous:**

- Lost power to Bi State Monday night 1.20.2020 – bad transformer – worked into night to repair and will need to make various repairs around Bi State.
- Changed lights on 5<sup>th</sup> floor.
- Set up tables for Run the Line.
- Ran two CAT 5 lines in basement for moving DVRs.

**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**

January Sales Tax Report is attached.

**Finance Director:**

- Reviewed financial reports.
- Attended board meetings.
- Attended Advertising and Promotion Commission meeting.
- Reviewed and approved requisitions.
- Coordinating year end processes with all Finance personnel.
- Conducted budget review meetings with Department Heads and/or assigned personnel.

**Controller:**

- Reviewed and approved requisitions.
- Reviewed and approved grant reimbursements.
- Reviewed and approved journal entries.
- Reviewed and approved bank reconciliations.
- Reviewed and approved Collectors Fund and Police Bond.
- Attended Board meetings.
- Attended Advertising and Promotion Commission meeting.
- Preparations for year-end 2019 Audit.

**Accounts Receivable:**

- Cash receipted all incoming mail and walk-in payments and handled any related deposits.
- Filed cash receipts.
- Entered journal entries.
- Processed insurance claims.
- Issued Private Club, Retail Liquor and Medical Marijuana permits.
- Scanned weekly journal entries and payables checks.
- Preparations for year-end 2019 Audit.
- Processing year-end 2019 tasks.

**Personnel Administrator:**

- Assisted various department heads/supervisors with job postings, and screening and hiring of new employees for vacant positions.
- Implemented use of new W-4 and I-9 forms.
- 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 Affordable Care Act.
- Submitted Workers' Compensation claims as needed.
- Processed FMLA requests as needed.
- Assisted employees with retirement benefit requests/questions and health insurance changes.
- Conducted new-hire orientations.
- Submitted 1094-C form as required by Affordable Care Act. Awaiting acceptance.
- Finalized Open Enrollment for Catastrophic Leave Bank and provided to Payroll for processing.
- Compiling 2019 Annual Employee evaluations and Department Head evaluations.
- Preparations for year-end 2019 audit.
- Processing year-end 2019 tasks.

**Payroll Administrator:**

- Assisted employees with various requests including direct deposit, MHBF insurance, W-4 and AR tax forms.
- Assisted employees and outside vendors with employment verifications and child support verifications/changes.
- Maintained and updated employee master file.
- Entered personnel action form changes.
- Prepared Texarkana Arkansas Housing, Arkansas High, FBI and contract overtime billings.
- Completed P/R.
- Completed P/R month end reconciliation for all vendors and entered purchase orders.
- Reconciled and updated LOPFI member portal for insurance deductions for retired fire and police.
- Reconciled and transmitted bi-weekly and monthly retirement wages to ICMA, APERS, TAPERS, and LOPFI.
- Working with Harris Computer Support to update payroll software for W-4 and Federal Tax Table changes.
- Adjusted annual leave carry over.
- Began preparations for year-end 2019 Audit.
- Processing year-end 2019 tasks.

**Grants Administrator:**

- Processed/reconciled City travel for each day.
- Disbursed mail, created check log of incoming mail, compared check deposits with reports from Accounts Receivable.
- Processed reimbursement requests for VOCA and VAWA Stop grants.

- Processed reimbursement request for DWI/Step grant.
- Processed reimbursement request for Narcotics grants.
- Provided clerical support for A&P Commission.
- Attended Advertising & Promotion Committee meetings.
- Completed trust reconciliations.
- Reconciled city bank statements for month of November.
- Created journal entry and payables for police bond.
- Preparations for year-end 2019 Audit.
- Processing year-end 2019 tasks.

**Accounts Payable/Staff Accountant:**

- 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.
- Updated financials.
- Preparations for year-end 2019 Audit.
- Processing year-end 2019 tasks.

**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 monthly billings for copier and postage usage.
- Billed monthly receivables.
- Prepared monthly reconciliation reports for Act 833 and USM funds.
- Preparations for year-end 2019 Audit.
- Processing year-end 2019 tasks.

**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—Tyler Richards**

No information was submitted for this report.

**Texarkana Water Utilities—J. D. Phillips**

A full report is **attached**.