

City & Town

JANUARY 2016 VOL. 72, NO. 01

THE OFFICIAL PUBLICATION OF THE ARKANSAS MUNICIPAL LEAGUE

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Cover photo by Andrew Morgan



ON THE COVER—With the recent U.S. Supreme Court decision in *Reed v. Town of Gilbert*, Arizona, cities must make adjustments to their sign codes. Read about the decision and what you need to do inside on page 6. Read also about Arkansas statutes governing record retention, helpful tips for better police-community relations, Jonesboro’s new police training program, and more.—atm

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Publisher Don Zimmerman	Communications Director Whitnee V. Bullerwell
Editor Andrew T. Morgan	Graphic Designer Mark R. Potter
Advertising Assistant Tricia Zello	Email: citytown@arml.org



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Dear Friends and Colleagues,
Let me start by saying "Happy New Year." I trust that each of you enjoyed the holidays with family and friends and are now busy getting prepared to meet the goals and challenges a new year brings. I am relieved to say that here in Batesville we have already had our mandated 2016 organizational meeting and we have passed our budget.



It was a great honor to have Batesville's Christmas light display adorn the League's holiday card this season. Due to heavy rains and flooding, our park display had to be cut short, but even ending a week early, we still had an estimated 36,000 cars that passed through our displays. The feedback received from local restaurants and businesses showed a tremendous increase in business.

Serving as League President continues to remind me how vital the League is and the importance of each city being a part of this organization. I know that 2016 will bring new challenges to each municipality and I encourage you to look to the League staff and their wealth of knowledge in so many areas for guidance and support.

My top priority for the coming year will be to continue providing services in an efficient manner and taking care of the needs of our citizens. One of the biggest challenges that Batesville will face this year is getting the new community center and aquatics park finished and running smoothly. I am certain this new addition will make a great impact on our area.

The Arkansas Municipal League certification workshop on "City Government 101: Who Does What at City Hall?" was a huge success! There were well over 100 city officials in attendance. If you have not attended any of the certification workshops, I would encourage you to consider it. This is the second time I have attended "City Gov't 101" and each time I leave with a better understanding of city government and ways to improve my city.

I am looking forward to attending the 2016 Congressional City Conference in Washington, D.C., coming up in March. I know that budgets are tight, but this is a great opportunity to connect with our Arkansas delegation. Also, please mark your calendars for June 15-17 and make plans to attend the 82nd Convention in Little Rock. This will be the only large meeting the League will hold this year, and it is always a great time of learning and networking.

Sincerely,

A handwritten signature in blue ink that reads "Rick Elumbaugh". The signature is fluid and cursive.

Rick Elumbaugh
Mayor, Batesville
President, Arkansas Municipal League

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Your city has to fix sign codes after Reed—but it's manageable

By Lisa Soronen

Cities can, should, and must revise their sign codes to comply with the Supreme Court's ruling on *Reed v. Town of Gilbert, Arizona*. While it might not be easy, and all the fixes won't make perfect sense, *Reed* provides cities an opportunity to ask themselves what they want their communities to look like and how they can get there creatively and legally.

Sign lawyers (yes, they do exist) agree on one thing and disagree on another. They agree that many sign codes in the United States had problems before the U.S. Supreme Court decided *Reed v. Town of Gilbert, Arizona* last summer. They disagree on how big of a deal the *Reed* decision is and, more specifically, on how much *Reed* changed sign law. Regardless of who is right, post-*Reed* your city's sign code is still in trouble.

The good news is that many of the problems are fixable even if the solutions aren't perfect. The Supreme Court had been clear before *Reed* that content-based distinctions in sign codes could be unconstitutional. What the Court wasn't clear about was what exactly content-based distinctions are and how often, practically speaking, they are likely to be unconstitutional. In *Reed* the Court adopted a broad definition of content-based and concluded that content-based distinctions will almost always be unconstitutional.

Gilbert's Sign Code treated temporary directional signs less favorably (in terms of size, location, duration, etc.) than political signs and ideological signs. The Supreme Court held unanimously that Gilbert's Sign Code violated the First Amendment because it made content-based distinctions that in Justice Kagan's words would not even pass "the laugh test."

To summarize the Court's opinion in five words: Sign codes must be content-neutral.

Even if this sounds straightforward, it is much easier to understand what problems might exist in your sign code—and how to fix them—using real-world examples. According to sign lawyers (before and after *Reed*), two of the most common problematic provisions in sign codes are special rules for political signs and real estate signs. Take, for example, a sign code which stipulates that, 30 days before an election and five days after an election, no permit is required for signs that are eight square feet or less that advocate for or oppose a particular candidate.

So why is this provision content-based? Well, only political messages are allowed on these signs. To manage the clutter of too many yard signs while avoiding controlling the content of speech on signs, many communities limit the square footage of signage in a yard. Instead of creating special rules for political signs, communities could allow any message on a certain square footage of signs, which would, of course, include political messages.

But what about the fact that during silly season many people want to display multiple political signs that could exceed the normal sign allotment? One option would be to waive the square footage limitation for a time period that would just so happen to coincide with elections. But, of course, yard signs with any non-commercial message would have to be allowed during this sign free-for-all period—not just additional political signs.

Now let's look at real estate signs. It is not uncommon for sign codes to say that one real estate sign of a particular size and duration is permitted on each lot. Why is this provision content-based? No other messages may be contained on such a sign. What might be a solution that allows real estate signs? A sign code could say that, if a particular lot is for sale, one additional sign of a particular size and duration is allowed on the lot. This provision would regulate signs based on location and



The recent decision in *Reed v. Town of Gilbert, Arizona* means that municipalities must revisit their sign codes.

activity, not content. But again, the homeowner could put any message on this additional sign—but presumably would put up a message about the property being for sale.

These two examples illustrate the sense and the absurdity of *Reed*. On one hand, in a democracy where all ideas and opinions are allowed, it seems only fair that political messages don't get special treatment. On the other hand, having special rules for real estate signs makes good practical sense and hardly seems designed to limit the marketplace of ideas.

Cities can, should, and must revise their sign codes to comply with *Reed*. While it might not be easy, and all the fixes won't make perfect sense, *Reed* provides cities an opportunity to ask themselves what they want their communities to look like and how they can get there creatively and legally.

This article appeared originally on the National League of Cities' CitiesSpeak blog and is reprinted with permission.

Lisa Soronen is the Executive Director of the State and Local Legal Center and a regular contributor to CitiesSpeak.

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Record Retention Laws for Arkansas Municipalities

Revised in 2015, this overview will let you know when to keep and when to toss certain records.

DESTRUCTION/RETENTION

(Ark. Code Ann. 14-2-201 – 203)

These provide for destruction of paper records and reproduction in another format.

Review these procedures carefully before destroying any records.

Ark. Code Ann. 14-2-201. Authority—Requirements

- (a) The head of any county or municipal department, commission, bureau, or board may cause any or all records kept by the official, department, commission, or board to be photographed, microfilmed, photostated, or reproduced on or by film, microcard, miniature photographic recording, optical disc, digital compact disc, electronic imaging, or other process that accurately reproduces or forms a durable medium for reproducing the original when provided with equipment necessary for such method of recording.
- (b) At the time of reproduction, the agency head shall attach his or her certificate to the record certifying that it is the original record, and the certificate shall be reproduced with the original.
- (c) The device used to reproduce the records shall be such as to accurately reproduce and perpetuate the original records in all details.

Ark. Code Ann. 14-2-203. Disposal, etc., of copied records

- (a) Whenever reproductions of public records have been made in accordance with § 14-2-201 and have been placed in conveniently accessible files or other suitable format and provision has been made for preserving, examining, and using them, the head of a county office or department or city office or department may certify those facts to the county court or to the mayor of a municipality, respectively, who shall have the power to authorize the disposal, archival storage, or destruction of the records.
- (b) Cities of the first class, cities of the second class, and incorporated towns may by ordinance declare a policy of record retention and disposal, provided that:
 - (1) The city or town complies with any specific statute regarding municipal records; and
 - (2) The following records are maintained permanently in either the original or electronic format as required by law:
 - (A) Ordinances;
 - (B) City council minutes;
 - (C) Resolutions;

(D) Annual financial audits; and

(E) Year-end financial statements.

COURT RECORDS

(Ark. Code Ann. 13-4-201 through 204; Ark. Code Ann. 16-46-101; Ark. Code Ann. 16-10-211)

Sections 13-4-201 through -204 provide for the destruction of paper records once they have been reproduced in another format unless another statute permits destruction without requiring a copy made. Any document over fifty (50) years old may not be destroyed or if otherwise required to be kept by law.

Section 16-46-101 provides means by which copies of certain records are to be maintained for evidentiary purposes.

See attached for specifications of section 16-10-211.

ACCOUNTING

(Ark. Code Ann. 14-59-114)

Accounting records fall into three groups: **Support Documents**, **Semipermanent Records**, **Permanent Records**.

Support documents must be kept for four (4) years and may not be destroyed before an audit. They consist of cancelled checks, invoices, bank statements, receipts, deposit slips, bank reconciliations, check book registers or listings, receipts listings, monthly financial reports, payroll records, budget documents, and bids, quotes, and related documentation.

Semipermanent Records must be kept for seven (7) years with the same restriction regarding an audit. They consist of fixed assets and equipment detail records, investment and certificate of deposit records, journals, ledgers, and subsidiary ledgers, and annual financial reports. For investment and certificate of deposit records, the seven (7) years of required maintenance begins on the date of maturity.

Permanent records shall be maintained permanently. They consist of city or town council minutes, ordinances, resolutions, employee retirement documents, and annual financial audits.

POLICE TICKET BOOKS

(Ark. Code Ann. 16-10-211(a)(3)(K) & (L))

Three years but must be kept until audited.

POLICE DEPARTMENT RECORDS

(Ark. Code Ann. 14-2-204)

Maintain permanently or for 7 years, as the council may determine: Closed municipal police case files for felony and Class A misdemeanor offenses and expungement orders of municipal police cases. However, after ten (10) years, these may be copied and maintained under Ark. Code Ann. 14-2-203. However, records constituting evidence of sexual offenses or violent offenses resulting in convictions are regulated by Ark. Code Ann. 12-12-104.

Three (3) years: Accident, incident, and offense reports, fine and bond and parking meter records, radio logs and complaint cards, employment records, payroll sheets, time cards, and leave requests. They may then be copied electronically or disposed of.

WATER and SEWER

(Ark. Code Ann. 14-237-112)

Same provisions as for Accounting Records - see above.

HISTORICAL

(Ark. Code Ann. 13-3-107)

Before any records "other than ephemeral materials" are destroyed, city officials must advise the history commission in writing and give any records deemed to have historical value to the commission.

COURT RECORDS

Ark. Code Ann. 16-10-211. Record retention schedule.

(a) All towns, cities, and counties of the State of Arkansas shall maintain records for the district courts and are to:

- (1) Permanently maintain:
 - (A) Case indices for all courts;
 - (B) Case dockets for all courts;
 - (C) Active warrants;
 - (D) Waivers;
 - (E) Expungement and sealed records;
 - (F) Files concerning convictions under the Omnibus DWI or BWI Act, § 5-65-101 et seq.; and
 - (G) Domestic battering files;
- (2) Maintain for a period of at least seven (7) years and in no event dispose of before being audited:
 - (A) Complete case files and written exhibits for all courts;
 - (B) Show cause orders;
 - (C) Case information, including arrest reports and affidavits; and
 - (D) Files concerning cases resulting in a suspended imposition of sentence; and

(3) Maintain for a period of at least three (3) years and in no event dispose of before being audited:

- (A) Bank reconciliations;
- (B) Check book registers and check listings;
- (C) Cancelled checks;
- (D) Bank statements;
- (E) Receipts;
- (F) Deposit collection records;
- (G) Receipts listings;
- (H) Distribution reports;
- (I) Receipt and disbursement journals;
- (J) Time payment records;
- (K) Citation book logs;
- (L) Citation books from each police department and sheriff's office;
- (M) Served warrants;
- (N) Copies of citations;
- (O) Alternative service or community service time sheets;
- (P) Uniform filing fees collection remittance forms and fine report; and
- (Q) Miscellaneous fee and fine collection reports.

(b) After a town, city, or county has maintained records for the time periods required by subdivisions (a)(2) or (3) of this section and after the records described in subdivisions (a)(2) or (3) of this section have been audited, the records may be destroyed.

(c) When records are destroyed under subsection (b) of this section, the town, city, or county shall document the destruction by the following procedure:

- (1) An affidavit is to be prepared stating:
 - (A) Which records are being destroyed and to which period of time the records apply; and
 - (B) The method of destruction.
- (2) The affidavit is to be signed by the town, city, or county employee performing the destruction and one (1) employee of the governing body or, if applicable, governing bodies that contribute to the expenses of the court.

(d) In addition to the procedure described in subsection (c) of this section, the approval of the governing body or, if applicable, governing bodies that contribute to the expenses of the court shall be obtained before the destruction of district court records and an appropriate note of the approval indicated in the minutes of the governing body or bodies along with the destruction affidavit.

*For this and other legal resources in PDF form visit
www.arml.org/resources/legal-faqs.*



By conducting its own training, Jonesboro expects to get new officers on the street sooner.

PHOTO COURTESY CITY OF JONESBORO.

Jonesboro to conduct own police training academy

Jonesboro is set to begin training their own police officers rather than sending newly hired officers to the BRTC's Law Enforcement Training Academy, KAIT has reported.

"We're gonna get the same product out, we're just doing it a little quicker," JPD Sgt. Lyle Waterworth told Region 8 News.

The city expects the plan to save money, and it will also get new officers out on the streets faster. Normally, a new hire would go through eight weeks of in-house training. After that, they would go to Law Enforcement Training Academy, or LETA, at Black River Technical College for 13 more weeks of training. After that, they must still go through nearly two months of field training for a total of about six months of training before they can hit the streets. By conducting its own training, the city will cut that process by nearly two months.

"We do a redundant training," Waterworth said. "LETA gets the content and we teach the method."

The training will focus more on the specific policies and procedures of the Jonesboro Police Department, he said.

"Not that what they teach at LETA isn't high caliber, but not everybody uses the Relativity Police System report writing system or the accident report writing system that we use," Sgt. Waterworth said.

The city expects to save money in trainee travel expenses and on salaries, since the training will be shorter. The biggest priority is getting these officers patrolling the streets sooner.

"We want to make this set of candidates come out on the road quicker to alleviate the manpower level that we're at at this time," Sgt. Waterworth said. "We're not in an emergency on manpower. The citizens aren't going to see anything shortened or any services changed. What they are going to see is a quicker turnaround."

Sgt. Waterworth said one drawback to sending these new officers through their own academy is that they won't get the networking that they'd have at LETA. JPD does plan on using LETA again in the future, Sgt. Waterworth said they were simply in a situation where they needed officers trained faster. 🏛️

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Annual Statements

The suggested **FORM A** is for use by cities of the first class, second class, and incorporated towns to comply with 14-59-116.

Form A		
City or Town of _____		
(Cities of the first class, second class, and incorporated towns)		
Financial Statement January 1, 2015-Dec. 31, 2015		
GENERAL FUND		
Balance January 1, 2015	\$ _____	
Cash Receipts		
State Revenues	\$ _____	
Property Taxes	\$ _____	
Sales Taxes	\$ _____	
Fines, Forfeitures, and Costs	\$ _____	
Franchise Fees	\$ _____	
Transfers In	\$ _____	
Other	\$ _____	
Total Receipts	\$ _____	
Total General Fund Available	\$ _____	
Expenditures		
*Administrative Department:		
Personal Services	\$ _____	
Supplies	\$ _____	
Other services and charges	\$ _____	
Capital Outlay	\$ _____	
Debt Service	\$ _____	
Transfers Out	\$ _____	
Total Expenditures	\$ _____	
Balance General Fund Dec. 31, 2015	\$ _____	
STREET FUND		
Balance January 1, 2015	\$ _____	
Cash Receipts		
State Revenues	\$ _____	
Property Taxes	\$ _____	
Sales Taxes	\$ _____	
Franchise Fees	\$ _____	
Transfers In	\$ _____	
Other	\$ _____	
Total Street Receipts	\$ _____	
Total Street Fund Available	\$ _____	
Expenditures		
Personal Services	\$ _____	
Supplies	\$ _____	
Other services and charges	\$ _____	
Capital Outlay	\$ _____	
Debt service	\$ _____	
Transfers out	\$ _____	
Total Expenditures	\$ _____	
Balance Street Fund Dec. 31, 2015	\$ _____	
The classification of expenditures shall be by department, i.e., administrative, police department, fire department, parks department, etc.		
INDEBTEDNESS		
Type of Debt	Amount	Date Last Payment Due
Property Tax Bonds	\$ _____	_____
Short term financing obligations	\$ _____	
Sales & Use Tax Bonds	\$ _____	
Revenue Bonds	\$ _____	
Lease Purchase Agreements	\$ _____	
		Date Free of Debt
Total	\$ _____	_____
All financial records for the City of _____ are public records and are open for public inspection during regular business hours of ____ A.M. to ____ P.M., Monday through Friday, at City Hall in _____, Arkansas.		
If the record is in active use or in storage and, therefore, not available at the time a citizen asks to examine it, the custodian shall certify this fact in writing to the applicant and set a date and hour within three (3) days at which time the record will be available for inspection and copying.		

Municipalities must publish annual financial statement


The time is rapidly arriving for the annual reporting of each city and town's financial statement. Refer to the *Handbook for Arkansas Municipal Officials*, 2015-16 ed., section 14-59-116 and section 14-237-113. Although these statements were required semiannually in the past, Acts 620 § 11 and 621 § 10 of 2011 amended the law to provide for annual publication instead.

Ark. Code Ann. § 14-59-116 now provides that the governing body of each municipality shall publish annually in a newspaper published in the municipality a FINANCIAL STATEMENT OF THE MUNICIPALITY by April 1 covering the previous calendar year (January through the end of December).

The financial statements should include the receipts and expenditures for the year. In addition, they should contain "a statement of the indebtedness and financial condition of the municipality."

Section 14-237-113 provides similar publication requirements for the operating authority of the WATER and SEWER DEPARTMENTS. Water and sewer departments administered by one or two commissions must comply with the law. If the water and sewer departments are administered by the city council, then it is the responsibility of the city council to comply with the statute.

What if no newspaper is published in the city or town? In that case, the statements may be posted in two public places in the municipality. Note that this is a change from the previous law, which only allowed incorporated towns to post and required that the postings appear in five public places.

Suggested Forms A and B appear on these facing pages. For additional information, call the League at 501-374-3484. You can buy a copy of the *Handbook for Arkansas Municipal Officials*, 2015-2016 edition at www.arml.org/store. 

The suggested **FORM B** is for use by Water and Sewer Departments to comply with 14-237-113.

Form B		
City or Town of _____		
Financial Statement January 1, 2015-Dec. 31, 2015		
WATER AND SEWER DEPARTMENTS		
Balance January 1, 2015	\$ _____	
Cash Receipts		
Water Payments	\$ _____	
Sewer Payments	\$ _____	
Sanitation Funds	\$ _____	
Other	\$ _____	
Total Receipts	\$ _____	
Total Funds Available	\$ _____	
Expenditures		
Personal Services	\$ _____	
Supplies	\$ _____	
Other services and charges	\$ _____	
Capital Outlay	\$ _____	
Debt Service	\$ _____	
Transfers Out	\$ _____	
Total Expenditures	\$ _____	
Balance Water and Sewer Fund Dec. 31, 2015	\$ _____	
INDEBTEDNESS		
Type of Debt	Amount	Date Last Payment Due
Short term financing obligations	\$ _____	_____
Water Revenue Bonds	\$ _____	_____
Sewer Revenue Bonds	\$ _____	_____
		Date Free of Debt

Total	\$ _____	
All financial records of the Water and Sewer Department of (City or Town) of _____ are public records and are open for public inspection during regular business hours of ____ A.M. to ____ P.M., Monday through Friday, at the Water Department in _____, Arkansas.		
If the record is in active use or in storage and, therefore, not available at the time a citizen asks to examine it, the custodian shall certify this fact in writing to the applicant and set a date and hour within three (3) days at which time the record will be available for inspection and copying.		

The importance of partnerships

By Jennifer Watkins and Mark Goodman, CEcD

By partnering with their regional development organization, local leaders in Arkansas are taking the initiative, utilizing resources available to them, and turning their plans into a reality.

In 2012, local leaders in East Arkansas began a project that has the potential to transform the region. Communities across 12 counties came together to create a dynamic regional plan to tackle challenges unique to an area hard-hit by decades of decline. With few exceptions, communities in this region face economic and social issues that may seem insurmountable to most. Yet, there is a spirit that pervades the region and binds it together. The gritty determination to persevere through hardship and make a positive difference is embedded in the culture.

Led by the East Arkansas Planning & Development District (EAPDD), the regional planning effort began with locally based strategic prioritization. After three years, and thousands of people giving tens of thousands of hours, the Dawning of the Delta Revival is underway.

By listening to their partners in the trenches, EAPDD was able to develop new and better tools that are more responsive and effective in meeting the needs of their constituents. Armed with newfound relationships and useful tools at their disposal, local municipal and economic development officials have already begun implementing many of their strategic priorities. Let's look at two great examples.

Wynne: Using data to demonstrate results

The city of Wynne (pop. 8,295) passed a one-cent sales tax in 2011 to support economic and community development efforts citywide. These funds were designated for a five-year master plan and implementation of capital plans to improve and enhance the city's recreational offerings and to develop a new industrial park. Business recruitment and business retention and expansion were two strategies identified as high priorities in Wynne's locally based strategic plan, as well as the overall regional plan. Research conducted by the Wynne Economic Development Corporation (WEDC) showed that having a shovel-ready industrial park would greatly increase Wynne's competitiveness in attracting new and expanding industry. Much work was completed to study potential sites and determine the best location for industrial growth.

In 2015, it was time for voters to renew the sales tax. This time, funds would be utilized to fully develop the chosen site into a buildable industrial park, as well as create incentive programs to assist with recruitment and expansion efforts.

As is often the case, voters were skeptical of a sales tax renewal. The WEDC Board began a marketing campaign to demonstrate results already achieved—and what could be lost without the continuation of the tax. This included three significant manufacturers who either expanded or stayed in Wynne because leaders had created a suitable and competitive home for industry.

“In the past three years, we've been able to create or save 210 jobs in Wynne,” said Christopher Clifton, President and CEO of WEDC and the Cross County Chamber. “This is a direct result of having strong local capacity and solid partnerships with our state and regional organizations. Without the sales tax in place, we wouldn't have the ability to sustain this momentum.”

Wynne also turned to EAPDD's Economic and Community Development Department for assistance in telling their story. Using a newly developed data platform, EAPDD was able to disseminate information on the retail capture of the area. Results indicated that Wynne was accumulating considerable sales tax revenue from people who lived outside of the community. This information helped voters understand the importance of Wynne as a hub for services in the area. In October, voters in Wynne passed the sales tax referendum by an 84 percent vote.

“The information we received from EAPDD was a vital part of our due diligence,” Mayor Bob Stacy said. “We've realized we don't have to have all of the answers ourselves. We have partners who can help us find solutions. That makes us stronger as a community and as a region.”

Forrest City: Cultivating small business for a large impact

In Forrest City (pop. 15,016), entrepreneurial development is a key strategy identified by community leaders to encourage growth and opportunity for its citizens. When a long-time small business needed assistance with succession planning, local leaders stepped in to help.

The Lifetime Vision Center first opened in 1999, offering quality optometry services to Forrest City and the surrounding area. As the owner began thinking of

retirement, the need to establish continuity of services arose. Luckily, an existing partner wished to purchase the business and keep it operating.

Financing small business is often a complicated process. In order to make it as smooth as possible, city leadership took the initiative and sought assistance from the EAPDD Financial Services Department. By utilizing all of the tools available, a financing package was developed that used both Small Business Administration funding and EAPDD's Revolving Loan Fund resources. The resulting loan package enabled a small business to stay in operation and continue to provide much-needed services to the community.

"We know that small business is the backbone of our local and regional economy," Mayor Larry Bryant said. "It's critical to our future to keep these entrepreneurs operating successfully."

Forrest City leaders have committed to establishing their community as a leader in entrepreneurship. Partnerships between city officials, EAPDD and East Arkansas Community College are generating a long list of potential startup opportunities.

"It's not enough to maintain the status quo," Bryant said. "We must make every opportunity count. It's only by making the most of all available resources that we will succeed."

As witnessed here, the partnership between a regional development district and its communities can be a strong force for local economic development success. And local economic development "works" when community leadership takes the initiative to seek support from their district, and other partners.



Jennifer Watkins is President of Community Development Solutions.



Mark Goodman is President of Goodman & Associates.



CRAFTON TULL provided civil and surveying services for portions of this 36-mile, primarily off-road, shared-use trail that stretches from north Bentonville to south Fayetteville.



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League hosts “City Government 101” workshop

The League on Jan. 13 hosted the workshop “City Government 101: Who Does What at City Hall,” part of our Voluntary Certified Continuing Education Program for municipal officials. Attendance was strong with 107 participants from cities and towns across the state. Executive Director Don Zimmerman and members of the League’s legal

staff provided information on what to expect in 2016, an overview of the roles elected officials play, conducting a council meeting, the role of committees and commissions in our cities, and a look at some of the laws that make Arkansas cities unique.

At the workshop the League welcomed Ryan Owsley, assistant Attorney General with the Arkansas Attorney General’s Office, who presented the basics of Arkansas’s Freedom of Information Act. Beginning with the basic questions of what entities are covered and what records are covered, Owsley discussed what must be disclosed upon request, the various federal and state statutes guiding redactions, costs associated with reproducing documents, and more. He encouraged municipal leaders to know the rules in order to be prepared when requests come.

“You gotta be ready to hit that ball when the pitch is thrown,” Owsley said.

The information he presented, included the PowerPoint presentation, is available at the Attorney General’s website at arkansasag.gov/media-center/foia.



Owsley



Deadlines approaching for ACA reporting

Starting in 2016, all municipal employers must file information returns for the ACA with the IRS, and the League has partnered with Five Points to help MHB members with this process.

Even if an employer (municipal entity) is not an applicable larger employer (ALE) it must submit the appropriate forms to the IRS. The deadlines have been moved but are fast approaching. Employers now have an additional two months beyond the Feb. 1 deadline to distribute Forms 1095-C and 1095-B to individual recipients, with the new deadline standing at March 31, 2016.

Additionally, the deadline for print filings has been extended to May 31, 2016, while the deadline for electronic filing has been extended to June 30, 2016.

For more information, contact Five Points at 800-435-5023, www.fivepointsict.com, or contact your certified public accountant, tax attorney, or American Fidelity Assurance Representative Charles Angel at 501-690-2532 or via email at Charles.Angel@americanfidelity.com. See also the article “ACA tax reporting requirements for the 2015 tax year” in the November 2015 issue of *City & Town*, page 40.



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Charles Angel
Senior Account Executive
800-654-8489, ext. 3132



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NOTICE: Workers' Comp payroll reports due

It is mandatory that members of the Municipal League Workers' Compensation Trust submit their 2015 actual payroll to MLWCT by Feb. 15, 2016. As a member of MLWCT, non-compliant members (cities) will be assessed a 25 percent penalty based on premium. 🏛️

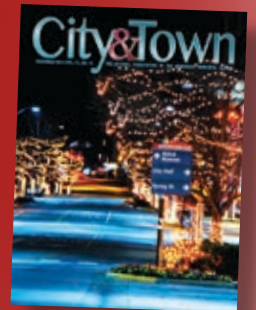
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2016 Continuing Legal Education Program Offered for the Arkansas City Attorney's Association

Six (6) Hours of CLE, Including One (1) Hour of Ethics

The Arkansas City Attorney's Association (ACAA) is sponsoring a 2016 Continuing Legal Education Program that includes six (6) hours of continuing legal education, including one (1) hour of ethics for members of the Arkansas City Attorney's Association. The Program is scheduled for Friday, January 29, 2016 at the Arkansas Municipal League, 301 W. Second Street, North Little Rock.

CLE topics are selected based on the requests from our city attorney members and will include DUI, investigating and defending officer involved shootings, sign ordinance laws and case law update presentations, as well as a one (1) hour ethics presentation.

Morrilton City Attorney Paul Dumas, ACAA President, urges all city attorneys to register for the Program as soon as possible. The cost of the Program is \$100.00 for current ACAA members and \$150.00 for non-members.

A registration form is below and is also available for download under the Meeting Registrations page at www.arml.org. A tentative agenda can be found on the League's website, also. For more information, please contact Jamie Adams at 501-978-6124 or jadams@arml.org.

Register now for the ACAA 2016 Continuing Legal Education

WHEN: January 29, 2016, 8:30 A.M. to 4:15 P.M.

WHERE: Arkansas Municipal League Headquarters
301 W. Second Street
N. Little Rock, AR 72115

REGISTRATION FEE: \$100.00 Per ACAA Member \$150.00 Per Non-Member

ATTENDEE INFORMATION:

Name _____ Telephone _____

Title _____ City of _____

Address _____ City _____ State _____ Zip _____

Attendee Email [required] _____ cc Email _____

Make check payable to: Arkansas City Attorney's Association

Mail Registration and Check to: P. O. Box 38
c/o Jamie Adams
N. Little Rock, AR

For registration and dues, payment may be made on site. ACAA membership dues are \$100.00 Per year

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CALENDAR

CITY ATTORNEYS

The ACAA will hold its Winter CLE program Friday, Jan. 29, 2016, at the League's North Little Rock headquarters. As in the past, the ACAA Winter CLE will consist of six hours of CLE, including one hour of Ethics.

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Documentation: If it doesn't happen, it didn't happen

By Jim von Tungeln

Attend enough planning commission meetings and you will see some interesting cases. They will range from informal and casual to solemn and serious. They may be brief, or they may seem to last forever. Some will make you laugh. Some may make you cry. Some will make you glad that you don't have to decide the outcome. Some may make you long for justice. The fact is, they are all important and deserve to be processed and documented with care.

Any one of these cases could wind up on the front page of the newspaper. Worse, they could wind up in court. For these reasons, proper administrative procedure and thorough documentation deserve careful attention. In the long run, a city's budget will benefit from such attention.

Taking first the importance of administrative procedures, the planning statutes of our state require, in A.C.A. §14-56-408, Rules and Regulations, that "The planning commission shall adopt rules and regulations for the discharge of its duties and the transaction of business." This refers to the bylaws that govern how a planning commission operates. In the aftermath of a contentious case, one party or the other may ask to see these rules in order to determine if the planning commission followed its own adopted guidelines.

Planning commissions enjoy some flexibility in how to structure by-laws. Ideally, they could prohibit such troublesome practices as allowing the resolution of a case to die for lack of a motion, or the overuse of negative motions. In the latter case, if a motion to deny is defeated, then what is the actual status of the request? There have been, on occasion, applicants who argue that the defeat of a motion to deny implies automatic approval. One can easily appreciate the messes that municipal attorneys often must attempt to unscramble.

Administrative procedures take on great importance even before a case reaches the planning commission. Applicants deserve to have their requests processed in a timely, straightforward, and professional manner. In cities with limited resources, this often means the processing is done by personnel who face other competing tasks. Given the lack of funds with which to address mistakes, a well-designed process seems even more essential in cities without full-time staff.

Some zoning cases, such as ones involving cellular towers, require special processing.
(Source: Freeimages.com/grafikd)



Likewise, planning commissions should maintain a clear after-action process as well. Many zoning and subdivision codes and some state or federal statutes require written notification of planning commission action and the city must handle this correctly. Mark Hayes, director of legal services for the Arkansas Municipal League warned of improperly attending this aspect of planning commission procedure at a recent League Conference. He cited the U.S. Supreme Court case of *T-Mobile South, LLC v. City of Roswell, Georgia*, case number 13-975. This case involved the federal Telecommunications Act of 1996 and its requirement that a state or local government's denial of "a request to place, construct, or modify personal wireless service facilities shall be in writing and supported by substantial evidence contained in a written record." According to the law, applicants have 30 days from the denial to file suit in federal court. Justices ruled that the city didn't meet the Act's "in writing" requirement when it rejected T-Mobile's application to build a cellphone tower in the city. In other words, the city failed to comply with statutory obligations.

According to Hayes, the opinion involved the problem of issuing a denial letter before the minutes of the planning commission were made public. Legal analysis of the case is beyond the scope here, but I recommend that your city attorney undertake a review of your city's notification processes in light of the ruling.

This brings up the fuller question of documentation, an issue stressed repeatedly by trainers in many different fields. A lack of, or improper, documentation, for example, is often a major problem with cities facing legal action in personnel matters. These are not strictly comparable with zoning cases since planning commissioners acting in a legislative capacity enjoy different standards than human resource personnel. As a veteran expert witness in planning cases, however, I can assure you that no city attorney has ever told me, "Let's leave out any documentation that supports our position." More commonly, I hear them say, "Do we have a record of that?" As the saying goes, "If it is not in writing, it didn't happen."

How much documentation is proper? That is a good question. A better one is: Could an unbiased person come in from the street, review your planning

commission records and minutes of a case, and understand why the planning commission made the decision it did? It is far from a rare occasion when a professional planner reads the entire record of a planning commission case, ponders the ultimate decision, and shakes her head in total bafflement. Although we should assume planning commissions have acted properly, there still comes the time when the individuals are asked to show that their decision rested upon a rational basis. Proper documentation can never hurt in this effort.

Such documentation may not be the only legal protection in legal action, but it is a vital one. As League Staff Attorney John Wilkerson opines, "Good documentation is the foundation to a good defense. But, nothing can help a bad decision. I find that the focus on documentation helps people, too, articulate their decisions. Once it's on paper, someone can see whether the decision is wise."

January 4th of this year marked the 45th since I wandered into the City of Little Rock and a career in urban planning. Just suffice it to say that things have changed a bit. To butcher a slogan from the marketing world, "It's not your grandfather's urban planning environment anymore." The legal pitfalls grow more numerous with each year's passing. The implications of mistakes loom more terrifying. The trust in good government suffers. Quite simply, it is not a time to slight training, or the review of the processes and procedures that guide your planning commission.

Here's hoping that you remembered your planning function in your city's budget. Remember that your staff needs support, as does your planning commission. Never forget that experience can be a costly teacher in the conduct of government and that your Arkansas Municipal League is here to help.



Jim von Tungeln is staff planning consultant and available for consultation as a service of the Arkansas Municipal League. He is a member of the American Institute of Certified Planners. Contact him at 501-944-3649. His website is www.planyourcity.com.



North Little Rock Officer Tommy Norman, dubbed "Officer Friendly," has received national accolades for his community outreach efforts.

Eight practices for improving police-community relations

Every week there is a national news story alleging police abuse of force and the resulting reaction from the affected community. At this time when American policing faces a crisis of community confidence, a good working relationship between the police chief and city leadership is crucial to the proper functioning of the local police department.

In August, the Center for Public Safety Management (CPSM) and the International Association of Chiefs of Police hosted their first joint-training program for local government managers and their chiefs of police. The seven manager-chief teams identified eight practices to improve police-community relations:

1. Lasting collaborative relationships between local police and the public are essential. Problem-solving partnerships between the police chief and mayor/city manager are critical to success.
2. Clear, comprehensive policies addressing scenarios such as use of force, mass demonstrations, consent before searches, gender identification, performance measures, and collection of data need to be in place and must be reflective of the communities served.
3. It's important to be open to new technology, but we have to think through policies of use with transparency, accountability, and privacy in mind.
4. Reinforce community policing with emphasis on protection, procedural justice, and dignity for all. Foster cooperation, community engagement, and positive non-enforcement activities.
5. Avoid tactics that stigmatize youth, while supporting youth leadership and life skills training, and provide incentives for officers to involve themselves as role models for youth.
6. Avoid practices that lead to disparate impacts on segments of the community. Prohibit racial profiling, sexual harassment or misconduct, and quotas or other incentives for arrests, citations, or tickets generating revenue.
7. Emphasize de-escalation and alternatives to arrest, interagency collaboration, shared services, and regional training.
8. Embrace training for recognizing and avoiding implicit bias, guardian/protector versus warrior mindset, dealing with those with mental disabilities, and officer safety and wellness.

The goal of the day-and-a-half training was to strengthen the crucial relationship between the mayor/city manager and chief leading to better policing for local communities. Attendees, representing a cross section of the professions, included six teams from south Florida and a seventh from Georgia. They serve cities big and small, rich and poor, urban and rural. The issues they face are remarkably similar despite these differences.

The attendees found particular value in the exercise where the chief and mayor/city manager developed a short-range action plan together and honestly assessed where things stood with their police departments.

For more information, or to be notified of future sessions, send an email with contact information to: 21stCenturyPolicing@CPSM.US.

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Eight qualities of strong mentors

“Mentoring is a brain to pick, an ear to listen, and a push in the right direction.”

—John C. Crosby

By Naphtali Hoff

One of the most important roles of a leader is to provide workplace supervision. It is our duty to manage others in their work—particularly those who are newer and/or less experienced—and ensure that they perform their duties correctly and on schedule. Without such supervision, it is generally assumed that workers will slack and underperform.

But if we want our people to grow in their positions and achieve optimal job satisfaction and retention then we need to also provide mentorship. (A 2013 Vestrics study found that employee-retention rates in their sample group of mentors and mentees climbed 69 percent for the mentors and 72 percent for the mentees over a seven-year period.)

Mentorship is a relationship that is created between an experienced professional and a less experienced mentee or protégé. Its primary purpose is to build a support system that allows for the natural exchange of ideas, a forum for constructive advice, and a recipe for success.

Superior mentors possess most if not all of the following qualities:

1. **Skilled and knowledgeable.** Good mentors possess current and relevant knowledge, expertise, and/or skills.
2. **Trust builder.** The mentor establishes a high level of trust. He/she indicates that their relationship is about building capacity and offering support, not “zapping” the mentee for poor decisions or performances.
3. **Active listener.** A strong mentor knows how to listen. This includes using eyes and body posture to convey interest and attention.

4. **Strong analyst.** Mentors must be able to analyze what needs to get done and then help the mentee create an action plan for success. They also need to be able to see how the worker’s abilities align with the task and help him/her optimize his/her strengths towards that end.
5. **Honest, clear communicator.** It is important for mentors to be super clear about what the job entails as well as what they are observing. Be honest and specific about what is or is not working and use measurable criteria to assess performance.
6. **Committed and reliable.** Mentees should know that they can trust their mentor to be there for them and help them through until the very end. On a related note, good mentors are sincerely interested in helping someone else without any “official” reward. They do it because they genuinely want to see someone else succeed.
7. **Role model.** Ideally, the mentor should be everything that the mentee needs to become, as an employee and as a person. Realize that the mentee will be studying you closely and will draw deeply from your actions and values.
8. **Cheerleader.** This is perhaps the most important quality of all. Mentors need to be a source of inspiration for their mentees, especially when the pressure to perform mounts.

Guidance coupled with a healthy dose of encouragement can be the magic formula to ensure a mentee’s short and long-term success.

Naphtali Hoff (@impactfulcoach) became an executive coach and consultant following a 15-year career as an educator and school administrator. Read his blog at impactfulcoaching.com/blog.



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Sister Cities International celebrates 60 years of excellence

By Sherman Banks

President Dwight D. Eisenhower founded Sister Cities International in 1956 with a White House summit on citizen diplomacy. It was his dream that a network would be developed to carry the banner of peace and prosperity by building bonds between people from different communities around the world. President Eisenhower envisioned that we would reach one individual, one community at a time. After experiencing the horrors of WWII, President Eisenhower felt strongly that if people from different cultures could understand, appreciate, and celebrate their differences while building relationships, that this would lessen the chance for future conflicts.

Since 1956, Sister Cities has played a primary role in renewing and enhancing important global partnerships. Early sister city relationships in the years after WWII began easing tensions by promoting cultural and educational exchanges. These have built lasting friendships between different cultures. A 1974 study found that many early sister city relationships came out of post-WWII aid programs to Western Europe.

Today Sister Cities is a global membership organization connecting 2,121 cities, counties, and states with international cities and provinces in 145 countries on six continents. This network is the dream of President Eisenhower that unifies tens of thousands through citizen diplomacy and volunteerism.

After 60 years, the mission of Sister Cities is just as important as it was when it was founded in 1956.

Arkansas's Sister Cities connections

Despite Arkansas's more than 50-year involvement with Sister Cities, including being the first second-tier city to host the Annual Sister Cities International Conference in 1999, Arkansas is still in its infancy with the number of sister cities.

- Little Rock—Changchun, China; Hanam City, South Korea; Kaohsiung Municipality, Taiwan; Newcastle upon Tyne, UK (Friendship City)
- North Little Rock—Uiwang City, South Korea
- Hot Springs—Hanamaki, Japan
- Fort Smith—Cisterna, Italy
- Jacksonville—Kpandu, Volta Region, Ghana
- Stephens—Agotime-Ziope, Volta Region, Ghana
- Batesville—Asunafo-North Municipal Assembly, Ghana

- Gilbert (the smallest city in the sister city family with a population of 32)—Bride, Isle of Man
- Arkansas Municipal League—local government relationship with the National Association of Local Authorities of Ghana/Volta Region

Each of these cities' involvement with sister cities began with a cultural and/or educational exchange, which has served to enrich their respective communities. Let's look at some highlights.

Little Rock's UAMS has developed a medical exchange program with the medical university in Kaohsiung, Taiwan. The friendship between former Little Rock Mayor Jim Dailey and Grand Master Lee led to the sister city relationship with Hanam City, South Korea, in 1992 and the eventual location of the International Taekwondo competition in Little Rock. This competition has had an annual positive effect on the economy of Little Rock and Arkansas. As a direct result of our relationship with Hanam City, they contributed to the erection of the Korean Memorial that stands prominently in MacArthur Park. Little Rock's sister friendship with Newcastle upon Tyne led them to duplicate our "New Futures Program" to work with their disadvantaged youth.

Fort Smith officially began its sister city partnership with Cisterna, Italy, in 1987, although the history of this relationship began on a cold night on Jan. 30, 1944, when a U.S. Ranger Battalion commanded by Fort Smith native Col. William O. Darby attempted to liberate Cisterna from the German Army. To commemorate that monumental and tragic battle, both cities agreed to establish a sister city relationship. This relationship continues today. Cisterna has named a high school in the small Italian town General William O. Darby High School. Fort Smith is the final resting place of Darby.

Hot Springs began its relationship with Hanamaki, Japan, in 1993 with a focus growing friendship, understanding, and mutual respect through cultural, educational and artistic exchanges. Annual student exchanges occur between Sasama Daini Elementary School in Hanamaki and Fountain Lake Elementary School, Hanamaki Higashi High School and Lakeside High School, Hot Springs Middle School and Hanamaki Junior High, and Jessieville Middle Schools and Ohasama Junior High Schools. Mike Bush, former mayor of Hot Springs said, "Our children are our future, and along with their teachers, they have done much to



bring our cities and the world closer together.” You can see Hanamaki’s impact on the arts and culture in Garvan Woodland Gardens and the Hot Springs Civic and Convention center.

Arkansas Municipal League Executive Director Don Zimmerman, a man of vision, saw the importance of sister cities and how the League’s involvement with citizen diplomacy can further enrich Arkansas cities through other cultures. This vision led to the League opening its doors to allow the symposium on sustainable agriculture in August 2014 between the Delta region of Arkansas and Volta region of Ghana. This further led to the governor of the Volta Region speaking at the League’s 81st Convention in June 2015. In August the League’s executive committee voted to develop a relationship with Ghana’s National Association of Local Authorities, and

in October two League officers traveled to Ghana to meet with local government and business leaders.

Each May for the last 15 years, Sister Cities and generous benefactors bring to Arkansas international classical, blues, and jazz music performers. These performers conduct master classes to over 8,000 elementary, middle and high school students throughout the state in such cities as Lake Village, Star City, Harrison, Tontitown, Jacksonville, and Little Rock.

I had the honor of serving as president of Sister Cities during its 50th anniversary. Our overall mission has been to promote peace through mutual respect, understanding, and cooperation—one individual, one community at a time. Today we say that it is “Peace Through People.”

I challenge you to make 2016 the year you bring a sister city to your city. Please contact me to help make it a reality.



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Little Rock bids farewell to AmeriCorps team

After building over 70 raised-bed gardens, delivering numerous nutrition classes, providing oversight to a Fitness Finders walking program, assembling two greenhouses, and receiving a student-penned thank-you note, twelve AmeriCorps Water 6 Team Members have left Little Rock following a recent ceremony at a school where the impact of the team’s six weeks of service work was felt most.

The AmeriCorps NCCC (National Civilian Community Corps) Team came to Little Rock to support the Love Your School initiative, which provides nutrition education, gardens, cooking classes, and walking programs to eight partner schools in the Little Rock School District serving nearly 4,000 elementary school students.



CITY OF LITTLE ROCK STAFF.

On Dec. 16, 2015, the new Gardens and Greenhouse at Dodd Elementary School was formally conveyed, with a sign dedicating the improvements to the school’s students and faculty.

“This Team certainly raised the bar for future teams,” Little Rock Chief Service Officer Michael Drake said. “I am in awe at what these AmeriCorps NCCC members were able to accomplish in their short time in Little Rock.”

AmeriCorps NCCC strengthens communities and develops leaders through direct, team-based national and community service. In partnership with non-profits—secular and faith based—local municipalities, state governments, federal government, national and state parks, Indian tribes, and schools, members complete service projects throughout the region they are assigned.

AmeriCorps NCCC is a full-time, team-based residential program for men and women age 18-24. Members are assigned to one of five campuses: Denver, Colo.; Sacramento, Calif.; Baltimore, Md.; Vicksburg, Miss.; and Vinton, Iowa. AmeriCorps NCCC Water 6 was deployed from the Southwest Region Denver Campus.



Let's talk pumps!

Winter tips for protecting your fire apparatus.

By Capt. Bob Franklin, LRFD (Ret.)

We are extremely lucky in Arkansas that we do not have to contend with the severe cold our northern neighbors deal with annually. However, we do experience short periods of severe freezing temperatures that can wreak havoc on our municipalities' fire fighting equipment.

When cold weather comes to our state, so does an increase in house fires. Every year we see many fire trucks that have issues with busted piping, valves, and gauges due to responding in the severe cold. Below are listed some preventative measures that you may take to protect your fire trucks from freezing.

- Make sure the master pump drain is clear of rust and will drain the pump.
- Make sure the pump primer works properly and that the primer tank has lubrication if required.
- Check the pump gear case for water. Water in the gear case can freeze and crack the housing.
- Make sure all discharge outlet drains operate to drain water between the valve and the cap.
- If equipped with a pre-piped deck gun, be sure all water is drained from the piping between the valve and nozzle. This piping is usually mounted above the truck body and is exposed to the extreme temperatures when out on the road.

- If equipped with hose reels mounted on top of the apparatus, place a salvage cover over the reels to trap heat from the engine exhaust and to deflect cold air when responding.
- Know how many RPM are required for desired pressures in the event of gauge line freeze, preventing gauge(s) from operating. (For example: 1,300 RPM required to get 150 psi.)
- Cover front mounted pumps with an old fire coat to deflect the wind.

When using self-contained breathing apparatus (air packs) in severe freezing temperatures, the regulator may freeze in the closed position when exiting a burning structure. Change the air pack in the truck cab or place the air pack in the cab when not in use to prevent the regulator from freezing.

I hope these tips can help you prevent costly damage to your fire apparatus and keep your city's fire equipment in ready condition. If you have any questions or suggestions, please give me a call at 501-847-9199.

Bob Franklin served 30 years with the Little Rock Fire Department, has more than 43 years of service in the Arkansas Fire Service, and is a certified fire pump specialist, an emergency vehicle technician, and instructor for the Fire Department Instructor's conference in Indianapolis.



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The Kickstart Heber Springs Steering Committee is building on the economic development momentum in their city.

Community-based planning supports local economic growth

By Joshua Markham, PCED

Heber Springs is a small city with many natural assets at its disposal. Julie Murray, Heber Springs’ Chamber of Commerce executive director, sees the economic potential of Heber Springs, but seeing potential is one thing. Capitalizing upon community assets requires initiative ...and a plan.

Murray took the first steps toward moving Heber Springs forward when the city was selected through a competitive process to be an Advanced Year Community for the University of Central Arkansas’s Community Development Institute in 2015. Over the course of one week, Heber Springs received a thorough community assessment from professional community and economic developers participating in CDI’s Advanced Year program. The assessment report provided a framework for potential growth areas in Heber Springs, but much more work was yet to be done. A yearlong community based planning effort would be needed, and thus Kickstart Heber Springs was created.

Strategic Planning for communities can cost tens of thousands of dollars, and are often completed with the help of paid consultants from outside the community. Murray and Mayor Jimmy Clark wanted to

take a different approach for Heber Springs. With the help of Dr. Mark Peterson of University of Arkansas Cooperative Extension Service and UCA’s Center for Community and Economic Development, Heber Springs began a community based planning effort that emphasized inclusive community involvement, short-term wins, and long-term planning. As a result, this planning effort has involved a diverse mix of community volunteers in development efforts that combine planning with doing.

Through guided community forums, key growth areas for Heber Springs were identified. Issues such as workforce development, economic development and attraction, tourism, and community branding were divided among working committees who were tasked with developing short and long-term goals for each area. Each committee has worked to identify key stakeholders whose participation is needed; as a result, the planning effort has sustained consistent community involvement from volunteers. Murray believes that “volunteerism is part of the Heber Springs DNA. Our residents love their town and are very passionate about its success. So, as a Chamber, all we did was provide the opportunity for our community to get involved.”

Central to the community-based planning effort's success has been an emphasis on action. While each committee has an eye toward long-term goals, a focus on short-term wins has led to some immediate and highly visible success stories for Heber Springs. The city recently received a \$135,000 grant for sidewalk improvements and a \$35,000 grant for trail extensions from the Arkansas Highway and Transportation Department. Additionally, the local Chamber of Commerce will be moving to a much larger and more visible building in downtown Heber Springs through a generous property donation by First Security Bank.

"This building will be a great asset for our community," Murray said. "This new building will provide us the opportunity to create a true welcome center for visitors and new residents. It will also provide a "headquarters" for all the Kick-Start Heber Springs committees as well as a much better equipped resource for our members."

With such strong examples of success, Heber Springs' community-based planning effort has a great deal of momentum to maintain. With the final planning document to be completed by May 2016, Murray is prepared to continue working with the community to implement the goals set out in the plan. According to Murray, Kickstart Heber Springs volunteers will not slow down their efforts. Murray said the volunteers "will continue to meet on a regular basis and the Chamber is completely committed to making sure each committee has what it needs to achieve its goals. We will also be planning a party to celebrate our success and the final draft of our plan."



Joshua Markham is Assistant Director, UCA Center for Community and Economic Development.



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Engaging municipal stakeholders

By Chad Gallagher

Many grant applications require a public hearing or some other sort of public input regarding the proposed concept. This requirement is designed to ensure the funding request has broad based support in the community. Letters of support are also meant to demonstrate this. However, these hearings are often little more than a formality, attended by a few, and in no way do they truly demonstrate broad community input or support. Rarely do they actually shape the future of the project, which is unfortunate.

Engaging stakeholders is not only key for a successful grant application, but it is good for governing well and is a very important aspect of community development and visionary planning. There are a variety of ways to engage stakeholders in your community. Doing so allows you to learn more about your community, your citizens' perception of city government, their priorities and interests, and facilitates a great opportunity for you to discover an idea or solution you might otherwise have never known about. Such engagement is useful whether you are conducting an initial needs assessment and building a brand new community strategy or if you are simply using it to manage your ongoing community development efforts. Here are a few tools you might use to engage your stakeholders.

Community meetings

Hosting community meetings are important, but to be successful they must be planned well. Send out invitations to stakeholders and ask for commitments to participate from members of civic groups and local organizations. Develop a specific agenda for the meeting. Use it to both inform and to collect ideas and thoughts from participants. Breaking out into smaller groups and preplanned activities can spur creativity among participants and enhance the quality of ideas that flow in a meeting. A very small town might conduct one central meeting, while larger towns might break out into wards or neighborhoods.

Constituency meetings

In some instances you might conduct similar meetings with specific groups: a local civic club, the senior citizen center, a group of students, physicians, downtown merchants, a professional organization, or some other local constituency. This allows you to zero in on those concerns and capture important feedback.

Topical luncheons and roundtables

Develop a meeting or a meal (Arkansans love to meet and eat!) around a specific topic. Keep the agenda focused on one area, invite the stakeholders most invested in that concern and use it to gather information and feedback.

Canvassing, surveys and polling

Sometimes you have to go direct to the citizens to capture the views of those who might not attend a meeting. You can do this by canvassing the community with volunteers on a set day with a well-developed survey; use an online survey, telephone sampling and email or social media surveying.

Planning retreats

While these set aside times require commitment and some expense, I've found them to be very helpful to the cities and towns we work with. A planning retreat that is off-site and away from it all for a day or two allows you to gain the undivided attention of your city council, staff, or key business leaders. This effort should be well planned, organized, and carefully executed.

Ultimately, the key is to make a serious effort to engage those you serve. You may find the best idea "you ever had" comes from someone at one of these meetings. You might consider having your meeting facilitated by a third party to provide objectivity, neutrality, and creativity in the meeting's execution. This kind of outreach builds goodwill, makes you a better leader, and strengthens your community's effort to secure funding partners on important projects. Ongoing engagement always builds better cities.

For more information on developing a survey tool or conducting an engagement meeting contact us and we'll offer you some tips and a helping hand. We are glad to facilitate these meetings for you if needed.



Chad Gallagher is principal of Legacy Consulting and a former mayor of De Queen. Contact him at 501-246-8842 or email chad.gallagher@legacymail.org.

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TAP into this!

By Susan Pendergrass

It will soon be time for the annual learning and application processes to begin for the Arkansas Highway and Transportation Department (AHTD) grant funding Transportation Assistance Program, or TAP. Within this program are two more acronyms you need to learn: Safe Routes to School, or SRTS, and the Recreational Trails Program, RTP.

For some municipalities, this has become a process mastered by staff and routinely completed with ease. For others, it's a monumental daunting task that is sometimes overwhelming and can cause confusion and sleepless nights. For those of you unaware of this program or its offerings, we hope to make this seem as simple as it really is when done step by step. For detailed information, you can find any and all aspects of TAP on the AHTD website at www.arkansashighways.com/tap/tap.aspx. This website is where I gleaned the bulk of the information for this article as well as seeking clarification from Daniel Siskowski, P.E., who is the Staff Local Federal-aid Project Administration Engineer with AHTD in the Program Management Division.

It is not uncommon for a city to enlist the help of a grant writer, have a grant writer on staff, or use the role of a staffer to submit these applications when they are due. It is also fairly routine for the agency's engineering consultant to perform this duty. Engineering firms are quite experienced in grant application processes. In the

case of AHTD, they are extremely helpful with all aspects of the TAP program. They offer free seminars each year that are conducted at the AHTD offices in Little Rock. The staff in the Program Management Division is extremely knowledgeable about these programs and offers guidance and assistance at every turn.

This is not an Arkansas-only program. AHTD's site states: "The national total reserved for the TAP is equal to 2 percent of the total amount authorized from the Highway Account of the Highway Trust Fund for Federal-aid highways each fiscal year. (23 U.S.C. 213(a))." The TAP funding program through AHTD has separate applications for the TAP and RTP because they each have different requirements and guidelines. These programs include transportation alternatives previously mentioned, such as RTP and SRTS, which pertain to non-motorized facilities.

What some do not know is that it is a competitive process. Your application must appear more advantageous than others in order to acquire this funding. There are committees appointed to each group (TAP, RTC, and SRTS) that review and award the funds. The funding is also a matching grant in that the grant will provide 80 percent of the funds while the sponsor must provide the remaining 20 percent. The limit to the amount one can request is \$500,000.

If you've wanted a project in your city, this is an excellent way to get started. Although it is not required,



Streetscapes, like this one in Camden, are one of the types of projects that qualify for funding through TAP.

it would behoove an applicant to ensure ownership of the land for the project, and a preliminary design layout with details including what the plans are and the estimated cost for construction. The more “shovel ready” the project is presented, the more it shows that the applicant has been planning and is committed to seeing the project completed. The funding is not applied to “preliminary engineering, environmental documentation, right-of-way and utility adjustments, and construction inspection.” Those costs are the responsibility of the sponsor.

All TAP and RTP projects may not need to be stamped by a registered engineer. Design plans will need to be certified by a registered professional engineer if the project requires structural components design (bridges, major drainage); however, if the project requires non-structural components design (sidewalks, asphalt trails, etc.), a licensed architect may stamp those plans. Again, details concerning these aspects can be found on the AHTD website.

If you are a local city or county government, transit agency, natural resource or public land agency, school district, local education agency or school, tribal government, or if you’re a local or regional government responsible for overseeing transportation or recreational trails, you are eligible to apply for this funding.

The types of projects that might be approved by the TAP program include:

- On-road and off-road trail facilities for pedestrians, bicyclists and others
- Non-motorized forms of transportation
- Construction of infrastructure-related projects
- Conversion and use of abandoned railroad corridors for trails for pedestrians, bicyclists, or other non-motorized transportation users
- Construction of turnouts, overlooks, and viewing areas
- Community improvement activities (an extensive list can be viewed on the website)
- Construction of boulevards and other roadways largely in the right-of-way of former interstate system routes or other divided highways
- Recreational Trails Program eligible activities
- Safe Routes to School eligible activities
- Environmental mitigation activities (details on the website)

The Safe Routes to School and Recreational Trails programs have been incorporated into TAP with funding set aside specifically for those programs. The RTP is a set-aside of TAP funds and SRTS got rolled into TAP under MAP-21.

In a nutshell, the funding is available and the process is fairly simple. The bulk of the process is on the front end. AHTD emphasizes that sponsors submit as much information as possible with the application as mentioned earlier—deeded land, design layout prepared by a registered engineer, and costs. This will put you in a better light before the review committee. Once those are in place, the rest is a matter of filling in the required application forms, which are user-friendly.

We must commend AHTD for providing this channel through which to access funding for our communities that provide safer friendlier environments for our citizens.



Susan Pendergrass is Director of Business Development at McClelland Consulting Engineers, Inc. Contact Susan at 501-371-0272 or email spendergrass@mccllelland-engrs.com.

Does your city need any of the following?

The AHTD is currently accepting applications for programs that can assist with funding for these types of projects and so many more that qualify. Contact us to help get you started.

Dan Beranek, PE
501.371.0272

Make plans to celebrate Arbor Day in 2016

By Alison Litchy

A new year brings fresh starts, and there's no better time to begin thinking about your planting and cultivating goals for the rest of the year. It's also never too early to start to plan for the annual Arbor Day celebration. With so many great options, it might be overwhelming to choose, but the great thing is there are no wrong answers. A good place to get ideas is to take a look at how some communities across our state celebrated last year, so I will highlight some of them for you.

Let's take a look at the University of Arkansas at Monticello's wonderful Arbor Day celebration. Events occurred through the entire week. The university's grounds committee, University Tree Board, and office of student programs helped plan and make this week-long celebration happen. Activities included a scavenger hunt, placement of Arbor Day signs with the benefits of trees around campus, and hanging Tree Campus USA banners. Students helped mulch nearly 100 trees on campus as a service learning project. In addition, a quiz bowl was put on in the School of Forestry and Natural Resources. The celebration culminated in a community wide cook-out held in the heart of the campus.

Searcy had a wonderful, but simple, Arbor Day celebration. A white oak was planted in order to encourage the planting of native species. Students in the K-4th grade from the Searcy Schools participated in a tree-coloring contest. The children were asked to draw a picture of their favorite tree, color it, and bring it to the park. Prizes were awarded to contest winners. Local Boy Scouts added to the fun by conducting a flag ceremony. Guest speakers included an ISA certified arborist, the mayor, and numerous master gardeners. The mayor read the proclamation (required for Tree City USA communities) and Kenny Coley, an International Society of Arboriculture certified arborist with the Arkansas Forestry Commission, talked about the importance of planting native species.

Conway puts on a great event each year and this year was no exception. T-shirts were created and worn by all the volunteers. The event included students from Central Baptist College who helped out as part of their service learning project requirement to qualify for the Tree Campus USA program. High school students grew potted trees for a giveaway. Students from local schools



Students at the University of Arkansas at Monticello mulch trees during the school's Arbor Day celebration.

participated in an art contest and prizes were awarded at the Arbor Day ceremony. The local Color Guard presented the flag while the mayor read a proclamation. Booths from various partners were on display, and Smokey the Bear even made an appearance. The entire event was free and included bouncy houses for kids. There were hot dogs, popcorn, and cotton candy available as well. Finally, there was a tree planting in the local park to commemorate the event. There was something for the entire family at this event. More than 500 people attended the celebration.

Marked Tree, a smaller city, had a simple but effective event as well. I want to point out the hard work they have put into their program being one of the state's newest Tree Cities. They held their event despite uncooperative weather. The mayor read a proclamation, members of the Arkansas Forestry Commission said a few words, and planted a tree. An Arbor Day celebration can be that simple and still be effective.

These are just a few examples of what can be done, and for even more ideas you can visit our website at forestry.arkansas.gov. While you are at the website be sure to check out the Tree Management 2016 grant application.

Arbor Day in Arkansas is the third Monday in March, but it can be celebrated any time of the year. This year's date is March 21. If your community would like assistance with planning an Arbor Day celebration, contact your local AFC office. Take advantage of the new year and plan a great event. Find ways to get your community more involved in the Tree City USA program while learning about trees and having fun!



Alison Litchy is urban forestry partnership coordinator with the Arkansas Forestry Commission. Call Alison at 501-984-5867 or email alison.litchy@arkansas.gov.

IMPORTANT REMINDER: Highway Revenues and Severance Turnback Reporting Due

Act 265 of the 2014 Fiscal Session of the Arkansas Legislature requires municipalities receiving \$2 million or more in total highway revenues and highway severance turnback to submit reporting for 2015 projects to the Bureau of Legislative Research. The reporting deadline is Jan. 30, 2016.

You can access Act 265 and the required reporting document online at:
www.arkleg.state.ar.us/assembly/2013/2014F/Acts/Act265.pdf.

Please take note of Section 13 of Act 265:

SECTION 13. SPECIAL LANGUAGE. NOT TO BE INCORPORATED INTO THE ARKANSAS CODE NOR PUBLISHED SEPARATELY AS SPECIAL, LOCAL AND TEMPORARY LAW. TURNBACK REPORTING.

Each calendar year, beginning with calendar year 2013, each county and municipality receiving total highway revenues and highway severance turnback per A.C.A. § 27-70-207 and A.C.A. § 26-58-124 of \$2,000,000 or more shall report to the House Public Transportation Committee and the Senate

Transportation, Technology and Legislative Affairs Committee indicating how highway revenues and highway severance turnback funds were utilized. The report shall include a general ledger accounting of the city or county street/road fund. The report shall also include the percentage of the street/road fund that is comprised of state funds. Further, the report shall include details of each contracted project including type and description of project, location of project and total amount of money spent on the project. HB1054 01-27-2014 09:18:30 WLC013

The report shall be submitted annually no later than January 30th for the previous year's projects.

Please ensure this message is forwarded to the appropriate personnel. Direct all questions regarding this reporting requirement to:

Estella Smith, Administrator
Committee Staff Services
Bureau of Legislative Research
One Capitol Mall, 5th Floor
Little Rock, AR 72201
501-537-9192 or smithe@blr.arkansas.gov



Obituaries

DALE BUMPERS, 90, former U.S. senator, Arkansas governor, and Charleston city attorney, died Jan. 1.

JAMES ANDREW (ANDY) FAIZE, 49, a 21-year veteran of St. Charles Fire Department who spent the last 13 years as fire chief, died Dec. 30, 2015.

JIM HANNAH, 71, former Arkansas Supreme Court Chief Justice, died Jan. 14. In his 37 years of public service, Hannah served as a city attorney, city-court judge, juvenile judge, chancery judge, justice and chief justice.

BRADLEY DEAN JESSON, 83, former Arkansas Supreme Court Chief Justice, died Jan. 11.

HAYES MCCLERKIN, 84, a former speaker of the Arkansas House of Representatives, died Jan. 6.

DAVE MUNIZ, 68, Berryville's police chief for the past 35 years, died Jan. 5.

PAUL ROBERT NOLAND, 91, former Fayetteville city director and mayor, died Dec. 31, 2015.

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	STREET		SEVERANCE TAX		GENERAL	
MONTH	2014	2015	2014	2015	2014	2015
January	\$5.1428	\$4.8662	\$0.3163	\$0.5728	\$1.9533	\$2.0995
February	\$4.5811	\$4.8562	\$0.4833	\$0.4599	\$1.0052	\$1.0921
March	\$4.7165	\$5.1898	\$0.4463	\$0.2339	\$1.0055	\$1.0909
April	\$4.8363	\$4.7309	\$0.5347	\$0.6375	\$1.0055	\$1.1417
May	\$5.1527	\$5.2251	\$0.5897	\$0.2547	\$1.0053	\$1.0918
June	\$4.9881	\$5.2410	\$0.6126	\$0.2738	\$1.0050	\$1.0920
July	\$5.5230	\$5.3082	\$0.5581	\$0.6600	\$3.9543	\$2.9748
August	\$4.9486	\$5.0259	\$0.6130	\$0.2560	\$1.0932	\$0.9641
September	\$5.0410	\$5.3748	\$0.5763	\$0.2632	\$1.0910	\$1.0791
October	\$5.1889	\$5.2322	\$0.5542	\$0.2767	\$1.0930	\$1.0707
November	\$4.9326	\$5.0931	\$0.4906	\$0.2797	\$1.0928	\$1.0772
December	\$4.8110	\$4.8776	\$0.4013	\$0.2499	\$1.0919	\$1.0776
Total Year	\$59.8626	\$61.0210	\$6.1764	\$4.4180	\$16.3960	\$15.8515

Actual Totals Per Month						
	STREET		SEVERANCE TAX		GENERAL	
MONTH	2014	2015	2014	2015	2014	2015
January	\$9,666,249.40	\$9,159,751.23	\$594,574.44	\$1,078,253.79	*\$3,671,282.93	*\$3,951,880.56
February	\$8,610,432.52	\$9,140,972.61	\$908,313.92	\$865,620.02	\$1,889,234.55	\$2,055,766.00
March	\$8,864,931.29	\$9,768,890.51	\$838,837.95	\$440,227.94	\$1,889,913.97	\$2,053,376.13
April	\$9,090,103.48	\$8,905,034.06	\$1,005,050.29	\$1,199,954.61	\$1,889,913.97	\$2,149,094.75
May	\$9,684,675.50	\$9,840,348.46	\$1,108,429.75	\$479,664.03	\$1,889,592.55	\$2,056,091.57
June	\$9,380,093.69	\$9,870,151.62	\$1,151,947.00	\$515,640.06	\$1,889,914.20	\$2,056,559.07
July	\$10,386,236.87	\$9,996,770.39	\$1,049,503.01	\$1,242,957.21	**\$7,436,192.77	***\$5,602,259.11
August	\$9,310,016.61	\$9,465,188.42	\$1,153,167.19	\$482,195.54	\$2,056,570.50	\$1,815,712.03
September	\$9,483,759.74	\$10,122,118.61	\$1,084,169.71	\$495,609.13	\$2,052,581.22	\$2,032,276.34
October	\$9,763,094.43	\$9,866,818.54	\$1,042,826.36	\$521,753.79	\$2,056,448.50	\$2,019,155.56
November	\$9,282,963.15	\$9,604,609.53	\$923,263.56	\$527,387.24	\$2,056,540.00	\$2,031,292.21
December	\$9,054,075.63	\$9,198,069.64	\$755,208.69	\$471,202.66	\$2,054,945.78	\$2,032,217.62
Total Year	\$112,576,632.31	\$114,938,723.62	\$11,615,291.87	\$8,320,466.02	\$30,833,130.94	\$29,855,680.95

* Includes \$2 million appropriation from the Property Tax Relief Fund

** Includes \$3,516,800.29 supplemental and \$2 million appropriation from Category B of Budget Stabilization for July 2014

*** Includes \$3,516,801.52 supplemental for July 2015

Local Option Sales and Use Tax in Arkansas



2015 ELECTIONS	
BERRYVILLE , May 12	Passed. .5% extension
CRAWFORD Co. , May 12	Passed. 1% extension
FORT SMITH , May 12	Passed. 1%
POLK Co. , May 12	Failed. 1%
EL DORADO , June 9	Passed. 1%
OZARK , August 11	Passed. 1%
WYNNE , October 27	Passed. 1%
BROOKLAND , Nov. 10	Passed. 2%
JONESBORO , Nov. 10	Failed. 1%
LAWRENCE Co. , Nov. 10	Passed. .5%

KEY: Counties not collecting sales tax

Source: Rachel Graves, Office of State Treasurer

See also: www.dfa.arkansas.gov

Sales and Use Tax Year-to-Date 2015 with 2014 Comparison (shaded gray)								
Month	Municipal Tax		County Tax		Total Tax		Interest	
January	\$48,260,965	\$44,899,051	\$42,805,543	\$41,135,484	\$91,066,508	\$86,034,535	\$12,222	\$4,805
February	\$57,956,453	\$51,556,660	\$50,071,410	\$46,326,186	\$108,027,863	\$97,882,846	\$12,659	\$5,765
March	\$46,032,300	\$41,142,676	\$41,404,634	\$37,596,230	\$87,436,935	\$78,738,906	\$19,161	\$5,571
April	\$46,694,339	\$44,819,678	\$42,176,819	\$41,824,879	\$88,871,158	\$86,644,557	\$15,459	\$6,185
May	\$52,104,723	\$48,373,032	\$46,560,371	\$43,431,803	\$98,665,094	\$91,804,835	\$4,827	\$6,011
June	\$49,711,589	\$45,121,494	\$44,369,398	\$40,770,568	\$94,080,987	\$85,892,061	\$25,867	\$7,080
July	\$50,358,675	\$50,985,699	\$44,565,666	\$45,660,838	\$94,924,341	\$96,646,537	\$18,804	\$7,291
August	\$51,846,227	\$48,591,520	\$47,174,793	\$44,364,160	\$99,021,020	\$92,955,680	\$16,649	\$7,038
September	\$50,366,202	\$48,279,490	\$48,072,222	\$43,224,258	\$98,438,424	\$91,503,748	\$17,771	\$9,120
October	\$50,569,467	\$50,649,942	\$46,609,011	\$45,482,360	\$97,178,477	\$96,132,302	\$18,511	\$8,604
November	\$49,449,818	\$48,903,456	\$46,067,600	\$44,043,654	\$95,517,418	\$92,947,110	\$17,009	\$19,648
December	\$53,013,791	\$49,348,276	\$47,830,901	\$44,623,076	\$100,844,691	\$93,971,352	\$18,591	\$14,221
Total	\$606,364,549	\$572,670,974	\$547,708,368	\$518,483,496	\$1,154,072,916	\$1,091,154,469	\$197,530	\$101,339
Averages	\$50,530,379	\$47,722,581	\$45,642,364	\$43,206,958	\$96,172,743	\$90,929,539	\$16,461	\$8,445

Crawford County	653,807.28	606,721.60	Newark	16,670.87	14,039.77	Blytheville	178,403.71	179,328.35	Mansfield	7,431.76	6,858.02
Alma	47,581.07	44,154.39	Oil Trough	3,685.74	3,104.03	Burdette	2,181.51	2,192.81	Waldron	29,727.03	27,432.10
Cedarville	12,239.90	11,358.41	Pleasant Plains	4,947.39	4,166.57	Dell	2,546.99	2,560.19	Searcy County	40,379.24	35,787.61
Chester	1,396.09	1,595.54	Southside	31,995.02	NA	Dyess	4,682.81	4,707.08	Big Flat	6.59	5.84
Dyer	7,691.64	7,137.71	Sulphur Rock	6,464.21	5,444.00	Etawah	4,008.94	4,029.72	Gilbert	184.56	163.57
Kibler	8,437.98	7,830.30	Izard County	52,493.20	44,973.14	Gosnell	4,052.45	40,733.48	Leslie	2,906.83	2,576.29
Mountaintop	5,540.44	5,141.43	Jackson County	284,381.51	286,312.70	Joiner	6,578.78	6,612.88	Marshall	8,931.42	7,915.80
Mulberry	14,531.59	13,485.06	Amagon	1,019.99	1,026.91	Keiser	8,668.91	8,713.84	Pindall	738.24	654.30
Rudy	535.61	497.03	Beedeville	1,113.66	1,121.22	Leachville	22,763.03	22,881.01	St. Joe	870.08	771.14
Van Buren	200,114.43	185,702.67	Campbell Station	2,654.05	2,672.07	Luxora	13,454.52	13,524.25	Sebastian County	789,365.07	783,876.80
Crittenden County	744,538.46	705,347.31	Diaz	13,717.80	13,810.95	Manila	38,170.63	38,368.46	Barling	72,144.18	71,642.58
Anthonyville	1,087.47	1,030.23	Grubbs	4,017.50	4,044.79	Marie	959.41	964.38	Bonanza	8,922.97	8,860.93
Clarkedale	2,505.91	2,374.00	Jacksonport	2,206.50	2,221.49	Osceola	88,596.52	89,055.70	Central City	7,790.14	7,735.98
Crawfordsville	3,235.39	3,065.08	Newport	82,004.96	82,561.84	Victoria	422.60	424.79	Fort Smith	1,337,809.84	1,328,508.35
Earle	16,305.28	15,447.00	Swifton	8,305.62	8,362.02	Wilson	10,313.60	10,367.07	Greenwood	138,919.07	137,953.19
Edmondson	2,884.16	2,732.34	Tuckerman	19,379.77	19,511.38	Monroe County	NA	NA	Hackett	12,600.79	12,513.18
Gilmore	1,598.78	1,514.63	Tupelo	1,873.45	1,886.17	Montgomery County	47,189.61	40,212.61	Harford	9,962.69	9,893.43
Horseshoe Lake	1,972.30	1,868.49	Weldon	780.60	785.91	Black Springs	609.89	519.72	Huntington	9,854.07	9,785.55
Jennette	699.08	662.29	Jefferson County	697,522.18	678,648.78	Glenwood	258.74	220.49	Lavaca	35,521.20	35,274.22
Jericho	803.78	761.47	Altheimer	10,049.98	9,778.05	Mount Ida	6,628.72	5,648.66	Mansfield	11,219.67	11,141.66
Marion	83,383.86	78,994.68	Humphrey	3,145.72	3,060.61	Norman	2,328.68	1,984.38	Midland	5,043.42	5,008.35
Sunset	1,203.64	1,140.29	Pine Bluff	501,303.81	487,739.64	Oden	1,429.25	1,217.93	Sevier County	274,488.74	241,375.70
Turrell	3,738.60	3,541.81	Redfield	13,246.77	12,888.34	Nevada County	106,999.59	100,782.78	Ben Lomond	1,250.39	1,099.55
West Memphis	177,270.90	167,939.67	Sherrill	857.92	834.71	Bluff City	985.07	927.84	De Queen	56,862.58	50,002.95
Cross County	276,578.38	259,078.77	Wabbaseka	2,604.41	2,533.94	Bodcaw	1,096.29	1,032.60	Gilham	5,096.26	4,984.07
Cherry Valley	7,104.07	6,654.58	White Hall	56,439.19	54,912.07	Cale	627.59	591.12	Horatio	9,002.81	7,916.75
Hickory Ridge	2,980.21	2,780.41	Johnson County	120,457.97	111,897.73	Emmet	3,773.47	3,554.22	Lockesburg	6,372.68	5,603.91
Parkin	12,058.36	11,295.41	Clarksville	88,480.45	82,192.67	Prescott	26,183.88	24,662.56	Sharp County	83,410.57	73,439.19
Wynne	91,305.24	85,528.19	Coal Hill	9,756.18	9,062.87	Rosston	2,073.42	1,952.95	Ash Flat	9,977.10	8,784.38
Dallas County	155,088.70	140,753.24	Hartman	5,003.42	4,647.85	Willisville	1,207.50	1,137.36	Cave City	17,734.80	15,614.68
Desha County	98,966.49	109,872.67	Knoxville	7,047.20	6,546.40	Newton County	57,928.44	53,427.84	Cherokee Village	39,480.80	34,761.04
Arkansas City	3,830.15	4,252.24	Lamar	15,472.99	14,373.42	Jasper	2,318.13	2,138.03	Evening Shade	4,398.07	3,872.30
Dumas	49,247.79	54,674.93	Lafayette County	76,199.54	84,186.91	Western Grove	1,910.22	1,761.81	Hardy	7,431.92	6,543.47
McGehee	44,151.38	49,016.38	Bradley	3,591.18	3,967.61	Ouachita County	619,907.85	345,037.15	Highland	10,638.84	9,637.02
Mitchellville	3,767.36	4,182.53	Buckner	1,572.57	1,737.41	Bearden	9,514.47	9,052.80	Horseshoe Bend	81.45	71.71
Reed	1,799.96	1,998.32	Lewisville	7,319.59	8,086.85	Camden	119,994.56	114,172.08	Sidney	1,842.71	1,622.42
Tillar	219.76	243.98	Stamps	9,681.31	10,696.11	Chidister	2,846.46	2,708.34	Williford	763.54	672.26
Watson	2,208.10	2,451.42	Lawrence County	227,254.29	204,759.63	East Camden	9,169.74	8,724.80	St. Francis County	152,484.14	139,632.96
Drew County	447,283.45	451,709.32	Alicia	817.08	736.20	Louann	1,615.29	1,536.91	Caldwell	10,033.04	9,187.46
Jerome	486.12	490.93	Black Rock	4,362.17	3,930.38	Stephens	8,775.76	8,349.95	Colt	6,833.32	6,257.42
Monticello	118,001.71	119,169.34	College City	2,988.17	2,701.39	Perry County	105,261.78	119,247.45	Forrest City	277,870.03	254,451.48
Tillar	2,542.76	2,567.92	Hoxie	18,318.46	16,505.21	Adona	938.05	1,062.69	Hughes	26,049.76	23,854.30
Wilmar	6,369.38	6,432.40	Imboden	4,461.01	4,019.44	Bigelow	1,413.81	1,601.66	Madison	13,901.64	12,730.02
Winchester	2,081.58	2,102.17	Lynn	1,897.74	1,709.89	Casa	767.50	869.47	Palestine	12,310.82	11,273.28
Faulkner County	722,591.77	688,489.33	Minturn	718.24	647.15	Fourche	278.27	315.25	Wheatley	6,417.54	5,876.66
Enola	2,200.28	2,096.44	Portia	2,879.56	2,594.52	Houston	776.48	879.64	Whedner	4,935.14	4,519.26
Holland	3,625.91	3,454.79	Powhatan	474.43	427.47	Perry	1,211.84	1,372.85	Stone County	96,993.89	86,158.17
Mount Vernon	943.91	899.36	Raymond	3,097.01	2,790.45	Perryville	6,552.92	7,423.58	Fifty Six	1,771.34	1,573.46
Twin Groves	2,180.76	2,077.84	Sedgwick	1,001.58	902.44	Phillips County	104,018.32	113,569.42	Mountain View	28,136.73	24,993.42
Wooster	5,598.36	5,334.15	Smithville	513.97	463.10	Elaine	11,644.00	12,713.18	Union County	561,980.02	566,705.74
Franklin County	164,201.26	164,547.95	Strawberry	1,989.99	1,793.01	Helena-West Helena	184,510.81	201,452.89	Caion	16,383.53	16,521.30
Altus	6,433.11	6,446.69	Walnut Ridge	32,222.03	29,032.57	Lake View	8,110.52	8,855.24	El Dorado	697,591.60	703,457.71
Branch	3,114.71	3,121.29	Lee County	32,647.77	33,337.12	Lexa	5,236.14	5,716.93	Felsenthal	4,014.50	4,048.26
Charleston	21,404.09	21,449.29	Aubrey	1,011.69	1,034.29	Marvell	21,713.49	23,707.27	Huttig	22,455.47	22,644.31
Denning	3,997.35	4,005.78	Haynes	892.67	912.61	Pike County	143,517.52	134,436.13	Junction City	20,030.43	20,198.87
Ozark	31,265.92	31,331.94	LaGrange	529.65	541.48	Antoine	920.39	862.15	Norphlet	25,272.98	25,485.50
Wiederkehr Village	322.50	323.18	Marianna	24,488.80	25,035.88	Daisy	904.65	847.41	Smackover	66,490.19	67,049.32
Fulton County	95,879.84	102,518.64	Moro	1,285.44	1,314.16	Delight	2,194.77	2,055.89	Strang	18,918.05	19,077.13
Ash Flat	379.33	405.59	Rondo	1,178.31	1,204.63	Glenwood	17,196.30	16,108.17	Van Buren County	264,345.67	304,435.57
Cherokee Village	2,949.08	3,153.28	Lincoln County	50,962.69	49,491.37	Murreesboro	12,909.03	12,092.18	Clinton	23,481.75	27,042.93
Hardy	156.19	167.01	Gould	4,034.02	3,917.56	Poinsett County	131,634.94	125,778.13	Damascus	2,256.13	2,598.28
Horseshoe Bend	63.22	67.60	Grady	2,164.01	2,101.53	Fisher	1,968.82	1,881.22	Fairfield Bay	19,447.80	22,397.20
Mammoth Spring	3,633.35	3,884.93	Star City	10,959.82	10,643.41	Harrisburg	20,323.86	19,419.59	Shirley	2,626.13	3,024.40
Salem	6,080.38	6,501.39	Little River County	181,288.92	175,803.00	Lepanto	16,712.89	15,969.28	Washington County	1,391,647.02	1,245,301.31
Viola	1,253.27	1,340.04	Ashdown	36,978.49	35,859.49	Marked Tree	22,654.66	21,646.69	Elkins	41,820.68	37,313.14
Garland County	1,987,687.54	1,824,687.54	Foreman	7,915.57	7,676.04	Trumann	64,414.80	61,548.80	Elm Springs	27,733.05	21,094.32
Fountain Lake	6,747.28	6,194.65	Ogden	1,409.30	1,366.65	Tyrone	6,727.53	6,428.21	Farmington	94,349.22	84,180.02
Hot Springs	202,320.65	185,749.91	Wilton	2,928.21	2,839.60	Waldenburg	538.56	514.59	Fayetteville	1,162,071.56	1,036,820.50
Lonsdale	1,260.93	1,157.65	Winthrop	1,503.26	1,457.78	Weiner	6,321.39	6,040.15	Goshen	16,914.63	15,911.53
Mountain Pine	10,328.83	9,482.88	Logan County	100,810.09	95,001.11	Polk County	259,281.63	245,154.30	Greenland	20,436.54	18,233.84
Grant County	190,608.50	162,195.69	Blue Mountain	993.28	936.05	Cove	7,777.44	7,353.66	Johnson	52,970.75	47,261.43
Greene County	500,106.32	483,195.94	Booneville	31,961.24	30,119.54	Grannis	11,279.32	10,664.74	Lincoln	35,519.15	31,690.80
Delaplaine	1,290.01	1,246.39	Caulksville	1,706.20	1,607.89	Hatfield	8,408.58	7,950.44	Prairie Grove	69,901.18	62,367.05
Lafe	5,093.31	4,921.09	Magazine	6,784.76	6,393.80	Mena	116,803.98	110,439.76	Springdale	1,013,851.37	904,575.86
Marmaduke	12,355.17	11,937.40	Morrison Bluff	512.66	483.12	Vandervoort	1,771.30	1,674.78	Tontitown	38,851.54	34,664.02
Oak Grove Heights	9,886.36	9,552.37	Paris	28,292.51	26,662.21	Wickes	15,351.26	14,514.84	West Fork	36,593.09	32,649.00
Paragould	290,396.51	280,577.16	Ratcliff	1,618.09	1,524.85	Pope County	371,412.25	341,117.15	Winslow	6,175.17	5,509.60
Hempstead County	352,449.69	339,935.76	Scranton	1,794.32	1,690.92	Atkins	44,605.56	40,967.20	White County	892,837.88	840,886.37
Blevins	3,290.90	3,174.05	Subiaco	4,581.91	4,317.88	Dover	20,380.13	18,717.77	Bald Knob	34,745.39	32,723.66
Emmet	449.23	433.28	Lonoke County	262,518.69	247,837.85	Hector	6,655.34	6,112.48	Beebe	87,733.02	82,628.10
Fulton	2,099.90	2,025.35	Allport	1,061.52	1,002.16	London	15,366.44	14,113.04	Bradford	9,103.12	8,573.44
Hope	105,465.37	101,720.76	Austin	18,811.99	17,759.97	Pottsville	41,973.00	38,549.38	Garner	3,406.18	3,207.98
McCaskill	1,002.94	967.33	Cabot	219,467.10	207,193.84	Russellville	412,926.77	379,245.44	Georgetown	1,487.20	1,400.67
McNab	710.42	685.19	Carlisle	20,436.58	19,293.71	Prairie County	70,911.95	70,245.63	Griffithville	2,698.55	2,541.53
Oakhaven	688.14	634.81	Coy	886.14	836.58	Biscoe	2,946.72	2,919.03	Higginson	7,448.01	7,014.63
Ozan	888.02	856.49	England	26,076.49	24,618.21	Des Arc	13,938.05	13,807.08	Judsonia	24,215.03	22,806.03
Patmos	668.63	644.89	Humnoke	2,621.49	2,474.89	DeValls Bluff	5,024.84	4,977.63	Kensett	19,765.41	18,613.33
Perrytown	2,841.66	2,740.77	Keo	2,363.04	2,230.89	Hazen	11,916.75	11,804.77	Letona	3,058.36	2,880

Understanding signs, treatment of scoliosis

By David Bumpass, M.D.

Take a trip down memory lane, won't you? You're back in middle school, complete with a new pair of sneakers, your trusty three-ring binder, and a mouth full of braces. Those were the days, right?

Your teacher has just led you and your classmates to the school gymnasium for your annual scoliosis screening. One by one, each of you is asked to "touch your toes" as a physician examines your back to make sure your spine is properly aligned and straight. For most of us, that is where the process ends. But what about those students who were found to have a curvature of the spine?

The different types of scoliosis

Scoliosis, by definition, is an abnormal curvature of the spine. The degree of the curvature determines the severity and treatment options of the condition. Severe cases can result in back pain, lung damage, or noticeable change in a person's stature.

The most common form is idiopathic scoliosis, which is the type screened for in grade school. It is usually seen in children during their adolescent growth spurt, between the ages of 10 and 16. While there are several theories as to the cause of this form, there is no indisputable explanation at this time. It does appear genetics plays a role. It is not uncommon for there to be a family history of scoliosis; however, there is not a specific gene connected to the condition.

Less common types include congenital scoliosis, which is caused by a malformation of a vertebra at the time of embryological development, and neuromuscular scoliosis, which is caused by abnormal muscle tone and seen in children with cerebral palsy, muscular dystrophy or other related conditions. Treatment of these forms of scoliosis differs from that of idiopathic cases. However, advancements in treatment options and surgical techniques have allowed patients with either of the less-common forms of scoliosis to maintain a better quality of life.

How is scoliosis treated?

As expected, treatment for scoliosis differs depending on the type. Each subset has its own set of challenges.

In idiopathic cases, bracing is the normal choice of treatment for less than a 50-degree curve of the spine. The objective is to prevent further curvature and avoid surgery. Most orthopaedic physicians recommend the patient wear the brace for 18-20 hours a day. This is a lot to ask of a teenager, but braces have improved dramatically in recent years, and the effectiveness of the brace increases with the length of time it is worn each day. In the last few years, trial evidence has shown the effectiveness of a brace in mild to moderate cases of scoliosis to stabilize the deformity and avoid surgery.

In cases with a more than 50-degree curvature, surgery is the preferred treatment. Much like in the case of braces, the techniques and approaches used in spine surgery have improved tremendously over time. Techniques now allow orthopaedic surgeons to perform almost all procedures from the back. Previously a surgeon would have to do some of the procedure from the front, going through the chest or abdomen, and then finish up in the back.

This advancement makes for a quicker recovery time for the patient and means there is only one surgery performed, instead of a series of staged surgeries.

Signs to look for

Annual scoliosis screenings at your child's school are a great resource, which allows for many cases to be detected at an early stage. Still, there are signs parents can be on the lookout for including: uneven shoulder heights; one rib cage higher than the other when the child bends over; and one shoulder blade more prominent than the other.

No matter the severity, it's important to seek treatment or medical advice because left untreated, the condition can continue worsening and lead to health problems.



David Bumpass, M.D., is Assistant Professor of Orthopaedics, College of Medicine, University of Arkansas for Medical Sciences.

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MUNICIPAL MART

To place a classified ad in City & Town, please email the League at citytown@arml.org or call 501-374-3484. Ads are FREE to League members and available at the low rate of \$.70 per word to non-members. For members, ads will run for two consecutive months from the date of receipt unless we are notified to continue or discontinue. For non-members, ads will run for one month only unless otherwise notified.

CALL FOR BIDS—Greenland is requesting statements of qualifications from firms interested in providing future engineering services for street, drainage, bridge, water & sewer, parks and other projects. To be considered, statements of qualification shall be received at P.O. Box 67 Greenland, AR 72737; or in person at City Hall, 8 E. Ross Street, Greenland, before 12 p.m., Feb. 29. Statements of qualification may be accepted throughout the year, however, to be considered for evaluation for all future projects, statements need to be received by the deadline. Statements of qualification submitted shall be qualified to do business and licensed in accordance with all applicable laws of the state and local governments where the project is located. Pursuant to A.C.A. §22-9-203, Greenland encourages all qualified small, minority and women business enterprises to bid on and receive contracts for goods, services, and construction. Also, the city encourages all general contractors to subcontract portions of their contract to qualified small, minority and women business enterprises. The city reserves the right to reject any or all proposals and to waive irregularities therein, and all proposers shall agree that such rejection shall be without liability on the part of the city for any damage or claim brought by any proposer because of such rejections, nor shall the proposers seek any recourse of any kind against the city because of such rejections. The filing of any proposal in response to this invitation shall constitute an agreement of the proposer to these conditions.

CITY MANAGER—Fort Smith (population 87,400). While characterized by its southern heritage of charm and warmth, Fort Smith boldly embraces the future. It is a bustling regional hub for business, manufacturing and commerce. It is a city with enormous potential and a tremendous future. It is seeking an outstanding leader and manager to guide it to the next level — someone who does not sit behind a desk but who is out in the field with the staff and in the community with the public. The manager will be analytical always looking for opportunities to improve efficiency, effectiveness and customer service. For details, go to www.cb-asso.com under "Executive Search / Active Recruitments." Note: The actual title is City Administrator but this is a Council Manager form of government and the City Administrator is in reality a City Manager. Starting salary: \$130,000 to \$170,000. To apply, send your resume to Recruit49@cb-asso.com. Faxed and mailed resumes will not be considered. Questions should be directed to Colin Baenziger at 561-707-3537.

COMMUNICATIONS DIRECTOR—Jonesboro is seeking a Communications Director with a proven track record of successful and effective internal and external communications management and media relations. The Communications Director works closely with the mayor and administration and is responsible for overseeing the city's internal and external communications, including providing public information, media design and production,

website maintenance, marketing, and advertising to enhance citizen engagement and increase awareness of city activities and success. The Director is also expected to develop and maintain productive relationships with representatives of the news media, and assist other staff in public information activities. The incumbent is responsible for research, reports, and recommendations on administrative policies, intergovernmental matters, and special projects as assigned. Required qualifications: Equivalent to a four-year college degree, plus two years related experience and/or training, and one to six months related management experience, or equivalent combination of education and experience. Apply in person at the City of Jonesboro Human Resources Department, Municipal Complex, 300 S Church Street, Jonesboro, or online at www.jonesboro.org/Jobs.aspx. EOE.

DIRECTOR OF HUMAN RESOURCES—Fort Smith is recruiting a professional to fill the position of Human Resources Director. Under the general guidance of the Deputy City Administrator, this position is responsible for the development, implementation and interpretation of policies and procedures, employee benefits and disciplinary actions; prepares annual personnel and operating budgets and is responsible for ensuring proper administration of the city's Equal Employment Opportunity Plan and employee evaluation process. Excellent opportunity for a visionary and a doer. Starting salary \$64,396 to \$82,846 with growth potential to \$101,275 + excellent benefits. A detailed recruitment brochure is available by calling the Fort Smith human resources department at 479-784-2221 or on our website at www.fortsmithar.gov/humanresources under the documents tab. EOE.

DIRECTOR OF MUNICIPAL COURT SERVICES—Corpus Christi, Texas, is seeking a new Director of Municipal Court Services. Corpus Christi, located on the Gulf of Mexico, is the largest city on the Texas coast, with a population of approximately 312,000. The Corpus Christi Municipal Court, with a FY2015-16 administrative budget of just over \$4 million, includes 66 employees: the Director, Assistant Director, 30 municipal court staff, 23 City Detention Center staff, 3 Case Managers, and 8 Marshals. Reporting to an Assistant City Manager, the Director of Municipal Court Services is responsible for the overall management, strategic planning, and employee relations for the Court. Bachelor's degree required. Master's degree preferred. Must have a minimum 10 years' experience with similarly sized courts as Director, or larger courts at Assistant Director level. Class 3 Texas Municipal Court Clerk Certification required, or equivalent for out of state candidates. View complete position profile and apply online at: <http://bit.ly/SGRCcurrentSearches>. For more information contact: Molly Deckert, Senior Vice President, Strategic Government Resources, MollyDeckert@GovernmentResource.com.

DIRECTOR OF PUBLIC RELATIONS—Springdale is currently accepting applications for the position of Director of Public Relations. Interested persons should submit an application to the Human Resources Department. Responsible for assisting in the managing of public relations for the City of Springdale. Builds and sustains the City's mission and reputation for the betterment of the health, safety, welfare, prosperity, and comfort of the citizens of the City of Springdale. Writes and delivers press releases and handles all communication sent to the public. Qualified applicants must possess a broad knowledge of such fields as accounting, marketing, business administration, finance, etc. Equivalent to a four year college degree, plus 7 years related experience and/or training, and 5 years related management experience, or equivalent combination of education and experience. Salary range: \$57,600 - \$85, 527 DOE. To apply, you must submit a City of Springdale application that can be found at www.springdalear.gov. Resumes will not be accepted without an accompanying application. Excellent benefits package. EOE.

FIREFIGHTER/EMT—Farmington is accepting applications for a F/T Firefighter/EMT. Applications will be accepted through Jan. 22. Must be 21 years of age and capable of performing duties associated with fires, rescue and EMT operations. Applicant must have HS diploma or equivalent, and class D Arkansas DL. Applications available at Farmington Fire Station, 372 West Main St., Farmington, between the hours of 8 a.m. and 5 p.m., or visit www.cityoffarmingtonar.com. For more information call 479-267-3338.

DIRECTOR OF DEPARTMENT OF PUBLIC SAFETY—Hardy is accepting applications for the position of Director of Department of Public Safety. The city offers benefits including employee health insurance through the Arkansas Municipal League, retirement with LOPFI and vacation & sick leave. Applications are available at 124 Woodland Hills Road, Hardy. Resume must accompany application. Must be certified and meet all requirements for law enforcement standards and training. Return application to Attn: Mayor Thornton, P.O. Box 5, Hardy, AR 72542.

MARKETING CONSULTANT—Mena Advertising & Promotion Commission is requesting qualifications, from interested and qualified individuals or agencies, to contract for professional services for the purpose of providing festival and event planning, marketing plans, marketing campaigns, and graphic designs to promote tourism in Mena. A degree in marketing, or three years previous work experience in marketing, is required. Proficiency in graphic design is also required. For more information please contact Becky Horton at 479-394-4585.

OCCUPANCY CLERK—The Magnolia Housing Authority located in Magnolia, Arkansas, is seeking to fill the Position of Occupancy Clerk immediately. The qualified individual must have experience in the Public Housing field. We are looking for someone with a strong work ethic and a self-starter. This job is challenging and fast paced. The employee reports to the Executive Director and is responsible for all occupancy related concerns, including but not limited to applicants, screening with reference to background checks, move-in/move-outs, rent collection, monthly reporting for Low-Rent Public Housing (HUD) and Multi-Family (Section 8-New Construction). Public Housing Manager Certification would be a plus. Computer knowledge and experience with Lindsey Software preferred. Excellent letter writing/typing skills required. Need knowledge of current HUD regulations. This job has an excellent Salary and Benefit package;

including 401(a) retirement plan, Sick and Vacation leave, paid Health, Dental, and Vision coverage and Life Insurance. Please submit resume to: mha@arkansas.net.

PLANNING & COMMUNITY DEVELOPMENT DIRECTOR—Bryant is accepting applications for an energetic and forward-thinking Planning/Community Development Director. This position starts at \$46,188, commensurate with experience. Bryant offers a comprehensive benefits package as well as paid time off and retirement. Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd St., Bryant, AR 72022. A city application must be submitted. EOE.

FOR SALE—Boston Mountain Solid Waste District has a 2000 Erin Starscreener 200-A with 30' discharge conveyor for sale. Formerly used for compost

processing. Unit starts easily and runs great. 5 cubic yard hopper, 3 cylinder 54 hp motor, and low hours. \$40,000 for both pieces picked up at our Prairie Grove location. Call 479-846-3005 for more information or to schedule an appointment to see it run.

FOR SALE—Boston Mountain Solid Waste District has a 2001 Trailstar Live Floor trailer for sale. Trailer is being sold as is for \$22,000. Call 479-846-3005 for more information.

FOR SALE—Boston Mountain Solid Waste District has a 95 gallon Cram-A-Lot Cart Tipper for sale. Used only a few times. In excellent condition. It is a stationary tipper perfect for emptying cans into balers or larger dumpsters. Purchased in 2007, asking \$7,500. Call 479-846-3005 for more information.



NOTICE: Annexation Reports Due March 1

Arkansas Code Ann. sections 14-40-2201 and 14-40-2202 provide:

- (a)(1) Beginning March 1, 2014, and each successive year thereafter, the mayor or city manager of a city or incorporated town shall file annually with the city clerk or recorder, town recorder, and county clerk a written notice describing any annexation elections that have become final in the previous eight (8) years.
- (2) The written notice shall include:
 - (A) The schedule of services to be provided to the inhabitants of the annexed portion of the city; and
 - (B) A statement as to whether the scheduled services have been provided to the inhabitants of the annexed portions of the city.
- (b) If the scheduled services have not been provided to the new inhabitants within three (3) years after the date the annexation becomes final, the written notice reporting the status of the extension of scheduled services shall include a statement of the rights of inhabitants to seek detachment.
- (c) A city or incorporated town shall not proceed with annexation elections if there are pending scheduled services that have not been provided in three (3) years as prescribed by law.

Ark. Code Ann. § 14-40-2202. Inhabitants of annexed area

- (a) In all annexations under § 14-40-303 and in accordance with § 14-40-606, after the territory declared annexed is considered part of a city or incorporated town, the inhabitants residing in the annexed portion shall:
 - (1) Have all the rights and privileges of the inhabitants of the annexing city or incorporated town; and
 - (2)(A) Be extended the scheduled services within three (3) years after the date the annexation becomes final.
 - (B) The mayor of the municipality shall file a report with the city clerk or recorder, town recorder, and county clerk of the extension of scheduled services.
- (b) If the scheduled services have not been extended to the area and property boundaries of the new inhabitants within three (3) years after the date annexation becomes final, the written notice reporting the status of the extension of scheduled services shall:
 - (1) Include a written plan for completing the extension of services and estimated date of completion; and
 - (2) Include a statement of the rights of inhabitants to seek detachment.
- (c) A city or incorporated town shall not proceed with any additional annexation elections if there are pending scheduled services that have not been extended as required under this subchapter.

To obtain a sample *Notice Describing Annexation Elections, and Schedules of Services* access the "Legal FAQs" www.arml.org/resources/legal-faqs page of www.arml.org. 



More than \$227,000 in state grants will improve Arkansas trails

Texarkana has been awarded \$227,252 worth of grants from the Arkansas State Highway and Transportation Department that will help enhance recreational trails within the city, the *Texarkana Gazette* has reported.

The grant awards included \$76,500 from the state for the Jackson Street Trail and Bridge Connection with a matching grant requirement of \$22,735; \$48,810 for the Pinson Sidewalks (East 42nd Street to East 47th Street) with a \$12,202 match; \$66,353 for the Nix Creek Trail Extension (East 42nd Street to Northwest of Nix Creek) with a \$16,588 match and \$35,589 for Pinson Sidewalks (Arkansas Boulevard to East 42nd Street) with a \$8,897 match.

The total matching funds for these projects is \$60,423. The matching funds are a combination of city funds in the amount of \$37,687, the Partnership for the Pathway's contribution of \$15,640 and the city in-kind labor match of \$7,095, according to a city press release.

Other cities in Southwest Arkansas were also recipients of this year's Transportation Alternatives Program awards. Nashville received \$190,240 in federal funding for 4th Street sidewalks; Stamps received \$132,800 for the city's triangle sidewalk improvements; Ogden received \$109,300 for sidewalk improvements; Glenwood received \$399,892 for sidewalk improvements; and Lockesburg received \$353,560 in federal funds for sidewalk improvements.

Little Rock Fire Department earns Class 1 rating

The Little Rock Fire Department has attained a Class 1 rating from the Insurance Services Office (ISO), becoming one of only 144 departments nationwide to earn the "superior property fire protection" distinction from the organization, the city has announced.

An ISO representative called the department's deployment analysis and training scores exceptional, pointing out that the training score was among the highest he has seen.

"This achievement shows a commitment to fire protection that is second to none," said Fire Chief Gregory Summers, adding that the National Fire Protection Association estimates that there are around 30,000 fire departments in the United States.

According to Summers, the Little Rock Fire Department put forth a concerted effort to improve upon several areas of the Public Protection Classification program. That included accurately documenting pre-fire plans, logging hundreds of training hours, and upgrading the response profile, which means that the department can put 15 people on the scene of a 2,000-square-foot structure within 8 minutes 90 percent of the time.

Fire prevention and fire safety education were also a focus for the department, Summers said.

The ISO Public Protection Classification program recognizes the efforts of communities to provide fire protection services for citizens and property owners. Insurances companies use the rating to help establish fair premiums for fire insurance, which generally results in offering lower premiums in communities with a better class protection rating. Although homeowners may not see significant reductions in premiums, industrial and commercial properties should.

The program conducts on-site surveys of fire departments, water supply facilities, and emergency communications in addition to analyzing community risk reduction efforts. The fire department evaluation accounts for 50 points of the total score.

State Aid Street Committee announces new appointments

The State Aid Street Committee has announced its new appointments for the year. They are Stephens Mayor Harry Brown and Maumelle Mayor Mike Watson. Jonesboro Mayor Harold Perrin has been reappointed as well.

The State Aid Street Committee administers the State Aid City Street Program to assist Arkansas's cities and towns in the improvements to city streets. The Arkansas Highway and Transportation Department (AHTD) provides technical assistance to the Street Committee and for projects approved by the Street Committee, the AHTD Designs, procures construction contracts, and inspects City Street Program funded projects. For more information call 501-569-2346 or visit citystreet.arkansas.gov.



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Standing from left:
Dennis Hunt (Executive Vice President
and Director of Public Finance), Chris
Angulo, Michael McBryde, Mark
McBryde, Bo Bittle, Jack Truemper
and Kevin Faught

Seated from left:
Michele Casavechia, Lindsey Ollar
and Jason Holsclaw

At Stephens, we understand that our success depends on building trust through integrity and sound judgment. These core values have forged relationships with Arkansas borrowers that span generations.

For more than 80 years, Stephens has leveraged municipal finance experience and expertise to successfully manage tax-exempt and financial advisory transactions throughout our state. The confidence placed in us by our fellow Arkansans helped to make 2014 another good year for our firm.

We are continually impressed with the talent and dedication of the public sector employees who strive every day to improve our state's municipalities, counties, school districts, hospitals, colleges, universities, utility systems, and other governmental agencies. We thank each of you for your continued trust in our firm, and we look forward to serving you in the years to come.

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