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ARKANSAS MUNICIPAL LEAGUE



GREAT CITIES MAKE A GREAT STATE

Cover photo by Andrew Morgan.



ON THE COVER—Veteran and newly elected city and town leaders will gather Jan. 16-18 at the Marriott Hotel and Statehouse Convention Center in Little Rock for the League's 2019 Winter Conference. The agenda is packed with essential information, and we look forward to seeing everyone there. If you haven't yet registered, it's not too late. See registration info and the tentative agenda inside beginning on page 22. Read also about November's series of successful regional meetings and numerous tips and overviews of state statutes to help you get the new year started on the right foot.—atm

Features

League wraps successful series of regional meetings

The League held a series of five regional meetings across the state in November in order to share information about the services and programs available to member municipalities and to discuss the League's legislative package.

- 30 tips for newly elected officials Holding your first elective office can be daunting, and these tips may help you become a more effective leader and better serve the citizens of your hometown.
- "Me too" movement impacts cities, too As the burgeoning "me too" movement has proven, the days of ignoring sexual harassment in the workplace or pretending it doesn't exist is over, and cities should take action to make sure it stays that way.
- Annual financial statements due Under state law, cities and towns must publish annual financial statements, and the deadline for 2018's reporting is rapidly approaching.
- Longtime leaders retiring The end of 2018 sees the retirements of numerous longtime, dedicated public servants in cities and towns across the state.

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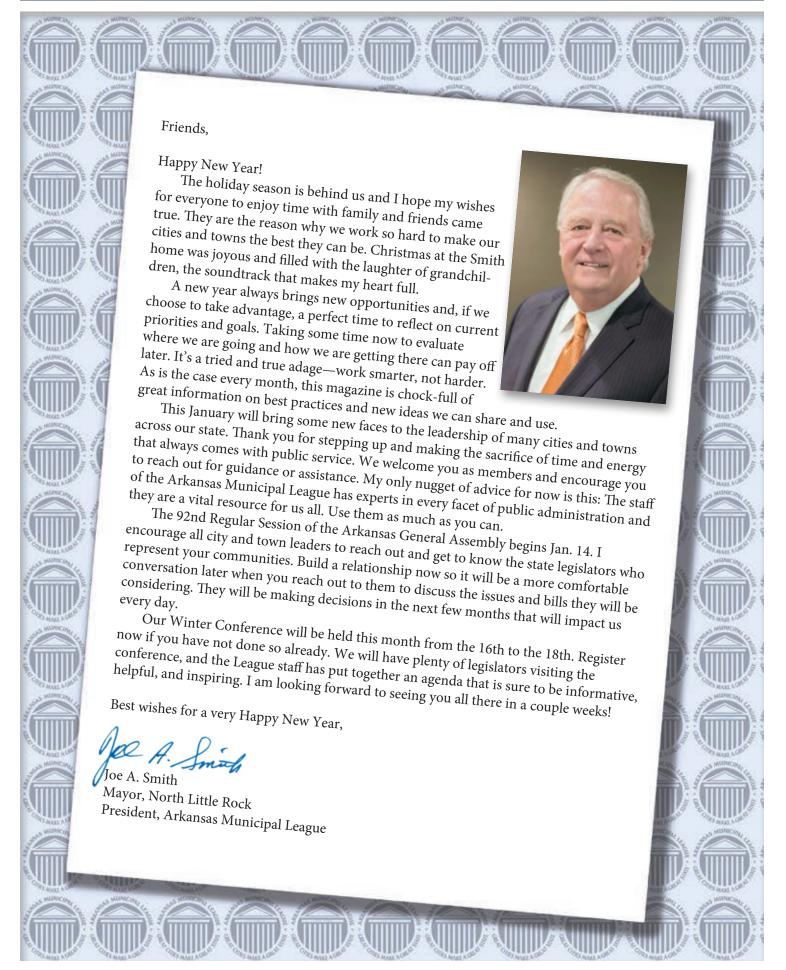






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League wraps series of regional meetings









he Arkansas Municipal League held five regional meetings in November of 2018 to help spread the word to members about the services and programs the League offers. With the 92nd General Assembly of the Arkansas Legislature set to begin this month, the meetings also served as an opportunity to discuss the League's legislative package and other statewide issues that affect our 500 cities and towns.

Attendance was strong at the meetings, with 236 total participants, which included both veteran and newly elected city officials. State legislators and county officials also attended the meetings to meet with their city and town officials. The tour of regional meetings started Nov. 16 in Lake Village and culminated in a Nov. 30 meeting at the League's North Little Rock headquarters.

With the important legislative session right around the corner and with so many new city officials coming on board in 2019, League Deputy Director Whitnee Bullerwell was pleased with the participation at the five meetings. They were very impactful, she said.

"The attendance was great and the interest was great as well," Bullerwell said. "The newly elected officials came prepared with their questions, and we were prepared to answer them. We were able to discuss legislative priorities and see our members networking and sharing ideas and knowledge from those veteran officials to those newly elected officials. It was nice to see them extend themselves, because everybody learns from everybody. Overall it was very beneficial and productive."





El Dorado Mayor-elect Veronica Smith-Creer was one of several newly elected city officials to attend a regional meeting. She accompanied outgoing El Dorado Mayor Frank Hash to the Nov. 29 meeting in Hope.

"It was quite informative," Smith-Creer said. "I wasn't aware of all of the things [the League] covers."

Smith-Creer had also attended the 84th Convention in June when she was a candidate. She credits El Dorado Council Member Willie McGhee for encouraging her to take advantage of the League's educational opportunities, she said.

This is the second time the League has hosted a series of regional meetings. The inaugural series took place in the fall of 2016. According to Bullerwell, the goal is to continue to calendar regional meetings in years when municipal elections precede the regular legislative session.



30 tips for newly elected mayors and council members

- Allow yourself enough time to be effective. Just attending council meetings isn't enough—you must study and discuss the problems and keep yourself informed on what's going on. To do even a fair job takes a lot of time.
- Pace yourself. Limit the number of meetings you have. Set some priorities, recognize the need to spend time with your family, and don't burn yourself out. Recognize that life—and the city—is dependent on a lot of things we have little control over.
- Don't make promises you can't deliver. Most major decisions and actions require approval of the governing body, and this takes a majority vote.
- Treat everyone the same. Be consistent. And always deal with people as if you will have to deal with them again. Even if you don't, someone else will.
- Don't spend most of your time checking on what your city staff has already done. Your primary job is to provide policies and direction for the city. For example, instead of spending time reviewing invoices, make sure you have a good purchasing practice through which invoices are generated in the first place.
- Take your budget preparation job seriously, for it determines what your city does or doesn't do for the coming year. It's the biggest policy development tool available to govern the city. And when budget cutbacks are essential, don't cut back on those activities that are vital to the critical operation of the city.
- Be alert for the little things. They are the things that always seem to grow and come back to get you.
- Establish policy statements. Written policy statements let the public and the city staff know where they stand. They help the governing body govern, and writing them provides a process to develop

- consensus. "That's the way it's always been done" is not good enough to either stay out of trouble or to get things done.
- Maintain the infrastructure. Make certain you are adequately keeping up with what you now have before taking on any new projects. Deferring maintenance costs simply shifts your troubles to those who follow you in the future.
- Don't give quick answers when you're not sure of the real answer. It may be embarrassing to appear ignorant, but it can be more embarrassing to tell a person something that is wrong.
- Don't be stampeded into action. Don't be misled by the strong demands of special interest groups who want it done now, their way. Your job is to find the long-term public interest of the city, and you may be hearing from the wrong people.
- Don't spring surprises on your fellow council members or your city staff, especially at formal meetings. If a matter is worth bringing up for discussion, it should be put on the agenda. Surprises may get you some publicity at the embarrassment of others, but they tend to erode the "team" approach to governance.
- Don't bypass the system. If you have a city manager or other chief administrative official, stick to policy and avoid personal involvement in day-to-day operations.
- Don't let others bypass your system. Insist that people such as bond dealers or equipment suppliers first work with your city staff. If direct contact with council members is advisable, this should be with the council as a whole and not on a one-on-one basis.
- Formalize your personnel rules and regulations.

 Make sure they're clear. For example, if you don't pay for unused sick leave when an employee is terminated, put it in writing. Once the rules are established, council members should avoid the temptation to get involved in personnel matters.

- Familiarize yourself with the FOIA, the Freedom of Information Act. Respect the letter and intent of the act, and don't underestimate its importance and seriousness.
- Keep your constituents informed through such means as social media, a weekly editorial in the local newspaper, radio interviews, or news releases. Be friendly and deal effectively with the news media. Lack of proper communications is one of the biggest problems of cities.
- Keep your employees informed also, particularly those on the front line who make decisions or are in frequent contact with the citizens.
- Appoint citizen advisory committees as needed, but be prepared to follow their advice. Appointing your opposition to a useful committee can let them work for you, instead of against you.
- Hire the best people you can and give them as much responsibility as they can and will handle. There is always the possibility that they will get you into trouble at first, but if you stand behind them, eventually they can keep you out of trouble.
- Charge your employees with being responsible for new ideas and better ways of doing things. Listen to what they have to say.
- Have your city attorney attend your council meetings, but don't expect the attorney to know all the answers right on the spot. Give the attorney the chance to research the matter.
- Don't simply ask your city attorney whether or not you can do something. Sometimes the most appropriate question is, "How can we legally accomplish this objective?"
- If yours is a typical city, don't expect your city attorney to be an expert on every issue; city government is complex. On occasion, you may need outside counsel, and it will be a good investment of public funds.

- Elected officials should accept their leadership responsibilities, such as selling new programs to the public.
- Make sure you have a good financial accounting and reporting system. Some cities have gotten into financial troubles simply because they spent more money than they had available and nobody knew it.
- Don't act as if the city operates in a vacuum.
 We must work within the intergovernmental system to be effective. Keep in contact with your federal, state, county, and school officials. Use the Arkansas Municipal League.
- Don't let a consultant take your place. You are the one who will be around to hear criticisms if things don't turn out right. The consultant should realize this. Even though we expect their best judgment, they should expect us to want to look over their shoulders.
- Don't be hesitant to budget money for your officers and employees to attend League workshops and conferences. These provide excellent learning opportunities and personal contacts that can be very valuable to your city.
- Finally, define what "trouble" means to you. We must realize that we work in a fish bowl environment and that most of the things we do affect people. Many times, they will be affected in a manner they don't like. If "trouble" means having someone mad at you, you're in the wrong business. We should handle each item in a straightforward way that we know or believe to be correct. If things don't turn out the way they should—after all, even public officers and employees can make mistakes—no one can accuse you of improper motives, and you will know you did what you thought was proper.

A version of this article appeared originally in the June 2010 issue of Texas Town & City, the official publication of the Texas Municipal League, and is reprinted with permission.



Cities and towns: "You too!"

The impact of the "me too" movement in municipal offices By Nancy Richards-Stower, Esq.

n January 2017, the day after the president's inauguration, millions of women marched in the streets of America, and many hundreds of thousands of them wore pink hats. They marched to demand respect, to end gender discrimination generally, and specifically in the workplace. Despite the smiles and energy of those marchers, they were angry! From that anger exploded a new determination to take action by speaking out for equal pay, for equal opportunity, and against sex discrimination and sexual harassment in the workplace.

For municipal employers, the United States Constitution has an equal protection clause that can be triggered by gender discrimination, despite the lack of an equal rights amendment. For municipal employees seeking equality, more useful is the network of federal, state, and municipal laws against gender/sex discrimination. The upshot for municipal leaders: Pay closer attention, ask questions, and establish a regular routine of reminding your employees that they have legal (and moral) rights to be free of sexual harassment.

Since those marches, the "me too" movement erupted from the publicity generated by revelations of the serial sexual assaults of movie mogul Harvey Weinstein. Women all over America related their own sexual harassment experiences—some for the first time, years and even decades after the events. These experiences live on and continue to bring upset and distress and real suffering. I remember listening to a 70-something employee of a grocery store, in my office on an age discrimination matter, tearing up as she recalled her produce manager some 30 years earlier slapping her on the butt when she bent over to pick up a fallen head of broccoli. I was the first person she ever told—not her husband, not her best friend, not her children. Why? She

had not been told that she had a right to not be slapped on the butt.

The "me too" movement has knocked from power the rich and famous: a U.S. Senator, a Senate candidate, several members of Congress, along with television celebrities, news anchors, actors, musicians, artists, famous educators, and many other previously "important" men. "Me too!" became the chant of women worldwide that they had been held back in their careers just because they were women. Their gender had provided all the permission needed by more powerful males to grope, ogle, and assault. Their gender relegated them to accept a workplace that would place roadblocks between them and jobs and pay worthy of their talents.

It is axiomatic that a diverse workplace, where gender bias is minimized, results in better and more production (and in the corporate setting, a bigger bottom line). LGBT-supportive policies (equal treatment for lesbian, gay, bi-sexual, and transgender individuals) similarly result in increased and measurable benefits. Surveys have proven over and over again that a workplace that respects the realities of its workers will thrive, and those looking backwards to the "good old days" set themselves up for disaster (and lawsuits).

Admit it: Sexual harassment is underreported among your employees. You know it, but there's so much on your plate that you are not about to go looking for violations, right? There is no upside to turning up last year's bad acts, right? If there's no report, there's no liability right? And, if she doesn't come forward, you don't have to do anything, right? Wrong. Dead wrong.

What is workplace sexual harassment?

Sexual harassment is unwanted, unwelcomed sexual advances, requests for sexual favors, or other verbal or physical harassment of a sexual nature, which conduct is severe or pervasive.

"What? Even jokes?"

Yes. Even jokes.

"What? Can't I even compliment her on her outfit?" It depends.

"How will I know?"

Here's a good rule: If your mother, spouse, and daughter were watching you right now on a closed-circuit television, would you do it or say it—including with your gestures and tone of voice? No? Then don't do it or say it. Period. End of story.

Statistics should shock: Even before the news reports that Harvey Weinstein sexually harassed and assaulted a long list of actresses over decades, a summer 2017 Pew Research survey found that 42 percent of women said they had experienced some kind of gender discrimination (which includes sexual harassment) at work. 42 percent! Almost half.

An October 2017 ABC/Washington Post survey found that 33 percent of all American women suffered sexual harassment at work, and that 85 percent of those victims remained angry about it. In the financial industry, 62 percent of all survey respondents said they witnessed or were the victims of sexual harassment, according to a WealthManagement.com survey.

Warning: Those who witness the sexual harassment of another also can have the same legal claims against the employer as those who were the direct target. That's a lot of liability, and there is no reason for you to assume that your workplace is any different.

Practice Pointer—You cannot continue to ignore Highway Department Charlie's crude comments when he comes into the office for his paycheck. A "that's just Charlie" response will create stress for your workers and liability for your taxpayers.

The "me too" movement is transforming the workplace and has catapulted human resource directors and support staff into increased importance, for they exist at the fulcrum of past and future workforce conduct.

Practice Pointer—If your top official annually distributes two copies of your sexual harassment policy, one to remain with the employee, the other to be signed and dated and filed in the personnel file, you are sending a clear, provable message that sexual harassment will not be tolerated. The annual notice should include your municipality's specific steps for reporting the harassment,

the anticipated steps after you receive a report, and should provide your employees the contact information for the Equal Employment Opportunity Commission (EEOC), the deadlines for filing, along with a clear statement that retaliation for reports will not be tolerated and is itself illegal and yields the same remedies as the underlying discrimination claims. [Note: Unlike most other states, Arkansas does not have a state administrative agency to accept discrimination charges.—Ed.]

Wait! Won't that foment new charges of sexual harassment made to our human resources department? You should hope so! Why? Because then you can deal with and stop the behavior before it further disrupts your workplace and before liability occurs (and, if liability already has been triggered, then before the damages skyrocket). Harassers will be reminded annually of what will happen if they continue to harass. As importantly, your employees will be empowered to reject the harassment before they are further harmed and damages are incurred. On a cost/benefit analysis, legal and moral: Stop the harassment before it starts, protect those who report harassment. Make it clear that sexual harassment is no joke.

Embrace the opportunities for the increased worker production and workplace satisfaction that all studies show results from clarity of policy. Make it clear, and make it clear often, that work is for work, that equality of opportunity is the spine of your workplace, and that whatever prejudices are carried into the workplace by your employees, cannot be manifested in conduct.

You need not be reminded that sexual harassment litigation against a municipality brings public attention and disruption of the workplace dynamics. (I will share that over my four decades of employee representation, the only front page newspaper articles my lawsuits have yielded—and I do not seek the publicity—have been sexual harassment claims.) Also keep in mind that New Hampshire juries award large damages in employment discrimination cases, and that is why most municipal sexual harassment claims are settled. Depending on the deductible of a city or town's insurance policy (if there is an employment policy), the financial hit on the local government for bad management of sexual harassment can be significant, and the "me too" movement has not only empowered your employees, but the female jurors you will face at trial.

Before the "me too" movement, there was much more angst about the public nature of lawsuits. Not so much, today. In fact, a public announcement of an employee rejecting and reporting sexually harassing conduct along with a corresponding demand for compensation is the new normal.

Recent changes to non-disclosure/ confidentiality provisions in sexual harassment settlement agreements

Publicity can encourage other victims to come forward, which is one reason why confidentiality provisions were routinely inserted into the sexual harassment settlement agreements negotiated by town counsel. But no longer! Why? Because the Tax Cuts and Job Act of 2017 wiped out all employer deductions for payments paid to settle sexual harassment cases and the attorney fees incurred, when the settlement agreement carries a non-disclosure agreement (NDA).

What, you don't have to worry about deductions because municipalities don't pay income taxes? It's not always about the employer: Your employees pay those taxes, and because the law was poorly written, it snags attorney fee deductions of employees whose counsel fees are awardable in discrimination cases, and are thus often included in settlement agreements Thus, the employee-attorney fee deductions that had enjoyed an "above-the-line deduction status" in 2004, have also been zapped by the 2017 tax act, so no mindful employee will agree to non-disclosure provisions in her settlement agreement until or unless the new tax law is amended or the IRS issues a guidance limiting the penalty to the employers.

What about non-disparagement paragraphs in settlement agreements? If they muzzle an employee's truthful statements about the sexual harassment, the tax law will be triggered. What if, for example, during a layoff, you provide a departing employee with a severance payment along with a simple form severance agreement with a universal release that contains a non-disclosure provision? Unless it specifically exempts sexual harassment-related claims from the release, the employee seeking to deduct any attorney fees that she incurred as the result of her layoff would be well advised to require an amended severance agreement.

Sexual harassment is life changing for the victim

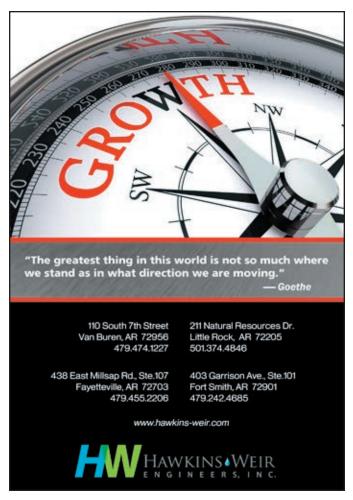
I know. I get the employee calls and have gotten these calls for over four decades. They are disturbingly similar, despite the passage of time, except that now I get calls much earlier, and mostly while the victims are still employed. Women are still asked to sleep with their bosses; they continue to slink away from a boss's "leanin" at the office copier, and from his hands on her shoulders as he towers above her chair, where she sits, frozen, at her computer. Women continue to attend business meetings and hear corridor conversations replete with sexist comments. But now, they are less hesitant to reject the harassment, less hesitant to report it, and less hesitant to demand that it end. And that is good, for which one of you municipal leaders dreamed of protecting

sexual harassers as a career choice? The one constant over my decades advocating for workplace equality is the penchant of too many supervisors to underestimate the importance and impact of sexual harassment, and an almost knee-jerk response to minimize the conduct, implying the victim is overreacting: "He said he didn't touch her; he didn't say anything. He just looked at her. How can that be sexual harassment?"

Well, ask the former town administrator of Grafton, Mass., after the First Circuit Court of Appeals ruled that staring (aka "leering") at a woman's chest can constitute actionable sexual harassment. "But, later, the town ultimately won the case at trial!" Yes, after years of litigation and \$400,000 in attorney fees.

Nancy Richards-Stower was inducted into the College of Labor and Employment Law Attorneys in 2003, earlier having served as member and then chair of the N.H. Commission for Human Rights 1979-1985. She has operated her solo employee civil rights law firm in Merrimack, N.H., since 1988 and is a member of the bars of New Hampshire, Massachusetts, and Virginia.

A version of this article appeared originally in the July/August 2018 issue of New Hampshire Town and City, a publication of the New Hampshire Municipal Association, and is reprinted with permission.







The Arkansas Municipal League Directory reaches municipal officials and many more. The Directory is a working reference of city and town elected and appointed officials, municipal department heads, state and federal agencies, legislators, and others. It is a one-stop information guide to all of Arkansas's 500 incorporated cities and towns. The League will print the Directory on a biennial basis. Therefore, your ad is good through 2020.

Ad sizes and rates:

Back cover—\$5,250

Inside back cover—\$3,750

Full page—\$2,250

Half page—\$1,500

Quarter page—\$750

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- 100-110 pages

Advertising deadline is December 31, 2018.

For more information, please contact Tricia Zello at (501) 374-3484, Ext. 285, or email citytown@arml.org.

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.

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City or Town of		
(Cities of t	ne first class, second	class, and incorporated towns)
Finar	icial Statement Janua	ry 1, 2018—Dec. 31, 2018
	GENERAL FUND	
Balance January 1, 2018	\$	
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, 2018	\$	
	STREET FUND	
Balance January 1, 2018	\$	
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, 2018	\$	
The classification of expenditures shoarks department, etc.	all be by department	i.e., administrative, police department, fire department,
	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	3	are public records and are open for public inspection
during regular business hours of	A.M. to P.M., Mo _, Arkansas.	nday through Friday, at City Hall in

time the record will be available for inspection and copying.

Municipalities must publish annual financial statement

he time is rapidly arriving for the annual reporting of each city and town's financial statement. Refer to the *Handbook for Arkansas Municipal Officials*, 2017-18 ed., section 14-59-116 and section 14-237-113.

The suggested **FORM B** is for use by water and sewer departments to comply with 14-237-113.

Ark. Code Ann. § 14-59-116 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 statement should include the receipts and expenditures for the year. In addition, it 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.

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 at www.arml.org/store.

Fina	ancial Statement Janua	ry 1, 2018—Dec. 31, 2018
WATER AND SEWER DEPARTME	NTC	
Balance January 1, 2018	\$	
Cash Receipts	Φ	
Water Payments	\$	
Sewer Payments	\$ \$	
Sanitation Funds	\$	
Other	\$	
Total Receipts	\$	
Total necelpts	5	
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, 2018	\$	
	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		of (City or Town) of re public records and are open for public inspection
during regular business hours of	A.M. to P.M., Mor	nday through Friday, at the Water Department in . Arkansas.



Reminder to All City Councils Regarding First Council Meeting of 2019

A.C.A. § 14-43-501 guides the organization at the beginning of a new year of the governing bodies of cities and towns.

A.C.A. § 14-43-501. Organization of governing body

- (a)(1) The members of a governing body elected for each city or town shall annually in January assemble and organize the governing body.
 - (2)(A) A majority of the whole number of members of a governing body constitutes a quorum for the transaction of business.
 - (B)(i) The governing body shall judge the election returns and the qualifications of its own members.
 - (ii) These judgments are not subject to veto by the mayor.
 - (C)(i) The governing body shall determine the rules of its proceedings and keep a journal of its proceedings, which shall be open to the inspection and examination of any citizen.
 - (ii) The governing body may also compel the attendance of absent members in such a manner and under such penalties as it prescribes.
 - (iii) The governing body may consider the passage of rules on the following subjects, including without limitation:
 - (a) The agenda for meetings;
 - (b) The filing of resolutions and ordinances; and
 - (c) Citizen commentary.
- (b)(1)(A) In the mayor-council form of government, the mayor shall be ex officio president of the city council and shall preside at its meetings.
 - (B) The mayor shall have a vote to establish a quorum of the city council at any regular or special meeting of the city council and when his or her vote is needed to pass any ordinance, bylaw, resolution, order, or motion.
 - (2) In the absence of the mayor, the city council shall elect a president pro tempore to preside over council meetings.
 - (3) If the mayor is unable to perform the duties of office or cannot be located, one (1) of the following individuals may perform all functions of a mayor during the disability or absence of the mayor:
 - (A) The city clerk;
 - (B) Another elected official of the city if designated by the mayor; or
 - (C) An unelected employee or resident of the city if designated by the mayor and approved by the city council.
- (c) As used in this section, "governing body" means the city council in a mayor-council form of government, the board of directors in a city manager form of government, and the board of directors in a city administrator form of government.

YOU'RE THE LEADER YOUR COMMUNITY NEEDS.

TELL CONGRESS WHAT YOU NEED





Little Rock is proud to host the Arkansas Municipal League's 2019 Winter Conference. The city's wide array of attractions, cuisine and lodging options make it the perfect location for taking care of business and unwinding at the end of the day. Little Rock is convenient, affordable and famous for that Southern hospitality, and we can't wait to see you here.



Rock Region METRO Streetcars > To learn more, visit **LittleRock.com**



Frank D. Scott, Jr. Mayor City Hall 500 West Markham, Room 203 Little Rock, Arkansas 72201 (501) 371-4510 www.littlerock.gov

January 16, 2019

Arkansas Municipal League 2019 Winter Conference



Dear Delegates,

On behalf of the citizens of Little Rock and the City Board of Directors, I am pleased to welcome you to Little Rock for the 2019 Winter Conference of the Arkansas Municipal League. As Little Rock's new mayor, let me take a moment of personal privilege to say how much I look forward to working with you.

Arkansas is fortunate to have an active, engaged Arkansas Municipal League. Regardless of the size of each of our cities, there are many challenges we all face and many opportunities we all share. The Winter Conference offers the chance to learn more about issues facing our cities, but also to interact with state officials and members of the Arkansas General Assembly.

In addition to the many informative sessions planned by the AML, the Winter Conference offers the chance to share ideas, network, and find common ground that will help us to make our cities the best places possible. It is also a chance to renew friendships and meet new people.

While you are in Little Rock, I hope you will explore many of the interesting attractions our city has to offer. You will find world-class museums a short walk from the Statehouse Convention Center including the William J. Clinton Presidential Center, the Old State House Museum, Historic Arkansas Museum, the Museum of Discovery, the Vogel Schwartz Sculpture Garden, and the Witt Stephens Jr. Central Arkansas Nature Center. Nearby, you will find the MacArthur Museum of Arkansas Military History, the Arkansas Arts Center, the Mosaic Templars Cultural Center, and the Central High National Historic Site. Of course Little Rock also offers many shopping and dining options to enjoy.

Welcome to Little Rock!

I appreciate you!

Frank D. Scott

Mayor

The Most Underrated City in Arkansas: In 2018, Thrillist Travel named North Little Rock "The Most Underrated City" in Arkansas which, in true Southern style, we take as a compliment. North Little Rock packs

Proximity to nature. Kayak through the city on the Arkansas River. Cycle 15 miles of the Arkansas River Trail. Sports teams love 1,700-acre Burns Park with its state-of-the-art facilities, and families enjoy the playgrounds and dog park. Burns Park was voted "Best Park in Arkansas" by *Arkansas Times* readers.

a powerful punch for travelers eager to experience something new. What

do visitors - and residents - love about

North Little Rock?



Entertainment for all ages. Annually North Little Rock welcomes more than 750,000 for events in the Argenta Arts District including North Shore Riverwalk Park, Verizon Arena and Dickey-Stephens Park.

Interactive history. The Arkansas Inland Maritime Museum is the only place in the world with floating vessels bookending World War II. More than 20,000 visitors every year come to see USS *Razorback*, a 90-percent-operational submarine. The tugboat

Hoga, a National Historic Landmark awarded for heroic efforts during the 1941 Pearl Harbor attack, opened for tours in 2018, allowing guests to experience this significant moment in American history in a new way.



One of the most unusual RV parks in the U.S. Downtown Riverside RV Park is one-of-a-kind with its location by the Arkansas River in downtown. Last year the RV park celebrated 10 years and an overall economic impact of \$15.87 million. Over the years we have met more than 46,500 RVers from all 50 states and several countries.



Hollywood ties. Our most popular icon, The Old Mill at T.R. Pugh Memorial Park is the last standing structure from *Gone with the Wind*. It won #2 Best Arkansas Attraction in *USAToday*'s 10Best Awards and a *TripSavvy* Editor's Choice Award for Historic Attraction.



What makes North Little Rock really stand out, however, is the people. We fly under the radar because our residents are humble, hardworking and go the extra mile to ensure visitors feel welcome. And our work isn't done yet; stay tuned!







OFFICE OF THE MAYOR





PHONE (501) 975-8601 FAX (501) 975-8633

P.O. BOX 5757

NORTH LITTLE ROCK, ARKANSAS 72119-5757

website: www.nir.ar.gov

Arkansas Municipal League 2019 Winter Conference January 16-18, 2019

Greetings!



As Mayor, it is my pleasure to welcome you to the Arkansas Municipal League 2019 Winter Conference. During your stay, we hope you can include some or all of the following points of interest in North Little Rock:

- Argenta Arts & Entertainment District Stroll North Little Rock's Main Street, lined with art galleries, restaurants, The Joint Comedy Theater and the North Little Rock Heritage Center.
- Dickey-Stephens Park home of the Arkansas Travelers and the finest facility in minor league baseball.
 Great family entertainment!
- Arkansas Inland Maritime Museum Tour a real World War II-era submarine, USS Razorback (SS394) and learn about the McClellan-Kerr Arkansas River Navigation System, cruiser USS Arkansas, and tugboat USS Hoga (YT146) which was designated a National Historic Landmark for the tugboat's heroic actions during the attack on Pearl Harbor.
- River Rail Trolleys allow visitors to travel across the Arkansas River in style and stop for shopping and dining in the Argenta Arts & Entertainment District in North Little Rock and River Market District in Little Rock
- Burns Park Encompassing 1,700 acres and one of the largest city parks in the nation, Burns Park hosts tennis, baseball, softball, and soccer tournaments.
- The Old Mill at T.R. Pugh Memorial Park a 1930s replica of a 1800s gristmill, presumed to be the last standing structure from Gone with the Wind.

For non-stop shopping and dining, visit the newly-renovated McCain Mall – the largest enclosed shopping center in Central Arkansas. Other dining and shopping opportunities are located in close proximity.

On behalf of the City of North Little Rock, I welcome you and extend best wishes for a successful conference.

Sincerely,

Joe A. Smith Mayor

"An Equal Opportunity Employer"

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2019 Winter Conference

Marriott Hotel/Statehouse Convention Center, January 16-18, 2019

Registration and payment must be received in League office by Monday, December 31, 2018, to qualify for Pre-registration rates.

Pre-registration for municipal officials
Registration fee after December 31, 2018 , and on-site registration for municipal officials \$175
Pre-registration for guests
Registration fee after December 31, 2018 , and on-site registration for guests
Other registrants\$200

- Registration will be processed ONLY with accompanying payment in full.
 Make checks payable to the Arkansas Municipal League.
- Registration includes meals, activities and a copy of *Handbook for Arkansas Municipal Officials*, 2017-2018.
- No daily registration is available.
- Registration must come through the League office. No telephone registrations will be accepted.
- No refunds after December 31, 2018.
- Cancellation letters must be postmarked by **December 31, 2018**.

Hotel Room Rates

Marriott Hotel(headquarters hotel) Single/Double. \$0LD 001	Check-in 3 p.m.
Capital Hotel Single/Double\$189	Check-in 3 p.m.
Doubletree Hotel Single/Double\$144	Check-in 3 p.m.
Wyndham Hotel Single/Double\$114	Check-in 3 p.m.

- Cut-off date for hotel reservations is **December 31, 2018**.
- Rooms in Little Rock/North Little Rock are subject to a 13-15 percent tax.
- Rooms will be held until 6 p.m. and then released unless guaranteed by credit card.
- Contact the hotel directly to make changes or cancellations in hotel accommodations.
- Hotel confirmation number will come directly from the hotel.
- Please check on cancellation policy for your hotel as penalties for cancellation can apply.

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Two ways to register 2 Complete the steps and mail with payment to: ARKANSAS MUNICIPAL LEAGUE

Register online at www.arml.org and pay by credit card.

Complete the steps and **mail with payment** to ARKANSAS MUNICIPAL LEAGUE
Attn: 2019 Winter Conference
P.O. Box 38
North Little Rock, AR 72115-0038

Step 1: Delegate Inform	ation	□ I am a newly e	lected official.
Name:			·····
Title:	City of:		
Attendee only email (required):	CC Email:		
Address:	City:		
State:Zip:			
Non-city Official guests will attend:	□ Yes □ No		
Name:			
In Case of Emergency (ICE) Contact	Name:IC	E Phone Number:	
Step 2: Payment Inform			
• What is your total? (see oppos	T		T
☐ Pre-registration for Delegate \$ 1 5 0	☐ Pre-registration for Guest \$75	☐ Other Registrants \$ 2 0 0	Pre-registration Total \$
Regular Registration for Delegate		☐ Other Registrants	Reg. Registration
\$ 1 7 5	\$100	\$200	Total \$
How are you paying?			
2019 °P.O. B	sas Municipal League Winter Conference ox 38 Little Rock, AR 72115		
☐ Credit Card Complete information Credit Card: ☐ Visa ☐ MasterCard			
Card Number:	Exp. C	Pate: /20	
Card Holder Name (as it appears on co	ırd):		
Billing address (as it appears on stateme	·		
City:	·		
E-mail address (required for credit			
	ONS delegates must directly contact participal you are with the Arkansas Municipal Le		
Marriott Hotel SOLDRENT Tions	s	-6290 Uegetar	ian
Capital Hotel			rian
Doubletree Hotel Reservations		O .	
Wyndham HotelReservations	s 866-657-4458 or 501-907	-4823	

Tentative Agenda January 16-18, 2019

10:00 A.M.	STATE AID STREET MEETING	MANNING ROOM, MH
12:30 P.M. to 2:30 P.M.	ACCRTA TRAINING Orientation for City Clerks, City Recorders, City Treasurers. This training session is especially helpful for individuals who are newly elected.	ARKANSAS BALLROOM, A
1:00 P.M. to 7:00 P.M.	REGISTRATION	CADDO ROOM (PRE-REGISTERED) OSAGE ROOM (ON-SITE), SCC
1:00 P.M. to 7:00 P.M.	VISIT WITH GOVERNMENTAL AGENCIES IN EXHIBIT HALL Governmental agencies have been invited to exhibit in Governor's Hall I and II. Drop by during breaks to visit with the various exhibitors regarding what services their agencies have to offer and learn how their services might benefit your municipality. Be sure to drop by League Services and visit with the AML staff as well.	GOVERNOR'S HALLS I & SCC
2:00 P.M.	MUNICIPAL LEAGUE WORKERS' COMPENSATION TRUST BOARD MEETING The January 2019 quarterly meeting of the Municipal League Workers' Compensation Trust Board will meet.	MANNING ROOM, MH
*3:00 P.M. to 6:45 P.M.	CITY GOVERNMENT 101: WHAT IS LOCAL GOVERNMENT AND WHAT DO I NEED TO KNOW? *Scanning for the five (5) hours of core credit will take place on Thursday, January 17, after the session.	GOVERNOR'S HALL IV, SO
7:00 P.M. to 8:30 P.M.	OPENING NIGHT BANQUET Legislators and constitutional officers have been invited to attend. Municipal officials who have obtained their "Certified Municipal Official" status and "Continuing Certified Municipal Official" status will be recognized. The League will recognize outgoing municipal officials who have achieved Life Member status. Last, but not least, the Dean's Chair will be awarded to the outgoing municipal official who has served the League the longest by participating on various Committees, Councils, and Boards.	WALLY ALLEN BALLROOM SCC
8:30 P.M.	Opening Night Banquet Sponsored by American Fidelity Assurance. OPENING NIGHT DESSERT RECEPTION	
V.VV I .ITI.	After the Opening Night Banquet walk across the street to the beautiful Capital Hotel and meet AML President Joe Smith, First Vice President Harold Perrin, and our hosts from Stephens Inc. Delicious desserts and beverages will be provided as well as an opportunity for you to tour the Capital Hotel.	CAPITAL HOTEL, MEZZANI

2019 Winter Conference

Marriott Hotel/Statehouse Convention Center

7:00 A.M. to 5:00 P.M.	REGISTRATION	OSAGE ROOM, SCC
7:00 A.M.	HOST CITY BREAKFAST	GOVERNOR'S HALLS I & SCC
7:00 A.M.	VISIT WITH GOVERNMENTAL AGENCIES IN EXHIBIT HALL	
to 5:00 P.M.	Governmental agencies have been invited to exhibit in Governor's Hall I and II. Drop by during breaks to visit with the various exhibitors regarding what services their agencies have to offer and learn how their services might benefit your municipality. Be sure to drop by League Services and visit with the AML staff as well.	GOVERNOR'S HALLS I & SCC
7:15 A.M.	VOLUNTARY PRAYER SESSION	
to 7:45 A.M.	This session is devoted to gather and pray for those who lead our great nation, states, and municipalities.	FULTON ROOM, SCC
8:45 A.M.	OPENING GENERAL SESSION	
to 10:00 A.M.	The Winter Conference officially begins with the Presentation of Colors and the singing of the National Anthem. Arkansas Business will present the 2018 Trendsetter City Awards to cities and towns that have shown themselves to be innovative and creative at the local government level. These awards are presented in partnership with Arkansas Business Publishing Group, Crews & Associates, and the Arkansas Municipal League.	governor's hall iv, s
	Color Guard: Little Rock Fire Department National Anthem: Officer Allison Walton, Little Rock Police Department Host City Welcome: Mayor-Elect Frank Scott, Jr., Little Rock	
10:00 A.M. to 10:15 A.M.	BREAK	GOVERNOR'S HALLS I 8 SCC
10:15 A.M. to 11:15 A.M.	GENERAL SESSION II: THE 92 ND GENERAL ASSEMBLY AND WHAT'S IMPORTANT TO CITIES AND TOWNS The 92nd General Assembly convenes this week and legislative priorities of the cities and towns in Arkansas have to be made known to state legislators. This session will focus on the ideas, thoughts, and concepts that will serve to further and to protect cities and towns.	
	Speakers: Mark Hayes, Executive Director, Arkansas Municipal League Dan Douglas, State Representative, District 91 Joe Quinn, Executive Director, Arkansas Good Roads Foundation Chris Villines, Executive Director, Association of Arkansas Counties Scott E. Bennett, Director, Arkansas Department of Transportation (invited)	GOVERNOR'S HALL IV, S
11:15 A.M. to NOON	GENERAL SESSION III: THE 92 ND GENERAL ASSEMBLY AND HOW LOCAL LEADERS CAN BEST ADVOCATE FOR YOUR HOMETOWNS	
	Speakers: Mark Hayes, Executive Director, Arkansas Municipal League Jack Critcher, Legislative Liaison, Arkansas Municipal League Whitnee Bullerwell, Deputy Director, Arkansas Municipal League	Governor's Hall IV, S

Tentative Agenda January 16-18, 2019

GENERAL SESSION IV: HOW DO YOU MAKE YOUR CITY/TOWN ATTRACTIVE TO POTENTIAL BUSINESSES AND WHAT CAN YOU DO TO CREATE A STRONG WORKFORCE? There is a process offered by AEDC that municipalities can undergo to make their hometowns more attractive to outside industries. As important as this is, strengthening your workforce also plays a major role when outside entities look at potential locations in our state. This session will	
outline the specific steps cities/towns can take to enhance economic development.	GOVERNOR'S HALL IV,
Speakers: Matt Twyford, Senior Manager, Community Development Division Arkansas Economic Development Commission W.J. Monagle, Executive Director, Little Rock Workforce Development Board	
BREAK	GOVERNOR'S HALLS I &
CITY GOVERNMENT 101: WHO IS THE ARKANSAS MUNICIPAL LEAGUE AND HOW DO WE SERVE ARKANSAS CITIES AND TOWNS? League staff will explain the varied optional programs and services offered to cities and towns. As cities' needs change, the League makes every effort to meet those needs. Hear from staff members on the comprehensive benefits that will maximize the overall efficiency of your hometown. Speakers: League Staff *Scanning for the five (5) hours of core credit will take place at the conclusion of the above session.	GOVERNOR'S HALL IV,
	Arkansas Economic Development Commission W.J. Monagle, Executive Director, Little Rock Workforce Development Board BREAK CITY GOVERNMENT 101: WHO IS THE ARKANSAS MUNICIPAL LEAGUE AND HOW DO WE SERVE ARKANSAS CITIES AND TOWNS? League staff will explain the varied optional programs and services offered to cities and towns. As cities' needs change, the League makes every effort to meet those needs. Hear from staff members on the comprehensive benefits that will maximize the overall efficiency of your hometown. Speakers: League Staff *Scanning for the five (5) hours of core credit will take place at the conclusion

Go ahead and register now for #2019AMLWC here: tinyurl.com/2019-AML-WC.

2019 Winter Conference Marriott Hotel/Statehouse Convention Center

FRIDAY - January 18, 2019			
7:00 A.M. to NOON	REGISTRATION	OSAGE ROOM, SCC	
7:00 A.M.	BREAKFAST	GOVERNOR'S HALLS I & SCC	
8:30 A.M. to 4:30 P.M.	CONTINUING LEGAL EDUCATION (City Attorneys will meet for six (6) hours of CLE.)	ASSEMBLY HALL, LEAGUI HEADQUARTERS	
**8:45 A.M. to 10:15 A.M.	PART I OF MUNICIPAL OFFICIALS' CONTINUING EDUCATION: HOW DO YOU CULTIVATE A WORKPLACE OF RESPECT AND CIVILITY? Workplace incivility and harassment are expensive, persistent problems too often unreported by victims and bystanders and often poorly handled by municipal leaders and municipalities. The sad truth is that uncivil behavior, whether illegal or not, is costing municipalities in ways they may not even realize. This session will challenge participants to consider their entity's response to workplace incivility, and it will offer essential checklists and tools to guide you in designing and modeling truly respectful communications and behaviors. (This session will count as 1.5 hours of continuing education credit.) Speaker: Sheila Krejci, M Ed. HRD, Sheila K Consulting, Inc.	governor's hall iv, s	
10:15 A.M. to 10:30 A.M.	BREAK	GOVERNOR'S HALLS I & SCC	
10:30 A.M. to **NOON	PART II OF MUNICIPAL OFFICIALS' CONTINUING EDUCATION: AS LOCAL LEADERS, WHAT IS YOUR ROLE IN ACHIEVING A WORKPLACE OF RESPECT AND CIVILITY? Incivility, harassment, and retaliation aren't just present in corporate workplaces. Not only does a municipality's reputation, attempts to engage constituents, and ability to attract great employees suffer greatly, the resulting direct and indirect costs are staggering. This session will challenge participants to consider your personal role and responses as leaders so critically important to your citizens and staffs. Attendees will leave with a myriad of ideas, suggestions, and practical steps you can begin to implement immediately in your hometowns. (This session will count as 1.5 hours of continuing education credit.) Speaker: Sheila Krejci, M Ed. HRD, Sheila K Consulting, Inc. **Scanning for the three (3) hours of continuing education credit will take place at the conclusion of the above session.	governor's hall IV, S	
NOON	LUNCH BUFFET Before you head home, join us for a buffet in the Marriott Grand Ballrooms A & B.	MARRIOTT GRAND BALLROOMS A & B, MH	
1:00 P.M.	MUNICIPAL HEALTH BENEFIT FUND BOARD OF TRUSTEES MEETING The January 2019 quarterly meeting of the Municipal Health Benefit Fund's Board of Trustees will meet.	MANNING ROOM, M	

JANUARY 2019 27

Continuing Legal Education (CLE) offered during Winter Conference

ix hours of continuing legal education (CLE) will be available for city attorneys who register for the League's Winter Conference, Jan. 16-18, 2019. The Arkansas City Attorney's Association (ACAA) sponsors the CLE and all ACAA officers urge its members to register for the conference as soon as possible.

Held in conjunction with the Winter Conference, all CLE classes will be located at the League's headquarters, 301 W. Second Street, North Little Rock. The six hours will be offered on Friday, Jan. 18, 2019. The class is set tentatively to begin at 8:15 a.m. The agenda includes topics such as small cell, operating transitional and re-entry facilities, ADA, and FOIA, and includes one hour of ethics.

You may pre-register online at www.arml.org. If you have not pre-registered, you may do so at the Statehouse Convention Center starting at 1 p.m. Wednesday, Jan. 16, 2019. Registered city attorneys attending Friday's class can pick up registration materials at League headquarters.

To attend the CLE program, registration is required. To register online visit the League's website, www.arml.org. For registration information call Tricia Zello at (501) 374-3484, Ext. 285. For CLE information, call Jamie Adams at (501) 978-6124.



ACCRTA holds new clerk orientation at Winter Conference

he Arkansas City Clerks, Recorders and Treasurers Association (ACCRTA) will hold a new clerk orientation session on Wednesday, Jan. 18, 2019, during the Arkansas Municipal League Winter Conference at the Marriott Hotel and Statehouse Convention Center in Little Rock.

During the orientation, participants will cover a variety of important topics, including handling FOIA requests, ethics, setting agendas, and professional certification programs.

New clerk orientation is beneficial to newly elected officials to receive the education and information that you will need to begin the process of serving your citizens. It is also a wonderful way to meet other clerks and make connections so that when a problem or question arises you will have a contact who has dealt with the same or similar issues.

We also hope everyone will attend the League's 85th Convention in June for additional training. All of these meetings qualify toward becoming a Certified Municipal Clerk and continuing education credits. We encourage you to attend workshops and meetings and get to know your fellow clerks, recorders, and treasurers.

At the Winter Conference, we will have a booth in the exhibit hall. Just look for the ACCRTA sign. At this booth, we will host a silent auction with all proceeds going toward funding scholarships for district workshops and the Municipal Clerks Institute. We will have forms with information and membership applications for ACCRTA. We will also have information about the International Institute of Municipal Clerks (IIMC), which is a worldwide educational organization with close to 15,000 members. New clerks can also request a mentor, who will help guide you as you become more proficient at your job.

2018 Act 833 Deadline for Arkansas Fire Departments

he 2019 Act 833 application period will open Jan. 1, 2019, and will close June 30, 2019.

Act 833 of 1992, "Funding for Fire Departments," is administered by the Arkansas Fire Protection Services Board (AFPSB) and requires all Arkansas fire departments to become certified in order to be eligible for funding. Certification requirements include possession of a NFPA 1901 compliant fire suppression apparatus, a minimum of six active members with 16 hours of certified training, and personal protective equipment (PPE) for all active members. New for 2019—Online application at the Arkansas Fire Portal arfire.arkansas.gov. To request log-in credentials contact your county LEMC/Fire Coordinator or State Fire Coordinator Kendell Snyder at (501) 683-6781 or email fire/emsservices@adem.arkansas.gov.

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" page of www.arml.org/mldp.

Longtime city and town leaders say goodbye to public service

umerous prominent and long-serving local officials from across Arkansas retired at the end of 2018 and shared the news with *City & Town*.

Ruth Penney Bell, mayor of Texarkana



Ruth Penney Bell retires in Texarkana.

Texarkana Mayor Ruth Penney Bell is retiring after serving her city since 2009, first as a member of the board of directors representing Ward 1, then as mayor since 2015.

JoAnne Bush, mayor of Lake Village



The Lake Village Fire Department presents retiring Mayor JoAnne Bush with a golden axe.

Lake Village city leadership presented retiring Mayor JoAnne Bush with the key to the city during the Dec. 4, 2018, meeting of the City Council. And at the annual Lake Village Fire Department's Christmas Dinner, the department presented her with a decorative golden axe for her dedication and support over the years. It was noted that the mayor carefully scrutinized the department's purchases over the years and would often comment that "the nozzles and axes must be made of gold as much as they cost." The chief assured her that

this axe was the only gold one they've ever purchased. Bush retired at the end of 2018 after 28 years as mayor, but her service goes back to when she first took a job with the city at the age of 19 as city clerk. Bush has also had a long history of service with the League, serving on the First Class Cities Advisory Council and the Executive Committee. She has served as District 4 vice president, first vice president, and was League president in 2008-2009. For the past nine years Bush has served on the Past Presidents Advisory Council.

Joe Dillard, mayor of Mountain Home



Joe Dillard at his Dec. 7, 2018, retirement reception.

Mountain Home Mayor Joe Dillard's public service goes back to 1977, when he was elected to a seat on the Mountain Home School Board. Over the years he has served in several capacities in city and county government, including two separate stints as mayor, from 1997-2002 and from 2015 until his 2018 retirement. Dillard served as the League's District 1 vice president for 2017-2018. The city held a retirement reception for their outgoing mayor on Dec. 7, 2018.

Billie McCann, city clerk of Datto



Billie McCann with the proclamation presented to her upon her retirement

Datto City Clerk Billie McCann retired at the end of 2018 after serving her town for 27 years. Her fellow town leaders and family threw her a surprise retirement party in November that included a proclamation signed by State Rep. Joe Jett in recognition of her longtime service.

T.C. Pickett, Dumas City Council member



T.C. Pickett retired after 44 years as a Dumas council member. At the end of 2018, T.C. Pickett had served on the Dumas City Council for 44 years, and his commitment to bettering his beloved Delta city stretched beyond even that extraordinary service. He has also been very active in the leadership of the League over the years, serving on the Executive Committee, 1st Class Cities Advisory Council, and the Economic Development Advisory Council, and he also served as the League's District 4 vice president. In 2017 he was a recipient of the Marvin L. Vinson Commitment to Excellence Award for service to the League.

Mark Stodola, mayor of Little Rock



Little Rock City Manager Bruce Moore presents retiring Mayor Mark Stodola, right, with a plaque during his Dec. 13, 2018, reception.

Mark Stodola started his service in Little Rock in 1985 and spent six years as city attorney. He went on to serve three terms as prosecuting attorney from 1991-1996. In 2006 he ran for mayor of Arkansas's capital city and retired at the end of 2018 after three terms. Stodola has served the League on the Executive Committee and the Past Presidents Advisory Council. After a term as first vice president, he served as League president for

2014-2015. Stodola also has the distinction of being the only Arkansan to serve as an officer for the National League of Cities, having worked up the ranks and culminating in his election as NLC president this past year.

Jennifer Story, city clerk of Arkadelphia



Jennifer Story at the 2015 Fall Conference. In her 26 years with the City of Arkadelphia, her hometown, Jennifer Story has served in numerous positions, starting as parks secretary, moving to accounts payable, payroll, and then she served as treasurer. She retired at the end of 2018 as the city clerk. It's not a "true retirement," however, she told the *Arkansas Democrat-Gazette*. "I'm too young to retire," she said. "I am not a sit-at-home person."

Mike Watson, mayor of Maumelle



Mike Watson, left, presided over his final Maumelle council meeting Dec. 18, 2018, where Mayor-elect Caleb Morris presented him with a ceremonial gavel.

Watson's service to Maumelle started with the planning commission and the (then) volunteer fire department, where he rose to the rank of captain. He resigned both of those positions when he successfully ran for mayor in 2006, a position he held until his retirement at the end of 2018. Watson served the League on the Executive Committee for nine years, was a member of the Municipal League Workers' Compensation Trust Board of Trustees for two years, and served as the League's 2012-2013 District 2 vice president.

Aspire Arkansas supports datainformed approaches to community and economic development

By Greta Hacker

he Arkansas Community Foundation (ACF), a nonprofit focused on providing resources and support for charitable giving in the state of Arkansas, began a project in 2011 that would give Arkansans better access to information about the social, economic, and demographic circumstances affecting their state. This project, Aspire Arkansas, has continued to grow in the seven years since its inception. Arkansans have increasingly used the data report as a tool for informing and directing their initiatives. By taking advantage of Aspire data, stakeholders can more effectively engage in planning efforts to improve the quality of life around the state and contribute to economic prosperity.

Debuting as a print report, Aspire Arkansas was updated to an interactive online format in early 2018, making it even easier for Arkansans to access information about their communities. The report encompasses six areas: education, health, families, community, and demographics. Within each of these categories, Aspire Arkansas details specific indicators such as poverty rates, high school graduation and remediation rates, life expectancy, unemployment, voter participation, and population changes. The data provides remarkable specificity, as it breaks down estimates by region, county, or school district. Along with presenting these numbers in a user-friendly format, Aspire Arkansas also reports general state trends and puts Arkansas's progress in a national context by showing its rank among the 50 states.

Both the ease of accessibility and the streamlined data presentation have helped the tool accomplish its ultimate goal: helping Arkansans make smart decisions in bettering their state.

Sarah Kinser, chief program officer for the ACF, commented on the organization's intent in creating the datasets. Kinser noted that Aspire Arkansas helps Arkansans "think strategically about where to focus their attention and resources to help move their communities forward. Arkansans are known for their generosity and willingness to pitch in when needed, so we wanted to provide a tool that would help focus that goodwill on the most critical issues facing our state."

Kinser also elaborated on one of these issues: grade-level reading.

"One of the datasets Arkansas Community
Foundation is looking at most closely is third grade
reading scores," she said. "As of 2017, only 37 percent
of Arkansas third graders were reading on grade level,
which means that almost two-thirds of our kids don't
have the early literacy skills they need to be successful throughout the rest of their educational careers
and beyond."

Kinser emphasized that this information has led to interventions specifically targeting grade-level reading.

"In each of the communities we serve, we're talking to teachers and parents, learning about new nonprofit programs, and looking for ways to use our financial resources to help," she said.

Because of this data, the ACF has chosen to become more involved in the Arkansas Campaign for Grade-Level Reading, a conglomeration of over 30 organizations working to increase third grade reading proficiency through creating partnerships with communities, school districts, educators, and parents.

Beyond providing useful data on a statewide level, Aspire Arkansas also has the potential to impact local communities. The Faulkner County Community Foundation, a local affiliate of the ACF, administers a Giving Tree grant program in which nonprofits, government bodies, school districts, and other entities can apply for grant funding from the ACF to advance their charitable missions. Shelley Mehl, executive director of the Faulkner County Community Foundation (FCCF) and a Conway City Council member, explained that Aspire Arkansas data is instrumental in helping the FCCF decide how to allocate grant funding.

"The Aspire data report allows us to identify and prioritize the needs in our local community," Mehl said. "Our Giving Tree unrestricted grants receive so many requests that having this information allows us to target and monitor our impact on Faulkner County."

The Faulkner County Community Foundation awarded Giving Tree grants to 18 local organizations this year. These organizations included: the Bethlehem House (which received a grant to provide funding for a community breakfast program), the Conway Symphony Orchestra (which received a grant to support their Community Music Program), and the Mt. Vernon

Baptist Church Food Pantry (which received a grant to purchase food for local distribution from the Arkansas Food Bank).

In addition to facilitating organizational efforts, the Aspire Arkansas report also gives civic-minded individuals information they need to serve their communities effectively.

Kinser believes that the tool has the power to fuel individual passion for service.

"Our challenge to Arkansans is to take a look at the data, find an issue that resonates for you, and get involved," Kinser said. "There are many ways to be supportive: Ask questions or do research to find out more about the issue, give money to a charitable organization working on the issue, raise awareness of the numbers among your friends and neighbors, talk to an elected official—everyone can find a way to help Arkansas move our numbers in the right direction."

View and learn more about the Aspire Arkansas report at www.aspirearkansas.org.



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Step into a reporter's shoes to fine-tune your media relations

This article examines how both elected officials and municipal employees can improve their working relationship with the press. Originally written for city managers, this piece is applicable to all individuals involved in local government.

By Mike Thompson

lease call back." That's the number one request that most journalists make to a public official. This request may seem simple, but it's often ignored to the detriment of both public officials and the general public.

Most reporters, myself included, aren't trying to be obnoxious or act as if they are more important than a manager's other contacts. Most reporters realize that officials are busy, and that reporters aren't the only ones with deadlines. But if the goal of both of us is to keep the public better informed, then the reporters need the managers' help. So, as soon as you can, call back.

My sources through the years in Saginaw, Mich., included eight city managers and two interims. We got along well for the most part, sometimes even great. But at times the manager was upset with articles that appeared in the news section or with editorials in the opinion section. Or maybe the manager thought a certain topic was too sensitive or the governing body disapproving. In those cases, it wasn't a question of finding the time to call. The manager simply decided not to.

I hope I can help you avoid scenarios like these by offering some modest media relations tips from my side of the Fourth Estate. Most of the tips in this article are more complex than simply calling back, but none is more important.

If you're unhappy with an article with a reporter's name on it, call the reporter first. If you don't get satisfaction, call the reporter's boss. If that doesn't work, write a guest editorial for publication. And if the

newspaper won't print it, send out your own public mass mailing. Regardless, communicate in one form or another. Don't just throw up your hands about the newspaper coverage.

Even if all you feel you can do is decline comment, it's better in a story to see "The local government manager explained that she/he couldn't comment for such-and-such a reason." This makes the manager and local government look better than "The manager did not return repeated calls."

Different folks, different strokes

During my career, I reported on managers who would call back seemingly before I could hang up the phone, and on others who weren't so helpful.

Some would take night calls, some wouldn't. Some would say, "I've only got a minute." Others would shoot the breeze. Some would take offense at a single word or phrase in an otherwise positive article. Others would forgive far more glaring errors or omissions, so long as I apologized and made a correction. (Newspapers, far more consistently than electronic media, do make corrections, and usually the corrections are correct!)

Choose your own style, but lean toward being cooperative with reporters. Try to be consistent, regardless of whether it's smooth sailing or troubled waters, whether it's been a good day or a bad one.

Reporters can have bad days too. Did I like coming in at noon on a Monday to prepare for a city council meeting that would run from 4 p.m. to midnight, and

then have to stay until 8 a.m. on Tuesday morning when my writing was finished? Did my wife and family like it? These 20-hour shifts were not all that common, but they did happen. And at tumultuous times in Saginaw, 12- to 14-hour shifts were common.

Advance prep makes a difference

I believe I was able to give the most accurate and informed reporting to the managers who gave the most attention to me. Not that I was trying to be nice to them in exchange for them being nice to me. It was simply that I had more information and background available as I toiled through the necessary all-nighters.

"Aside from last-minute deadline stories, I always was pleased when reporters allowed me 15 minutes to call back," says William Bailey, who was an interim city manager. "This gave me a chance to pull the information together, talk with staff, or just think. Some young reporters didn't like that, but as trust was built, they knew I would call back and the story would be better for it."

Bailey notes that, especially in small and mediumsized towns, reporters often are young and inexperienced. The print media may assign a reporter exclusively or mostly to city hall, but radio and TV often have thinner staffs. Those in the electronic media may not even know the names of the major players, much less the background of a complicated topic.

"Reach out and build a relationship," Bailey advises. "I often invited 'newbie' reporters into the office, just to talk. In the process, I loaded them up with the audit, budget, various plans, and other documents. Offer extra time and education, especially on complex issues."

My "reporter training" was two years at a community college, followed by a few years of neighborhood organizing in a Saginaw ghetto in a format similar to VISTA and AmeriCorps. I also happened to grow up in Saginaw, where the establishment greatly appreciated the council-manager form of government, no doubt due to the influential tenure of L. Perry Cookingham, who served in Saginaw from 1936 to 1940, before he advanced to his role-model status in Kansas City, Mo.

I advanced to reporting full-time for the *Saginaw News* despite my lack of a four-year university degree. My learning had been in the real local world instead. New university graduates would ask, "How do you calculate a property tax, in terms of how much three mills would cost a person?" Or, "What's an SEV, state equalized valuation?"

That's the reality. So, for your own best interest, recognize that in your role as a local government manager you need to be not only a prompt respondent to the media but also a teacher.

Establish the ground rules

A fair and good reporter will take the lead in establishing a relationship with the manager, but in some cases that won't happen. Journalists may be young and inexperienced. They may think they need to be aggressive, and that prevents them from wanting to appear acquainted with the manager.

Here are the ground rules I strove to put in place to promote understanding during some of our potentially touchy media-government interactions.

- **1. Complain courteously.** The manager should call the reporter, even if the issue or concern is not a large one.
- **2. Explain issues in simple terms.** Reporters are the windows to the public. Even when items may be complex—in Saginaw, I'm thinking of the municipal water policy or the property tax freeze—reporters' writing must be as clear as possible.

Imagine you're the one writing the article. How can it be worded? Suggest some bullet points or bar graphs to go with the story. If a subsidized developer has a PILOT, for example, spell it out and call it "payment in lieu of taxes" instead of making it sound like they're flying airplanes.

3. Respect on and off the record. I was a purist on this, and I believe the managers I covered respected me as a result. Let's say you're telling me something totally off the record that I didn't know already. Imagine that you are telling me you intend to propose a \$50 trash surcharge. This may not seem like much, but in Saginaw—and I'm sure in other places—people go into a lather over another \$50.

By my standards, when you are "totally" off the record:

- 1. I won't print it with your name.
- 2. I won't print it without your name either.
- 3. I won't mention it to anyone else, not even to my own bosses.
- 4. I won't go behind your back and ask others, "I've heard this. Have you?"

"Totally" off the record always meant strictly between the manager and the reporter. At the same time, though, I immediately began to negotiate to see what I could do to remove that "totally" designation. I'd beg and plead. I'd make the case that the item might as well come out now as later.

This is where you decide on your strategy and your level of trust. I had the barrel of ink, but if the reporter has integrity, then you're in control. And if the reporter doesn't have integrity, that reporter will end up in a noose sooner or later.

4. Consider embargoed stories. I wanted to be first among my media peers. I wanted to be the first to report that during next Monday night's council meeting, you're going to propose a \$50 trash surcharge. You insist it's totally off the record for now, but how about later? How about an embargo?

Please understand. I didn't want to wait until next Tuesday's paper, which was after the fact. By that time all the television and radio stations would have beaten me by reporting instantly on Monday night. Could I do a preview a few days ahead of the proposal, maybe for Sunday's paper? No?

Maybe a same-day shot for Monday's fishwrap? Help me out. I wasn't asking you to always let my newspaper beat the electronic media, although that would have been nice. I just wanted to finish in a tie.

Under an embargo, I wouldn't begin interviews until our agreed-upon day, and then I wouldn't publish the article until our second agreed-upon day. (But after we arranged this, I didn't want to see it on television or hear it on the radio before our embargo date. How many people knew you were going to propose this \$50 fee? Would it leak out otherwise?)

5. Seek to improve media-government relations. As much as I knew you'd like to get along with me, I realized that first you had to get along with your bosses. Unless as the manager you're already at war with your governing board, certainly you want them to know what's up before they see it in the paper, and even before I would call to survey them. I respected that. I didn't want to get you into trouble.

So, let's look out for each other. In exchange, don't tell my publisher or editors about deep background stuff when you're talking at a local eatery or at a community leadership function, because that makes me look bad. The editor in chief tells the metro editor that rumor has it you're going to ask for a \$50 trash surcharge, and both wonder why I didn't know it. And I couldn't tell them

I really did know because you and I agreed to be off the record.

William Bailey, Saginaw's former interim manager, advises that managers should visit newsrooms and TV stations and get to know as many people as possible. Once both reporters and editors get to know the manager, there is less suspicion. "Perhaps some reporters didn't like me doing that, but I think it was helpful," Bailey says.

6. Consider advance review. In journalism trade magazines, debate has raged for years about whether a reporter should show a sensitive draft article in advance to a source. Most reporters refuse to do so, in many cases because that's what they learned in school or that's what their bosses demand.

But exceptions exist, and I was one of them, under the right circumstances. To be fair to all, there had to be time for all sources to review. And there had to be a clear understanding that I was listening to the manager's suggestions but not giving the manager the right to edit. The majority of journalists will say I was wrong, but I know from experience that my overall product was improved by revealing advance draft copies when feasible.

These six ground rules are not all encompassing, but they provide a good starting point. Obviously, other reporters may function differently. If your job situation is positive, the ground rules don't have to come into play often, but it's always good to have them. After all, managers are the chief appointed officials of their communities. Bear in mind that reporters also play a vital role and, by and large, most reporters want to do the right thing.

Mike Thompson of Saginaw, Mich., was a local news reporter for the Saginaw News for 32 years. Reprinted with permission from the October 2007 issue of Public Management (PM) magazine, published and copyrighted by ICMA, the International City/County Management Association, Washington, D.C.









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Two out of three Arkansas children under age 5 live in homes where **both** parents work. Those working parents must have child care.

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Better Beginnings is Arkansas's quality rating and improvement system for licensed child care and early education programs.

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RECORD RETENTION LAWS FOR ARKANSAS MUNICIPALITIES

Revised November 7, 2017

David C. Schoen, Legal Counsel, Arkansas Municipal League

DESTRUCTION/RETENTION

(Ark. Code Ann. § 14-2-201 – 203)

These statutes provide for the 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.
- (a.) 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 permit the destruction of paper records once they have been reproduced in another format unless another statute permits destruction without requiring a copy made. Any hand-written document over fifty (50) years old, and any document of historical value as determined by the Arkansas State Archives, may not be destroyed as well as 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, and permanent records.

Support documents must be kept for at least four (4) years and may not be destroyed before an audit for the time in question. 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 at least 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))

Citation books and logs must be kept for at least three (3) years and may not be destroyed before an audit.

POLICE DEPARTMENT RECORDS

(Ark. Code Ann. § 14-2-204)

Maintain permanently or for at least seven (7) years, as the municipality 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. In addition, records constituting evidence of sexual offenses or violent offenses resulting in convictions must comply with Ark. Code Ann. § 12-12-104 and Ark. Code Ann. § 5-42-203 and must also be maintained permanently. Furthermore, all of the above records must comply with Ark. Code Ann. § 14-2-203(b)(1).

Maintain for 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. After three (3) years, they may then be copied electronically or disposed of.

WATER and SEWER

(Ark. Code Ann. § 14-237-112)

These provisions are substantially the same 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 Arkansas State Archives in writing and give any records deemed to have historical value to the State Archives.

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 district courts;
 - (B) Case dockets for all district 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 district courts, not including civil or small claims division cases in which the judgment is not satisfied;
 - (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, recalled, or quashed arrest warrants;
- (N) Copies of citations;
- (O) Alternative service or community service time sheets;
- (P) Uniform filing fees collection remittance forms and fine reports;
- (Q) Miscellaneous fee and fine collection reports; and
- (R) Served or unexecuted search warrants.
- (b.) After a town, city, or county has maintained records for the time periods required by subdivision (a)(2) or subdivision (a)(3) of this section and after the records described in subdivision (a) (2) or subdivision (a)(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; and 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.



January 16-18, 2019

Arkansas Municipal League 2019 Winter Conference

Statehouse Convention Center Little Rock, AR

March 10-13, 2019

2019 National League of Cities Congressional City Conference

Washington, D.C.

June 12-14, 2019

Arkansas Municipal League 85th Annual Convention

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16 steps to being an active and effective participant in the legislative process

1. Keep well informed

Closely review updates the League provides to keep you informed on legislative priorities and developments during the 92nd General Assembly. Accessing the Legislative Action Center at www.arml.org is key in staying informed. The League is expanding its outreach efforts in 2019 with the launch of a new legislative directory app for your smartphone. It will be available for download in early January. Additionally, email wvb@arml.org to be added to the League's ListServ.

2. Attend training

Attend League meetings and seminars. It's a great way to get your feet wet and learn which issues will be critical for cities this legislative session.

3. Put someone in charge

Make sure that one staff person is responsible for initiating a timely response to newsletters, emails, and other correspondence.

4. Follow through

Continue to respond to the League's updates as bills move through the legislative process.

5. Can't be at the Capitol in person? Send letters, emails, text messages

Send communications outlining your position and ask your legislator's stance on a bill.

6. Be able to act quickly

Establish a procedure for urgent, same-day action on bills.

7. If your municipality has special clout, use it

If your legislator is a member of a key committee, it is especially important that your municipality respond to as many bills as possible.

8. Say "thanks"

Remember to thank legislators regularly and publicly for their work, support, votes, etc. Never discount the importance of a thank you.

9. Provide input to the League on legislative solutions

The League can always benefit from your input on potential changes in state law that would help you do your job better.

10. Keep an inventory of your municipality's needs

When you meet with your legislators, let them know of your top funding and other legislative priorities.

11. Know your legislators

Know who your legislators are and how to get in contact with of them. Bonus points if you know their preferred method of contact.

12. Meet regularly with your legislators

Make it a point to establish an ongoing, personal relationship with your legislators and meet formally at least once a year to review key issues.

13. Build a coalition

Establish positive links with community groups and other units of local government to explore potential collaborative legislative action.

14. Establish a working relationship with your local media

Local editorial support or opposition can be extremely helpful on many priority bills.

15. Stick with it

Your consistent participation in the process, year after year, is essential to long-term success in the Legislature.

16. Effectively utilize League publications

Each General Session the League publishes *Communicating with Your Legislator*, a booklet outlining legislators and their respective contact information. Also, accessing the Legislative Bulletin via www.arml.org can provide you with the current status of important pieces of legislation.

Modified with permission from the New York State Conference of Mayors and Municipal Officials.

NLC names NLR mayor to advocacy

committee

he National League of Cities (NLC) has named North Little Rock Mayor and 2018-2019
Arkansas Municipal League President Joe Smith to its Transportation and Infrastructure Services federal advocacy committee, the NLC has announced. The committee develops NLC federal policy positions on public transportation issues, including planning, funding, and safety.

"Our federal advocacy committees help ensure that policy makers in Washington know what's happening on the ground in our communities—and what is needed from our federal partners," said new NLC President Karen Freeman-Wilson, mayor of Gary, Ind. "I am proud to have Joe Smith join NLC's Transportation and Infrastructure Services committee on behalf of his residents. Together with a team of local leaders from around the country, we will work to solve the most pressing challenges facing our communities."





AHPP sets historic tour schedule for 2019

he Arkansas Historic Preservation Program's Walks through History and Sandwiching in History tours will visit historic properties across the state during 2019. All tours are free and open to the public.

In the Walks through History program, AHPP historians provide guided walking tours of historic structures and districts across Arkansas. Most tours begin at 11 a.m. on Saturdays. The 2019 schedule includes:

March 9

Downtown Piggott, co-sponsored by the Hemingway Pfeiffer Museum and Educational Center

May 18

Harrison Courthouse Square Historic District, cosponsored by the Boone County Heritage Museum

Sept. 21

Lake Village Historic District, co-sponsored by the Lakeport Plantation and the Lake Village Chamber of Commerce

Nov. 9

Calico Rock Historic District, co-sponsored by the Calico Rock Museum

The Sandwiching in History tour series targets Pulaski County structures and sites. The noontime series includes a brief lecture and tour of the subject property. Participants are encouraged to bring their lunches with them. Sandwiching in History tours will be held in 2019 at the following locations:

Jan. 4

St. Luke's United Methodist Church, Little Rock

Feb. 1

Mosaic Templars State Temple, Little Rock

March 1

Rock Island Railroad Bridge, Little Rock

April 6

USS Hoga, North Little Rock



May 3

Matthews-Storey House, Little Rock

June 7

Irv Daniel House, North Little Rock

July 12

War Memorial Stadium, Little Rock

Aug. 2

Stebbins and Roberts Building, Little Rock

Sept. 6

Ferncliff Camp, Little Rock

Oct. 4

Mills-Davis House, Little Rock

Nov. 1

Vestal Smokestack, North Little Rock

Dec. 6

U.S Arsenal Building, Little Rock

For more details, call the AHPP at (501) 324-9880, or visit www.arkansaspreservation.org.

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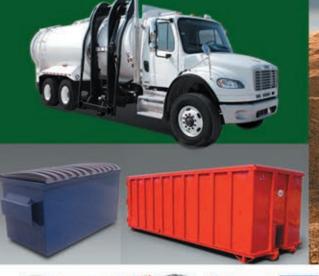






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We've adopted a plan; let's carry it out

By Jim von Tungeln

rban plans don't implement themselves. Even when they represent a broad agreement of the participating community, they will languish without support. In a sense, for local government, adoption of a plan is the beginning of the planning process as opposed to the end.

Plan implementation falls under the broad definition of public administration. This is a complex concept and one that, in modern times, is much compared to management in the private sector. In today's environment, we might view it as a discipline, a vocation, or as a synonym for government, i.e. the "current administration." For our purposes, we will broaden the definition to include a process.

Since an urban plan represents an adopted statement of urban policy, our definition of administration also fits the derivation of Latin word *administere*, which means to care for or to look after people, to manage affairs. The term administration may also be defined as "group activity that involves cooperation and coordination for the purpose of achieving desired goals or objectives." With all this considered, a final definition emerges with regard to municipal planning. Public administration is the sum total of activities undertaken to implement public policy.

This detailed treatment of public administration as a concept serves to point out the seriousness and complexity of plan implementation. Modern mythology can delude elected officials into trusting such simplistic concepts as "build it and they will come." While it is true that capital expenditure—spending money—is one of the methods useful in implementing a plan, one doesn't have to travel far at all to see examples of public investments that didn't work out on a life-cycle basis. Further, few cities have the resource base to use capital projects to promote growth. At any rate, such projects prove most successful when planned in high-grow areas. This preestablishes the latter half of the claim: Projects designed to attract growth work best when the growth has already



In the end, plan implementation should serve both existing and future generations.

occurred. When it hasn't, the city is left to guessing and hoping for the best.

Guessing wrong can prove devastating to a city. Fortunately, other, less financially threatening methods are available.

The most benign involves participation from the private sector. Plans might exhibit such innovation and promise that they have the effect of generating investment into the community. In the real world, this seems to work best when regional growth pressures already exist and individual communities simply compete for population and investment. It becomes increasingly more difficult to attract private investment as the distance from growth centers increases.

Back to publicly funded plan elements, sometimes capital improvement projects are not optional. Sometimes they are. Sometimes they can be mutually supportive. Consider the case of an Arkansas city of approximately 10,000. Located outside the high growth

centers of the state, and far from the nearest major traffic arterial highway, it chose to engage in a major planning project several years ago. The primary objective developed during the planning process was to address the city's wastewater system, then in deep regulatory trouble. This followed a well-known community development adage: First fix the basics.

With the support of the plan, the city addressed the wastewater issue. Having done so, it moved to another plan objective—a new recreational facility. That created enthusiasm, which fueled other privately funded projects, and the entire community now throbs with the excitement of urban renewal, the self-generated kind.

Cities also use the regulatory process to support plan objectives. These most commonly involve the use of zoning, subdivision, and building codes. Each has a specific but useful role in implementing plans.

The purpose of zoning, as suggested in our state's planning legislation, is to carry out or protect the provisions of the future land-use plan. Some communities, and some planners, view the power of zoning in a much broader sense, including its use to make a city appear as the planner thinks a city should. In reality, zoning can protect a city from the worst impulses of community development, but cannot solve all urban problems.

Nonetheless, some communities see the administration of zoning as the sole role of the planning commission. Professional planners tend to cringe each time someone refers to a legitimate planning commission as "the zoning commission." The underlying truth is that first we plan, then we regulate to carry out the plan. This bears repeating: First we plan. Zoning is just a tool, the same as subdivision regulation.

The statutes permit subdivision (development) regulation upon adoption of a master street plan. Ironically, the real estate community first requested subdivision regulation years ago as a method of simplifying the descriptions of lots within a subdivision. It goes without saying that its mandate has expanded. Today's warning to communities is that administration of development codes requires, in most cases, guidance in the form of a professional engineer (PE). Tasks such as addressing drainage and street design should not be undertaken lightly.

The Arkansas Fire Prevention Code is proving to be a good ally to cities in the implementation of such plan objectives as decent, safe, and sanitary housing. It also contributes to community safety and stability. It serves as a message to visitors, investors, and potential residents that they are entering a city that pays attention to safety. As a state law, it applies to all properties in the state and represents the de facto building code for all cities. With

the full support of state government behind it, the fire code serves as a bargain to our municipalities.

One more element of public administration contributes to plan implementation. This is the processing of proposals, regulations, and the monitoring of the other implementing efforts. It is an element that presents a number of pitfalls. Larger cities, of course, can afford a professional staff of varying degrees of competence with which to process the functions of implementing a plan. Because the cities are large, errors may be correspondingly costly. Smaller cities may have no trained or professional staff available for processing or review. In either case, any assistance from the Arkansas Municipal League will benefit this aspect of plan implementation.

Finally, cities may implement plans through a concept known at the federal level as "moral suasion." When used by the Federal Reserve, it refers to a situation in which a government (or central bank) uses persuasion rather than regulatory coercion to convince financial sector participants to take a particular course of action. When adapted for use in municipal administration, it may take one of two approaches.

First, a plan objective may pose such an unarguable benefit to the community that stakeholders regard compliance as an almost moral obligation. The support of both local businesses and local institutions comes to mind.

Second, regulations may nudge investors toward a desired plan objective instead of applying detailed and onerous mandatory regulations. One Arkansas city enjoys positive results involving commercial design standards through this process of "nudging." A detailed set of commercial design standards exists as a guide to what the city desires. Investors who comply with these standards simply apply for a building permit through the normal process. Investors who legitimately feel they have better designs, or are bound by national design standards may present their plans to the planning commission. Compliance to the city's standards is almost universal.

In closing, an inescapable fact remains that the tides of historical good fortune don't flow equally over all areas of our state. Some cities must plan for explosive growth. Other plans must deal with economic stagnation. In any case, there isn't a city in our state that, through careful planning and realistic implementation, couldn't become a more attractive place in which to invest in or live through positive actions during the coming year.



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. Persons having comments or questions may reach him at (501) 944-3649. His email is uplan@swbell.net.

IMPORTANT REMINDER: Highway Revenues and Severance Turnback Reporting Due

ct 193 of the 2018 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 2018 projects to the Bureau of Legislative Research. The reporting deadline is March 15, 2019. You can access Act 193 and the required reporting document online at: www.arkleg.state.ar.us/assembly/2017/2018F/Acts/Act193.pdf.

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 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 county report shall be made utilizing the County Financial Management System of tracking county revenues and expenditures. 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 and total amount of money spent on the project. The report shall be submitted annually no later than March 15 for the previous year's projects. The provisions of this section shall be in effect only from July 1, 2018, through June 30, 2019.

Finally, you have been requested, to the extent possible, to identify the type of projects using the following categories below:

- Bicycle Paths
- Bridges
- Drainage Maintenance
- Highways
- Hot Mix, Asphalt, Gravel, Concrete, Paint, Steel
- Intelligent Transportation Systems
- Intermodal Facilities
- Other Surface/Water Transportation
- Parking Facilities
- Pedestrian Ways
- Port Authorities
- Public Transit Systems
- Railroads

- Roads/Streets
- Safety Improvements
- Sidewalks
- Lighting/Right of Way Maintenance
- Toll Facilities
- Traffic Management Systems
- Traffic Signal Systems
- Trails
- Traveler Information Systems
- Tunnels
- Waterways
- Other

The report shall be submitted annually no later than March 15 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







Winter weather can make people SAD

By Erick Messias, M.D., M.P.H., Ph.D.

y now, wet cold days spent under overcast skies are common, particularly in Arkansas, and it's not uncommon for that persistent weather pattern to affect a person's mood. Usually the effect is not for the better.

However, if the weather has you moody or even outright depressed, and particularly if you've felt that way since the weather turned in the late fall, you may have more than just the winter blues. You may be experiencing seasonal affective disorder (SAD), which goes by the official, clinical name Depressive Disorder with Seasonal Pattern.

What is SAD?

SAD is a type of major depressive disorder, or what most people would simply call depression. The difference, as the name implies, is that SAD only shows up during certain times of the year. It sets in when the seasons change, usually when late fall approaches winter, but SAD has also been observed coinciding with the arrival of spring or early summer. The essential feature is the onset and remission at characteristic times of the year for at least two years.

As is typical of depression, SAD can lead to feelings of despair, along with an onset of apathy and loss of energy. Other symptoms include:

- Trouble sleeping or oversleeping
- Feeling agitated
- · Feeling tired
- Difficulty concentrating
- Changes in appetite
- Weight loss or gain
- Losing interest in activities you used to enjoy
- Wanting more and more to be alone
- Feeling guilty or hopeless
- Frequent thoughts of death or suicide.

In short, SAD isn't something that should be taken lightly. As with other types of depressions, if not treated, SAD can lead to other problems such as withdrawing from social activities, struggles at school or work, anxiety, and even substance abuse.

Being sad vs. having SAD

As noted earlier, it's not uncommon for people to suffer mood swings or feel down during this time of year. The weeks leading up to the holiday season can be very stressful. Many people are worried about finding just the right gift for their loved ones, and whether those gifts are within their budget. Overspending brings stress, especially when the credit card bills become due.

The holidays themselves can also be demanding, filled with large family gatherings, and they may involve travel or hosting relatives from out of town for an extended stay. Afterward, the mind may well be ready for a break.

Usually, those dark clouds over your mood will pass in time, and you'll eventually feel normal again. If you don't—if those gnawing, depressive feelings have been around since they days got shorter and just won't seem to go away—you should contact your doctor. It's important to remember that there is help available.

Getting help

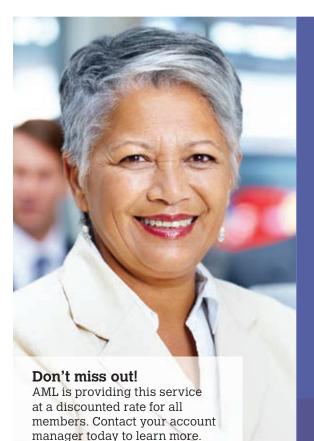
Though first identified as a condition more than 30 years, we don't know exactly what causes SAD. There is evidence that it may be caused by shorter days with less sunlight, which can lower the body's levels of serotonin, a mood-affecting hormone produced naturally in the body. Other research has suggested that SAD may be caused by low levels of melatonin, another hormone the body produces that helps induce sleep.

Regardless, there are a few different treatment options available if you need help. Some patients with SAD respond well to light therapy, which, as the name implies, involves sitting or working near a light box set up to mimic natural light. Other treatment options include speaking with a medical professional, who may deem it necessary to prescribe medication such as an antidepressant.

Whatever you do, though, it is important to know that if you are feeling any kind of depression, whether SAD or otherwise, help is always available. Speak with your doctor. You should not endure the long, cold winter alone.



Erick Messias, M.D., M.P.H., Ph.D., is the associate dean for faculty affairs and a professor of psychiatry in the College of Medicine at the University of Arkansas for Medical Sciences.



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The State Aid Street Committee will soon be awarding grants for street projects in 2020. Since inception, this program has awarded 507 projects for a total of \$116.4 million in project funding. Additionally, improvements have been made to 635.3 miles of streets in cities and towns across Arkansas.

Apply today to improve your hometown's streets at citystreet.arkansas.gov.

JANUARY 2019 51

Creative funding strategies for community forestry programs

By Krista Quinn

here is a large amount of scientific and economic research that clearly documents the many benefits of trees in communities. From cleaning air and water to reducing street flooding and even improving human health, there are many benefits to having healthy and abundant trees in cities and towns. However, most communities in the United States are experiencing declines in tree canopy on an annual basis due to tree removal from development and poor tree care practices. While communities may understand the value of trees, municipal budgets are often stretched so thin that there is little available funding for tree care or planting. Because trees are essential in healthy, livable communities, some cities and towns are looking for creative methods to fund community forestry programs.



Rain Gardens, like this one in St. Louis, can beautify public spaces and help to control stormwater runoff, reducing the need for storm sewers in some areas.

Linking trees to other community goals

Planting and maintaining trees can be a costeffective way to address many needs in a community.
For instance, many cities are finding that the presence
of trees and greenspaces greatly reduces the need to
construct new storm sewers and reduces water treatment
costs. Studies also link the presence of trees in neighborhoods to better health outcomes for residents and to
lower crime rates. However, in most communities, tree
care and planting is managed by a single department
such as the parks department or the street department
with a budget based on a set of goals not related to
stormwater management, water treatment, community
health, or safety.

In many municipalities there is a lack of coordination between departments that leads to the "silo effect" where each department is operating independently of the others and opportunities for collaboration are missed. If communities understand all the ways that trees are beneficial and how trees save money for individuals and the city, it can be easier to make tree planting and maintenance a priority for all departments. Some cities and towns are finding that using a cooperative interdepartmental planning process is beneficial for advancing tree care in the community and has other positive impacts. This type of planning encourages other municipal departments that benefit from the presence of trees to contribute to the community forestry program.

An example of this would be directing a small portion of sewer fees and/or real estate taxes to the community forestry program.

Many cities are working to break down silos by adopting comprehensive or sustainability plans that focus on a set of goals that all municipal departments work toward. Because trees provide a multitude of social, economic, and environmental benefits, enhancing the community forest often becomes a guiding principle in these plans. When a community adopts a comprehensive or sustainability plan, tree planting, conservation, and tree maintenance can become a priority for public works departments, transportation departments, environmental protection services, community health organizations, and many other municipal services.

Communities can also develop dedicated funding streams for a community forestry program through taxes, fees, and fines. While adding new taxes and fees is generally unpopular, the Trust for Public Land LandVote database (landvote.org) calculates that approximately 75 percent of ballot measures to fund land conservation, parks, and related purposes have passed in the United States since 1988. Many Americans value parks, trees, and greenspaces and are willing to pay a reasonable sum to support these programs.

One of the most common ways larger communities support their urban forestry programs is through



stormwater utility fees assessed to all property owners. Some communities have also been successful in passing temporary or voluntary taxes for specific community forestry projects. Cities may also develop tree ordinances that establish fees or fines that are collected when trees are damaged or removed by accident or through a planned development project. Revenues from these fees and fines are then earmarked for the community forestry program.

Developing community partnerships

Because there is often widespread public support for community forestry programs, community organizations can be very helpful in advocating for the programs and developing funding strategies. Many communities have tree boards that can hold fundraising events, apply for grants and corporate sponsorships, and request donations. Tree boards can then create a "community tree preservation fund" or endowment to which local businesses and residents can donate. When properly managed, these endowments can become dependable long-term sources of funds for community forestry programs.

Neighborhood associations, local businesses, downtown partnerships, garden clubs, churches, and other youth and civic organizations can also be instrumental in providing volunteer service and funding for community forestry projects. As we learn more about how the presence of trees and parks in neighborhoods significantly improves mental and physical health, one potential new funding source for community forestry programs is

the healthcare sector. Since planting and maintaining trees can help medical providers achieve their mission of improving human health and well-being and has the potential to save insurance providers money, these businesses may be interested in helping to fund community forestry programs.

One potential pitfall of relying on community partnerships to fund community forestry programs is that community organizations and local businesses often find planting trees to be better for their public relations than tree care and conservation. With the average lifespan of trees planted in cities and towns estimated at just seven years, it is imperative that communities put more effort and funding into tree maintenance and conservation. In addition, trees that are poorly maintained can become safety hazards and do not provide all the benefits of healthy, well-maintained trees.

Adequate funding is one of the biggest challenges for most community forestry programs. Communities need to be creative in developing funding streams and look for ways to link trees and tree care to other community goals and needs. Since there is usually good public support for community forestry programs, looking for ways to partner with community organizations and local businesses can be a key to funding these programs.



Krista Quinn is the Urban Forestry Program Coordinator with the Arkansas Forestry Commission. Contact Krista at (479) 228-7929 or Krista.Quinn@arkansas.gov.



The roundabout at Zoo Drive and Fair Park Boulevard is one project Little Rock has funded with the half-cent sales tax that will sunset in 2023.

The half-cent sales tax is half over

By Jay Whisker, PE

ow are your streets currently funded, and how will they continue to get funded? Newly elected officials throughout the state may be asking these same questions for their constituents.

In 2009, the Arkansas Legislature created the Blue Ribbon Committee on Highway Finance. The 19-member, independent panel was comprised of elected officials, business leaders, and civic leaders from across the state. The committee's goal was to develop recommendations that could be considered by the General Assembly to help address the state's highway funding shortfall. Because of this committee, the General Assembly referred to voters a proposed constitutional amendment to levy a temporary, 10-year, half-cent sales tax increase in order to fund highway improvements; this is what would later become Issue No. 1 on the November 2012 ballot.

With passage of Issue No. 1 (effective July 1, 2013) the temporary half-cent sales tax was approved by 58 percent of Arkansas voters, increasing the sales tax to 6.5 cents. The tax increase will sunset (expire) in July 2023. That means that cities and counties will no longer receive the millions of funding dollars currently being received. Individual cities/counties stand to lose close

to \$40 million a year, and the Arkansas Department of Transportation stands to lose close to \$200 million a year with the end of the half-cent sales tax.

Thanks to this tax, cities currently have five sources being distributed into their street fund from the state. These sources are revenues based on the following categories: general revenue, special revenue, highway severance, four-lane highway construction, and property tax relief trust. Cities began receiving the half-cent sales tax money in July of 2013. The four-lane highway construction revenue is where the half-cent sales tax, or the CAP money originates.

In looking at the municipal disbursements, the half-cent sales tax made up 21.6 percent of the total money being sent to cities for streets and roadways in 2014. As the money generated from the half-cent sales tax has increased, so has the percentage being received by each city. The percentage is now 26 percent of the money in 2018.

Governor Hutchinson recently discussed extending the half-cent sales tax as one of the key ingredients in a highway plan, telling *Talk Business & Politics* that extending the half-cent sales tax due to expire in 2023 would be "one of the key foundational ingredients" that

could be included in a highway plan presented to voters. ARDOT says that it has a more than \$400 million annual revenue shortfall for maintaining the highway system and completing needed construction. The agency spends approximately \$455 million annually on Arkansas's highway system. Extending the half-cent sales tax would reduce the additional needs to \$220 million. Otherwise, Hutchinson said, one of the following may be required to secure the funding:

- A 28.4-cent-per-gallon fuel tax increase,
- A 16.667 percent wholesale tax increase on fuel,
- A vehicle registration fee increase of \$208, or
- A general sales tax increase of 1.16 percent.

That's all after the traditional deduction of 15 percent of revenues for cities and 15 percent for counties, according to ARDOT Director Scott Bennett. Hutchinson said he has indicated to cities and counties that he is OK with continuing that split as long as the funds are being used for roads and bridges. He also stated that the proposal must include not only maintenance, but also new construction.

Most lawmakers can agree that something needs to be done to increase funding for transportation projects in Arkansas; the debate is over how to accomplish the task.

What has your city done with additional funding for the last five years? Some cities have saved the money for future projects. Some have saved it for match money for grants for infrastructure like safe routes to schools. Some cities have used it for engineering services for upcoming projects needed with that funding coming from the money in the next five years. Others have used it for needed maintenance projects that can range from asphalt overlays, to rebuilding curbs, to replacing culverts under roadways, and even some bridge replacements.

If you don't know where your city's half-cent sales tax money was spent in the last five years, now is the time to find out. Additionally, if your city doesn't have a plan for the next five years, now is the time to make a plan. Whether you use it for engineering a new project, maintenance for neglected roadways, or save it for a matching grant for infrastructure, one-time uses are the most recommended uses.



Jay Whisker is a professional engineer and certified floodplain manager with MCE's Transportation Department and works out of our Little Rock office. Contact Jay by phone at (501) 371.0272 or email him at jwhisker@mce.us.com.





2018 State Turnback Funds

Actual Totals Per Capita									
	STR	EET	SEVERAN	ICE TAX	GENERAL				
MONTH	2017	2018	2017	2018	2017	2018			
January	\$5.3276	\$5.3807	\$0.3041	\$0.2314	\$2.1473	\$2.1460			
February	\$5.5378	\$5.7121	\$0.1894	\$0.2181	\$1.0884	\$1.0867			
March	\$4.7222	\$4.9583	\$0.3450	\$0.2452	\$1.0886	\$1.0870			
April	\$5.3517	\$5.3609	\$0.3611	\$0.2342	\$1.0886	\$1.0854			
May	\$5.4824	\$5.6871	\$0.2602	\$0.2369	\$1.0864	\$1.0859			
June	\$5.5686	\$5.6422	\$0.1858	\$0.1786	\$1.0881	\$1.0872			
July	\$5.5610	\$5.9048	\$0.2628	\$0.1625	\$2.9480	\$2.9589			
August	\$5.5557	\$5.5464	\$0.2711	\$0.1504	\$0.9499	\$0.9368			
September	\$5.4801	\$5.5992	\$0.2230	\$0.1999	\$1.0881	\$1.0873			
October	\$5.5047	\$5.7310	\$0.2508	\$0.1746	\$1.0888	\$1.0871			
November	\$5.1475	\$5.2853	\$0.2377	\$0.2317	\$1.0875	\$1.0869			
December	\$5.1764	\$5.4642	\$0.1561	\$0.2511	\$1.0882	\$1.0871			
Total Year	\$64.4157	\$66.2722	\$3.0471	\$2.5145	\$15.8379	\$15.8224			

Actual	Total	c Dar	Month
ACTUCI		s rer	MONTH

Actour foldis i et Mollill										
	STR	EET	SEVERAN	ICE TAX	GENERAL					
MONTH	1 2017 2018		2017	2017 2018		2018				
January	\$10,065,525.00	\$10,171,403.10	\$574,575.98	\$437,461.72	*\$4,056,819.92	*\$4,056,771.18				
February	\$10,462,690.50	\$10,797,904.69	\$357,751.63	\$412,277.48	\$2,056,417.62	\$2,054,332.65				
March	\$8,921,686.11	\$9,372,912.56	\$651,783.55	\$463,496.06	\$2,056,718.50	\$2,054,888.05				
April	\$10,110,987.00	\$10,133,933.55	\$682,243.26	\$442,746.74	\$2,056,718.50	\$2,051,743.46				
May	\$10,363,642.30	\$10,750,634.53	\$491,893.79	\$447,755.63	\$2,053,761.87	\$2,052,679.36				
June	\$10,526,632.40	\$10,665,832.80	\$351,199.83	\$337,582.28	2,056,937.75	\$2,055,168.34				
July	\$10,512,280.90	\$11,162,170.00	\$496,864.92	\$307,247.09	** \$5,572,710.46	*** \$5,593,456.00				
August	\$10,502,217.40	\$10,484,657.00	\$512,555.17	\$284,348.41	\$1,795,649.71	\$1,770,842.80				
September	\$10,359,333.50	\$10,584,484.30	\$421,562.72	\$377,800.40	\$2,056,885.50	\$2,055,387.11				
October	\$10,405,765.80	\$10,833,617.52	\$474,027.01	\$330,015.80	\$2,058,156.39	\$2,054,971.77				
November	\$9,730,523.28	\$9,991,022.76	\$449,423.80	\$438,040.74	\$2,055,750.30	\$2,054,702.54				
December	\$9,785,275.08	\$10,329,322.67	\$295,172.64	\$474,599.17	\$2,056,989.97	\$2,054,975.16				
Total Year	\$121,746,559.27	\$125,277,895.48	\$5,759,054.30	\$4,753,371.52	\$29,933,516.49	29,909,918.42				

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

^{**} Includes \$3,515,747.46 supplemental for July 2017

^{***}Includes \$3,514,066.32 supplemental for July 2018

Local Option Sales and Use Tax in Arkansas



KEY: Counties not collecting sales tax

Source: Rachel Garrett, Office of State Treasurer See also: www.dfa.arkansas.gov

	Source: Racher Carrell, Office of State Treasurer See also: www.ata.arkansas.gov									
Sales and Use Tax Year-to-Date 2018 with 2017 Comparison (shaded gray)										
Month	Munici	pal Tax	Count	ty Tax	Tota	l Tax	Interest			
January	\$59,272,899	\$51,749,675	\$50,925,990	\$50,925,990 \$46,139,133		\$97,888,807	\$68,417	\$15,903		
February	\$63,961,892	\$60,007,416	\$56,034,012	\$52,583,090	\$119,995,904	\$112,590,506	\$76,180	\$17,386		
March	\$51,260,662	\$48,225,282	\$44,932,987	\$42,723,485	\$96,193,649	\$90,948,767	\$79,235	\$18,863		
April	\$51,354,831	\$50,349,075	\$45,689,403	\$44,591,728	\$97,044,234	\$94,940,803	\$79,564	\$15,747		
May	\$60,844,519	\$55,441,606	\$53,613,192	\$48,861,910	\$114,457,712	\$104,303,516	\$75,253	\$17,059		
June	\$56,373,987	\$50,977,784	\$48,955,855	\$45,261,893	\$105,329,842	\$96,239,677	\$71,501	\$17,534		
July	\$59,973,977	\$55,472,881	\$52,379,093	\$49,248,601	\$112,353,069	\$104,721,482	\$84,551	\$18,995		
August	\$60,174,400	\$54,840,523	\$52,922,077	\$49,357,901	\$113,096,478	\$104,198,425	\$79,558	\$15,982		
September	\$58,128,177	\$53,692,981	\$51,260,076	\$48,991,616	\$109,388,253	\$102,684,597	\$111,033	\$45,866		
October	\$60,197,608	\$53,796,257	\$52,310,178	\$49,299,660	\$112,507,786	\$103,095,917	\$174,353	\$79,279		
November	\$57,456,746	\$53,815,854	\$50,423,804	\$49,290,527	\$107,880,551	\$103,106,380	\$202,659	\$78,491		
December	\$59,269,564	\$52,730,085	\$50,277,652	\$48,086,258	\$109,547,217	\$100,816,343	\$208,901	\$72,999		
Total	\$698,269,264	\$641,099,418	\$609,724,320	\$574,435,802	\$1,307,993,584	\$1,215,535,220	\$1,311,205	\$414,105		
Averages	\$58,189,105	\$53,424,951	\$50,810,360	\$47,869,650	\$108,949,670	\$101,294,602	\$109,267	\$34,509		

December :	2018 Municipal	Levy Rec	eipts and December 2018 Mun	icipal/Cour	ity Levy Receipts with 20	117 Co	mparison (shaded gray)		
CITY SALES AND	USE AMOUNT	LAST YEAR	R Garfield 9,900.83	10,833.13	Mountainburg 1	1,425.29	13,169.78	COUNTY SALES AND	USETOTAL	LAST YEAR
	116,936.65	76,963.82		4,276.99	Mulberry 23		27,087.33	Arkansas County	291,917.58	289,277.17
	219,911.65	212,371.63		15,913.54	Murfreesboro3	3,264.94	35,122.10	Ashley County		230,221.10
		4,543.51 5,964.34		53,435.33 431.45	Nashville			Crossett		56,025.44 1,780.36
		2,287.29		10,272.99	Newport		180,312.83 5,133.00	Hamburg		29,065.68
	5,840.99	7,275.11		3,133.04	Norman		2,764.28	Montrose		3,601.42
	11,213.21	10,788.34		502.61	North Little Rock 2,76			Parkdale		2,818.06
Anthonyville		814.61 182,434.31		68,935.08 NA	Oak Grove	1,101.21	1,088.82	Portland		4,374.60 5,595.42
Ash Flat	171,458.18	86,644.69		11,757.96	Oak Grove Heights		5,681.37	Baxter County		323,879.91
Ashdown	138,553.92	120,799.44		13,116.03	0la1		16,492.29	Big Flat		1,404.94
Atkins	56,083.44	57,521.42		4,674.96	Oppelo9		3,541.44	Briarcliff	3,331.42	3,188.14
	22,719.00	26,820.62		72,811.50	Oxford		73,156.90 1,530.32	Cotter		13,103.80
	30,511.21	31,182.75		85,418.65	Ozark			Gassville		28,071.84
		6,786.03 54,976.92		166,865.82 29,219.40	Palestine 20		24,573.45	Lakeview		10,010.22 168,160.88
Barling	48,465.78	47,120.71		202,077.93	Pangburn		7,137.38	Norfork		6,903.13
Batesville	669,615.34	590,527.65	Greers Ferry 20,849.34	18,318.62	Paragould 31		292,549.96	Salesville	6,352.28	6,079.09
	13,566.24	16,430.69		5,547.66	Paris		77,296.13	Benton County		713,321.47
		7,688.90 15,210.28		202.01 24,063.29	Patmos		132.04 1,548.07	Avoca		8,193.89 445,391.46
	125,961.02	118,706.41		6,593.69	Pea Ridge 6		57,644.95	Bentonville		592,730.30
Beedeville		54.30		5,417.53	Perla		3,587.05	Bethel Heights	47,060.39	39,827.66
Bella Vista	171,967.03	159,749.02		31,391.88	Perryville 2		23,438.42	Cave Springs	38,310.97	32,422.94
Belleville		2,231.47		21,919.18	Piggott3		72,274.60	Centerton		159,763.99
Rentonville	1,489,766.48	1,439,829.95 1,918,761.51		49,589.35 489,876.72	Pine Bluff			Decatur Elm Springs		28,527.49 2,300.33
	259,408.34	230,430.89		3,148.23	Pineville		2,441.94	Garfield		8,428.96
		65,537.38		41,386.34	Plainview		3,922.49 8,328.25	Gateway		6,800.25
Big Flat		441.85		3,461.01	Plumerville1		9,026.80	Gentry		57,508.32
Black Rock	8,951.89	11,070.75	Havana 3,544.78	2,375.59	Pocahontas 24			Gravette		52,269.61
	3,794.28	2,223.80 111.04		120,941.78 138,603.61	Portia	3,225.64	2,752.15	Highfill		9,789.01 43,404.09
	360,556.72	312,068.99		235,176.80	Portland		8,065.12	Lowell		123,025.83
Bonanza	2,593.90	4,526.52	Permitage 5,388.22	5,568.48	Proirie Grove		30,214.71	Pea Ridge	95,112.78	80,494.86
Bono	16,692.25	16,091.39	Higginson 1,683.74	1,300.57	Prairie Grove 99 Prescott 6		95,492.49 50,266.75	Rogers	1,110,323.63	939,677.58
Booneville	109,946.08	106,351.22		57,852.88	Pyatt		765.24	Siloam Springs		252,516.10
		12,620.34 3,529.32		24,026.28 5,769.01	Quitman 2		21,927.77	Springdale Springtown		110,013.00 1,460.80
		1,518.87		174,261.97	Ravenden		2,898.89	Sulphur Springs	10,138.22	8,580.07
Briarcliff		1,844.17	7 Horatio 6,775.50	5,918.52	Rector 2		29,759.95	Boone County	409,488.44	412,223.92
	151,470.15	92,783.05	Horseshoe Bend 21,101.67	18,156.65	Redfield		16,463.84	Alpena	4,320.99	4,349.86
	1 002 012 75	67,433.16		1,538,043.08	Rison		14,810.25	Bellefonte	5.046.44	6,190.71
	1,093,012.75	1,018,661.02 13,441.94		15,085.43 6,711.36	Rockport 6		10,696.89 457.68	Bergman Diamond City		5,986.17 10,663.29
	792,645.88	744,542.39		2,367.31	Rogers3,119			Everton		1,813.58
Caddo Valley	54,345.29	53,175.26	6 Huntington	3,306.94	Rose Bud		20,691.53	Harrison	175,318.47	176,489.64
Calico Rock	36,837.34	24,966.35		125,005.74	Rudy	7,697.33	8,447.65	Lead Hill		3,695.33
	289,135.34	286,116.80		8,137.81	Russellville 1,069			Omaha		2,304.47
	6,801.78	4,567.78 50,440.94		612,962.64 33,633.32	Salem			South Lead Hill Valley Springs		1,390.86 2,495.37
		2,714.89		161.16	Salesville		3,711.22	Zinc		1,404.49
	19,880.32	17,423.40		55,072.43	Searcy		755,473.98 9,630.82	Bradley County		134,411.14
	32,779.72	30,788.63		2,744.46	Sheridan		193,354.90	Banks		1,037.86
Centerton		4,965.86 193,974.14		1,460,756.15 10,608.38	Sherrill		1,142.79	Hermitage Warren	6,861.56	6,946.96 50,244.10
	24,562.08	29,479.95		5,561.47	Sherwood 87	0,269.16		Calhoun County	88.492.02	93,787.54
	e 15,981.40	14,922.77		4,930.41	Shirley			Hampton		26,584.18
Cherry Valley	4,809.47	4,417.74		1,337.87	Siloam Springs 64			Harrell		5,099.98
	2,778.69	2,628.47		2,543.36	Sparkman		3,767.37 2,405,467.82	Thornton		8,172.02
		39,014.75 367,033.30		1,557.26 12,786.53	Springtown		14.20	Tinsman		1,084.26 180,228.51
Clinton	90,612.84	87,967.18		65,385.12	St. Charles	2,756.65		Beaver		659.79
Coal Hill	4.095.47	4.202.31	Lakeview	3,689.05	Stamps		13,237.09	Blue Eye		197.94
Conway	2,542,501.02	1,960,922.94	Lamar	29,091.18	Star City 6		70,782.91	Chicot County		111,527.35
	64,632.29	75,165.44		5,127.37	Stephens			Dermott		20,306.46
Cotton Plant		12,101.98 1,363.66		28,758.74 4,831.86	Strong		8,987.32 565,645.57	Eudora		15,948.55 18,099.38
	12,515.80	11,043.96		9,119.31	Stuttgart			Clark County		423,670.80
Crawfordsville .	5,296.58	9,697.38	3 Lincoln	39,447.84	Summit		4,480.29	Clay County	82,311.25	95,869.50
Crossett	191,208.12	285,236.76		10,462.64	Sunset	1,521.49	2,551.56	Corning	22,217.66	25,877.33
		8,993.77 37,056.55		6,252,350.02 3,782.01	Swifton	3,527.09	3,758.12	Datto Greenway		1,149.42 2,402.29
	147,180.11	155,984.43		114,459.36	Taylor			Knobel		3,298.84
Decatur	26,384.58	21,402.91	Lowell	315,553.80	Texarkana 403 Texarkana Special 18	0,035.68 1 116 /0	353,568.37 173,844.39	McDougal	1,835.57	2,137.92
Delight	4,347.09	3,606.35		4,114.08	Thornton			Nimmons	680.94	793.10
	120,933.41	107,754.00 23,923.52		1,074.34 9,591.57	Tontitown 20			Peach Orchard Piggott		1,551.72 29,494.18
Des Arc		20,432.34	Magnolia	426,921.72	Trumann 14	9,907.36	143,250.31	Pollard	2,190.84	2,551.72
DeValls Bluff	12,568.07	14,019.28	3 Malvern	163,849.83	Tuckerman			Rector	13,006.90	15,149.39
DeWitt	160,573.88	157,882.29	Mammoth Spring8,116.15	8,547.99	Turrell			St. Francis	2,467.17	2,873.55
	2,098.02	1,819.68		33,657.70	Tyronza	5,291.30 3 447 N1	3,049.85 613,434.11	Success		1,712.65
	8,051.20 16,194.74	16,418.88 19,472.56		29,830.61 67,827.22	Vandervoort	.426 N4	431.51	Cleburne County Concord		344,755.10 2,559.47
Dover		19,393.36		239,488.33	Vilonia			Fairfield Bay		1,919.60
Dumas	131,653.77	141,499.96	6 Marked Tree 62,922.07	62,309.64	Viola	7,349.08	6,567.45	Greers Ferry	10,052.13	9,346.27
	1,943.10	2,138.06		8,351.52	Wabbaseka		675.82	Heber Springs	80,834.48	75,158.26
	16,365.08	18,060.59		14,768.90	Waldenburg		14,574.90	Higden		1,258.76
		5,058.02 599,522.91		20,058.54 196,234.26	Waldron			Quitman		7,678.42 108,637.69
		85,414.67		62,886.53	Walnut Ridge 15- Ward 4		74,992.44 44,935.40	Kingsland		1,836.08
Elm Springs	8,517.92	7,214.25	Maynard 5,770.00	5,941.43	Warren			Rison	5,693.08	5,520.55
England	63,994.10	72,387.32	2 McCaskill	NA	Washington		2,157.61	Columbia County	415,907.58	368,493.04
	814.64	687.93		19,410.68	Weiner1		13,576.90	Emerson		656.46
	44,944.37	22,148.15 272,615.21		179,592.02 3,592.56	West Fork 59	9,857.37	60,306.95	Magnolia		20,651.88 920.48
		4,164.48		69,454.03	West Memphis54			Taylor		1,009.67
		26,123.97		132,090.07	Western Grove			Waldo	2,762.39	2,447.48
Farmington	143,116.07	133,131.31	Menifee 8,855.49	7,224.84	Wheatley		3,514.03 76,115.36	Conway County	336,856.78	332,772.72
Fayetteville	3,670,621.66	3,428,855.66		11,911.47	Wickes			Menifee		3,519.83
Fordvce		51,317.59 76,482.09	Monette	21,027.11 221,496.61	Widener		4,814.09	Morrilton Oppelo		78,869.88 9,102.61
Foreman		10,316.83		6,347.23	Wiederkehr Village	2,201.43	2,314.96	Plumerville	9,745.24	9,627.09
Forrest City	316,994.58	301,924.05	Moro 2,918.62	2,558.06	Wilmot	1,492.64	1,928.64	Craighead County	309,739.18	299,649.58
Fort Smith	3,477,458.65	3,329,422.79	Morrilton 146,987.26	147,481.59	Wilson		6,566.73	Bay	31,514.62	30,488.05
Fouke	9,399.63	9,549.92		21,307.44	Wilton		7,656.39	Black Oak		4,435.24
		1,575.54 3,132.79		335,476.96 185,466.03	Wynne			Bono Brookland		36,074.42 33,332.02
58		3,132.78	- IVIOUITIUIT VIGVV	100,400.03	1011VIIIG 4	,,000.04	71,210.34	DI UUNIAIIU	CITY & TO	

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0	00 000 45	04.054.40	0	0.400.77	4 000 00	Diadassa	500.00	400.74	Maldana	00 500 70	05 005 50
Caraway	5,984.45	21,651.42 5,789.51	Cave City	6,129.25	1,989.99 5,552.32	Birdsong	190,610.30	439.74 167,531.47	Waldron		25,095.59 66,952.83
Egypt Jonesboro		1,895.98 1,138,654.85	Magness		2,481.35 1,682.89	Burdette		2,048.56 2,391.77	Big Flat Gilbert		6.55 183.37
Lake City	36,431.67	35,244.93	Newark	15,946.90	14,445.86	Dyess	5,003.22	4,397.43	Leslie	2,913.55	2,888.07
Monette	687,568.70	25,409.51 669,753.86	Oil Trough Pleasant Plains	4,732.54	3,193.81 4,287.08	Etowah	43,296.12	3,764.63 38,053.88	Marshall		8,873.78 733.48
Alma		48,741.59 12,538.43	Southside		47,919.49 5,601.47	Joiner		6,177.86 8,140.61	St. Joe	872.08	864.46
Chester	1,468.18	1,430.14	Izard County	46,640.62	47,182.03	Leachville	24,320.51	21,375.81	Barling	74,212.67	778,130.27 71,117.38
Dyer	8,873.70	7,879.25 8,643.78	Jackson County Amagon	1,000.23	273,878.22 982.32	Luxora Manila		12,634.58 35,844.44	Bonanza		8,795.98 7,679.27
Mountainburg Mulberry		5,675.58 14,886.02	Beedeville Campbell Station		1,072.53 2,556.03	Marie		900.94 83,197.29	Fort Smith	.1,376,167.02	1,318,769.21
Rudy		548.67	Diaz	13,452.11	13,211.15	Victoria	451.51	396.84	Greenwood		136,941.87 12,421.45
Van Buren Crittenden County	.1,258,302.93	204,995.29 1,285,343.94	Grubbs	2,163.77	3,869.12 2,125.01	Wilson	NA	9,685.09 NA	Hartford		9,820.90 9,713.82
Anthonyville Clarkedale	2 353 96	1,043.48 2,404.55	Newport		78,976.20 7,998.86	Montgomery County. Black Springs		44,905.72 580.37	Lavaca	36,539.65	35,015.63
Crawfordsville	3,039.21	3,104.52	Tuckerman	19,004.42	18,664.00	Glenwood	247.39	246.22	Mansfield		11,059.98 4,971.64
Earle Edmondson		15,645.75 2,767.50	Tupelo		1,804.25 751.77	Mount Ida		6,307.91 2,215.97	Sevier County	261,705.67	268,752.35
Gilmore Horseshoe Lake		1,534.11 1,892.53	Jefferson County Altheimer		697,802.73 10,054.02	Oden Nevada County		1,360.07 99,993.33	Ben Lomond DeQueen		1,224.26 55,674.25
Jennette	656.69	670.81	Humphrey	3,276.76	3,146.99	Bluff City	1,185.50	920.57	Gillham		1,350.91 8,814.67
Jericho	78,327.84	771.27 80,011.11	Pine Bluff		501,505.44 13,252.09	Bodcaw		1,024.51 586.49	Lockesburg	7,015.84	6,239.50
Sunset	1,130.66	1,154.96 3,587.37	Sherrill		858.27 2,605.46	Emmet		3,526.38 24.469.38	Sharp County Ash Flat		79,055.59 9,456.18
West Memphis	166,522.01	170,100.57	White Hall	58,790.14	56,461.89	Rosston	2,495.29	1,937.65	Cave City	16,194.39	16,808.84
Cross County		266,944.66 6,856.62	Johnson County Clarksville		122,495.83 89,977.33	Willisville		1,128.44 61.546.75	Cherokee Village Evening Shade		37,419.45 4,168.44
Hickory Ridge	2,758.34	2,864.82	Coal Hill	9,523.24	9,921.23	Jasper	2,693.42	2,462.93	Hardy	6,786.40	7,043.89
Parkin	84,849.36	11,638.35 88,124.92	Hartman		5,088.06 7,166.42	Western Grove Ouachita County		2,029.53 562,181.54	Highland		10,083.37 77.19
Dallas County Desha County	141,536.99	127,491.82 116,179.37	Lamar Lafayette County		15,734.76 74,151.33	Bearden		8,628.47 108,820.57	Sidney	1,682.65	1,746.50 723.69
Arkansas City	3,990.71	4,496.31	Bradley	3,464.04	3,494.65	Chidester	2,623.28	2,581.40	St. Francis County	147,329.94	265,426.81
Dumas		57,813.27 51,830.47	Buckner		1,530.30 7,122.85	East Camden Louann		8,315.85 1,464.88	Caldwell		9,504.30 6,473.20
Mitchellville	3,925.29	4,422.60	Stamps	9,338.56	9,421.07	Stephens	8,087.70	7,958.54	Forrest City	268,477.60	263,226.26
Reed Tillar		2,113.02 257.99	Lawrence County Alicia		295,856.09 798.29	Perry County Adona		118,706.72 1,057.87	Hughes Madison		24,676.92 13,169.02
Watson	2,300.65	2,592.15	Black Rock	4,384.36	4,261.83	Bigelow	1,697.10	1,594.40	Palestine	11,894.68	11,662.04
Drew County Jerome	495.84	440,698.93 549.86	Hoxie	4,483.70	17,897.12 4,358.40	Casa Fourche		865.53 313.82	Wheatley Widener		6,079.32 4,675.08
Monticello Tillar	2 593 62	133,476.13 2,876.22	Lynn		1,854.09 701.72	Houston		875.65 1,366.63	Stone County	92,643.34	96,505.42
Wilmar	6,496.75	7,204.64	Portia	2,894.20	2,813.32	Perryville	7,865.92	7,389.90	Fifty Six		1,762.42 27,995.02
Winchester Faulkner County		2,354.54 719,043.75	Powhatan		463.52 3,025.77	Phillips County Elaine		101,562.18 11,369.06	Union County	626,111.60	544,069.04
Enola	2,321.65	2,189.48	Sedgwick	1,006.68	978.55	Helena-West Helena	a199,624.15	180,154.07 7,919.02	Calion		15,861.37 675,358.55
Mount Vernon		3,608.11 939.27	Smithville	2,000.11	502.15 1,944.22	Lake View Lexa	5,665.03	5,112.50	Felsenthal Huttig	25.018.03	3,886.55 21,739.80
Twin Groves Wooster		2,170.05 5,570.87	Walnut Ridge Lee County		34,365.05 32,287.63	Marvell		21,200.79 161,137.54	Junction City	22,316.25	19,392.04
Franklin County	267,198.91	177,291.16	Aubrey	1,082.91	1,000.53	Antoine	1,041.72	1,033.39	Norphlet		24,467.50 64,371.07
Altus Branch		6,945.95 3,363.01	Haynes		882.82 523.81	Daisy		1,015.72 2,464.23	Strong	21,076.93	18,315.11
Charleston	27,618.23	23,110.39	Marianna	26,212.82	24,218.66	Glenwood	19,463.18	19,307.54 14,493.90	Van Buren County Clinton		295,545.63 26,253.23
Denning	40,343.21	4,316.01 33,758.40	Moro Rondo	1,261.27	1,271.26 1,165.31	Poinsett County	135,761.42	121,772.27	Damascus	2,825.53	2,522.41
Wiederkehr Village . Fulton County		348.21 108,664.77	Lincoln County Gould		50,829.63 4,023.49	Fisher		1,821.31 18,801.11	Fairfield Bay Shirley		21,743.17 2,936.08
Ash Flat	430.22	429.91	Grady	2,149.49	2,158.36	Lepanto	17,236.80	15,460.68	Washington County Elkins	.1,513,468.45	1,427,498.44 42,898.06
Cherokee Village Hardy		3,342.32 177.02	Star City		10,931.21 211,414.48	Marked Tree Trumann		20,957.27 59,588.56	Elm Springs		28,447.50
Horseshoe Bend Mammoth Spring	71.70	71.65 4,117.84	Ashdown Foreman	45,353.84	43,123.36 9,230.94	Tyronza Waldenburg	6,938.43	6,223.48 498.20	Farmington Fayetteville	102,608.32	96,779.83 1,192,008.68
Salem	6,896.11	6,891.16	Ogden	1,728.50	1,643.49	Weiner	6,519.57	5,847.78	Goshen	18,395.30	17,350.38
Viola		1,420.38 1,910,884.05	Wilton		3,414.81 1,753.05	Polk County		248,566.10 7,456.00	Greenland Johnson		20,963.02 54,335.38
Fountain Lake	6,907.49	6,487.29	Logan County	. 290,184.58	284,635.65	Grannis	10,069.24	10,813.16	Lincoln	38,628.41	36,434.19
Hot Springs Lonsdale	1,290.87	194,524.59 1,212.33	Blue Mountain Booneville		1,010.21 32,506.05	Hatfield Mena	104,273.04	8,061.08 111,976.74	Prairie Grove Springdale		71,701.96 1,039,970.06
Mountain Pine Grant County		9,930.84 189,468.27	Caulksville	1,769.11	1,735.29 6,900.41	Vandervoort Wickes		1,698.10 14,716.83	Tontitown	42,252.51	39,852.42
Greene County	521,114.84	478,873.78	Morrison Bluff	531.56	521.40	Pope County	345,341.31	338,843.71	West Fork	6,715.74	37,535.80 6,334.27
Delaplaine	1,344.20	1,235.24 4,877.07	Paris Ratcliff		28,774.78 1,645.67	Atkins		40,694.17 18,593.02	White County Bald Knob	.1,114,396.65	1,051,796.68 32.515.10
Marmaduke Oak Grove Heights .	12,874.19	11,830.62 9,466.62	Scranton Subiaco	1,860.48	1,824.90 4,660.00	Hector London	6,188.17	6,071.74 14,018.98	Beebe	86,987.91	82,101.47
Paragould	302,595.51	278,067.41	Lonoke County	. 285,881.68	273,489.61	Pottsville	39,026.74	38,292.46	Bradford		8,518.80 3,187.53
Hempstead County Blevins		346,867.35 3,238.77	Allport		1,105.88 19,598.17	Russellville Prairie County		376,717.88 149,179.13	Georgetown	1,474.57	1,391.74
Emmet		442.12	Cabot	. 238,998.69	228,638.85	Biscoe	2,439.57	6,199.08	Griffithville		2,525.34 6,969.93
Fulton	2,168.70	2,066.65 103,794.94	Carlisle		21,290.65 923.17	Des Arc DeValls Bluff	11,539.24	29,321.80 10,570.88	Judsonia	24,009.38	22,660.68
McCaskill	1,035.79	987.05	England	28,397.18	27,166.25	Hazen	9,865.81	25,069.54 2,903.13	Kensett		18,496.68 2,862.05
0akhaven	679.74	699.16 647.75	Keo	2,573.34	2,731.05 2,461.79	Pulaski County	885,057.07	866,182.90	McRae		7,654.57 6,745.45
Ozan Patmos		873.95 658.04	Lonoke		40,821.50 39,109.77	Alexander	13 942 48	4,193.04 13,645.15	Rose Bud	5,731.81	5,409.83
Perrytown	2,934.75	2,796.65	Madison County	. 227,489.39	200,885.73	Jacksonville	514,927.77	503,946.75	Russell		2,424.32 256,551.65
Washington Hot Spring County	295,258.11	1,850.74 287,823.76	Hindsville	18,457.84	423.81 16,299.30	Little Rock	311,581.77	3,438,365.20 304,937.18	West Point	2,199.97	2,076.39
Donaldson	2,388.76	2,328.61	St. Paul	889.06	785.09	North Little Rock	1,131,083.76	1,106,962.99	Woodruff County Augusta		17,713.87 18,322.10
Friendship	81,884.53	1,361.58 79,822.75	Marion County	15,226.86	181,843.03 14,893.43	Sherwood Wrightsville	38,378.13	524,538.85 37,559.70	Cotton Plant	5,856.34	5,407.48
Midway Perla	3,087.14	3,009.41 1,864.44	Flippin	10,580.72	10,349.02 1,687.92	Randolph County Biggers		138,255.68 3,352.00	Hunter		874.86 14,406.06
Rockport	5,991.74	5,840.88	Summit	4,716.42	4,613.14	Maynard	4,435.92	4,115.14	Patterson	4,078.68	3,766.07
Howard County Dierks		361,366.50 17,702.86	Yellville		9,195.74 309,427.08	O'Kean		1,874.03 63,832.98	Yell County	2,726.40	224,876.77 2,631.90
Mineral Springs Nashville	19,960.42	18,874.71 72,295.80	Fouke	8,455.75	8,142.82	Ravenden Springs. Reyno	1,228.73	1,139.87 4,404.95	Danville	14,893.19	14,376.97 28,318.26
Tollette	3,965.66	3,749.95	Texarkana	. 190,254.49	8,142.82 183,213.40	Saline County	NA	NA	Havana	2,318.37	2,238.01
Independence County Batesville		574,754.40 125,885.39	Mississippi County Bassett		847,460.40 1,855.50	Scott County Mansfield	141,273.83	133,320.34 6,273.90	Ola		7,645.04 3,628.56
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Municipal Notes

Texarkana celebrates 145th birthday

Texarkana, the state-straddling city that's "Twice as Nice," turned 145 on Dec. 8, 2018. Hometown newspaper the *Texarkana Gazette* marked the occasion with an editorial on its Opinion Page, reprinted here with permission.

Happy Birthday, Texarkana: Our hometown is 145 years old today

It was in 1873 that the Texas and Pacific Railroad, a significant player in the Lone Star State's fledgling transportation business, reached the state line with Arkansas, where it was set to join with the Cairo and Fulton Railroad to continue service into Arkansas. The dusty junction looked like just the right place for a town.

Indeed, on Oct. 17 of that year the Austin American-Statesman noted that two rail lines were making excellent progress and that Texarkana—which the paper helpfully pointed out stood for Texas, Arkansas, and Louisiana—was "bound to be a large and flourishing railroad town." The American-Statesman described the area as "rich and fertile," soon to blessed with rail lines to "the finest portions of America."

That must have drawn some interest. For on Dec. 8, 1873—145 years ago today—our hometown of Texarkana was founded when the railroad sold the first lots to intrepid pioneers eager to build a new life here at the gateway to the great Southwest.

The first lot to be sold went to J.W. Davis, who purchased a promising site across from the railroad tracks. The Hotel McCartney occupies that piece of land today. According to an article a few days later in the Shreveport Times, 50 downtown business lots were sold that day at \$300 each and there were about 100 settlers in residence.

That was just the start. The railroad and the cotton trade made Texarkana something of a regional boom town and the Twin Cities grew rapidly. We can imagine the excitement those first settlers felt that day as the lots were sold. The promise they saw in this spot where Arkansas and Texas meet. And 145 years later there are still those who look at our Twin Cities and see the promise of a brighter tomorrow. They are working to make it happen.

Here's to another 145 years of Texarkana.

Little Rock receives \$250,000 grant for playgrounds

Four Little Rock parks will build new playgrounds in early 2019 thanks to a \$250,000 grant from the Arkansas Department of Parks and Tourism, KATV reported Dec. 7.

The award is part of Arkansas's Outdoor Recreation Grant program and will be used for new playgrounds at Reservoir, Ottenheimer, Kanis, and Hanger Hill parks, including the addition of Americans with Disabilities Act compliant items. Little Rock is required to provide a match of \$250,000 for the total project budget of \$500,000.

TIME's Money Magazine names Rogers best place to live

Rogers is the best place to live in Arkansas, according to *TIME's Money Magazine*, 40/29 News has reported. "Looking for career opportunities? Rogers might be a good bet for you," the magazine said about the Northwest Arkansas city.

Rogers has a population of 67,500. Its median household income was listed as \$63,175 and median home listing price as \$329,000.

"The city's impressive growth earned it second place in *Forbes'* 2018 ranking of the best midsize cities for jobs," the article said.

TIME also cited Rogers' terrific weather (218 clear days a year) and its 24 city parks.



Certain municipal officials in first class cities may opt out of APERS

The Arkansas Public Employees Retirement System (APERS) provides cities with the opportunity to cover its employees and officials (Ark. Code Ann. § 24-4-303). The law states generally that the mayor and clerk "shall become participating employees upon taking office." On the other hand, the statute permits mayors and clerks of first class cities to opt out of APERS in order to participate in the local retirement plans provided for in Ark. Code Ann. §§ 24-12-121 and 24-12-123.

In order to make this election, the mayor or clerk must provide written notice to APERS within 90 calendar days of the date the official assumed office. Once made, this choice is irrevocable. Any employer contributions previously made on behalf of an official who elects not to participate will be refunded to the city and the official will forfeit service credit in the system.

Newly elected city attorneys or city treasurers in cities of the first class who are otherwise covered by a local pension fund may also take advantage of these provisions.

To contact APERS, call (501) 682-7800 or visit www.apers.org.



IT tip: Wire transfer fraud

hat would you do if you received an email from your CEO or CFO asking you to make an immediate or urgent wire transfer of funds? If you are the person in your organization who is responsible for such tasks and receive requests like this regularly, you may not think twice. However, with the increased sophistication of hackers and cybercriminals, you must stop, look, and think before deciding how to proceed.

Business email compromise is an advanced form of spear-phishing that targets employees of businesses that routinely perform wire transfer payments or work with foreign companies or suppliers. This form of cybercrime is steadily on the rise, and companies are losing thousands, even millions of dollars instantly because of a spoofed or compromised email address.

How it happens

First, the scammers target the email accounts of business executives or high-level employees. Either they will gain actual access to those individuals' email accounts through a targeted phishing attack and wait for the perfect time to take over (such as when those employees go on vacation or leave for a business trip), or they will simply spoof the email address and change where the email is sent when it is replied to. This is called header manipulation. Then, they will email an employee within an organization who may be responsible for making wire transfers or handling funds, asking them to process a transaction.

When you receive any requests to transfer or wire funds:

- Look closely to verify the email address when you receive a wire transfer or monetary transaction request. Check for any spelling errors or missing letters.
- Call the person who is requesting the transfer directly to verify that the request is legitimate, or follow your corporate verification procedures carefully.
- If you think a request is suspicious in any way, trust your instincts and inform management or IT immediately.
- If you reply to the message, be sure to look at the real email address before replying.

To prevent your email from being the one that is compromised:

- Never provide your security or account credentials to anyone.
- Do not click on any links or open attachments in emails you receive, unless you are absolutely positive they are safe and from a legitimate sender.
- It is best to have a wire transfer process in place that requires more than just an email request. Either a phone call, face-to-face, or multi-person process is best.

Remember, you are the key to preventing cybercrime in your organization.

This tip was shared by the KnowBe4 Security Team (KnowBe4.com) and is reprinted with permission.



articles back to 2014.

Animal Control

Managed intake-May '15, p.30 Mixed breeds, identifying-Nov. '14, p.26 Safety, heat-July '14, p.32

Shelters, reuniting pets with owners, tips-Dec. '14, p.28: fostering through-Jan. '15, p.36

Ark. City Attorneys' Assoc. (ACAA)

CLE, Feb. '16, p.12; Jan. '17, p.12; Dec. '17, p.30; Jan. '18, p.41; Feb. '18, p.34; May '18, p.24; June '18, p.25; Dec.

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Ark. City Managers Assoc.

Anti-government sentiment, combating-May '15, p.15 Officers, Hot Springs' Spicer elected president-July '16, p.62

Ark. City Clerks, Recorders and Treasurers Assoc.

(see also City Clerks)

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Winter Conference, meet at-Feb. '15, p.11; new clerk orientation-Jan. '17, p.24

Workshop, Maumelle hosts-May '18, p.45

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Hot Springs, Japanese artist exchange-July '18, p.36 IBLA Grand Prize International Music Competition, performs in Ark.-June '14, p.8; June '15, p.22; June '16, p.26; June '17, p.10; May '18, p.20; celebrates 25 years-Aug. '16, p.14; seeks benefactors, hosts-Sept. '17, p.26; set-

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ting 2019 performances-Sept. '18, p.26

a'TEST Consultants, Inc.

(see also DOT, Drugs)

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League-May '18, p.17

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Allen Maxwell Distinguished Public Service Award-July '14, p.12

Certificates of Appreciation-July '14, p.11; July '15, p.14; July '16, p.11; July '17, p.10; July '18, p.19

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Jack R. Rhodes Sr. Distinguished Service Award-July '14, p.13; July '15, p.12; July '16, p.11; July '17, p.12; July '18, p.16

John Woodruff City Above Self Award-July '14, p.12; July '15, p.11; July '16, p.11; July '17, p.12; July '18, p.16 IABC Lifetime Achievement Award, David Pryor-May '17,

Marvin L. Vincent Commitment to Excellence Award-July '14, p.13; July '15, p.12; July '16, p.11; July '17, p.13; July '18, p.16

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Boundary Changes

(annexation, consolidation, etc.)

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Batesville, 71st White River Carnival-Oct. '14, p.10; green update-June '15, p.50; new police dept.-July '15, p.40; Mayor Elumbaugh profile-Aug. '15, p.6; hosts Annual Planning Meeting-Sept. '15, p.6; Hetrick receives scholarship-Sept. '15, p.24; Mayor Elumbaugh visits Ghana-Nov. '15, p.24; new community/aquatic center-March '16, p.10; July '17, p.47; May '18, p.6; police train on League driving simulator-April '16, p.32; new wastewater facility-July '16, p.34; Forward Ark. educational initiative-Nov. '16, p.42; Sanford St. John retires-Dec. '16, p.35; Melba Theater renovation-May '17, p.30; ABPG Trendsetter City Awards-March '18, p.12

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Blytheville, Volunteer Community of the Year-Feb. '14, p.12; Feb. '15, p.17; Mayor Sanders, profile-Sept. '14, p.10; Flying Wallendas perform at Mayfest-June '16, p.12

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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.

CENTRAL RECORDS & COMMUNICATIONS MANAGER—The City of Texarkana, AR is accepting applications for the position of CRC Manager. The position is responsible for managing and coordinating the activities and day to day operation of the Bi-State Justice Center Records/Information & Communication Center under the direct supervision of the Law Enforcement Advisory Committee (LEAC) Oversight Committee. Applicant must have 5 years experience in centralized multi-jurisdictional emergency communications center, with at least 3 years in a supervisory capacity or a combination of education, work experience and technical skills that demonstrate the ability to perform effectively in the position. A bachelor's degree in related field is preferred. Applicant is preferred to have knowledge or experience with State Wide Public Safety Radio Systems such as Arkansas Wireless Information Network (AWINS) and the Greater Austin/Travis County Regional Radio System (GATRRS), and must possess knowledge of dispatch communication systems, including VHF, 800 Mhz Analog and Digital Radio Systems. Applicant must have knowledge of the administration, proper storage, and retrieval of law enforcement records, as well as the ability to evaluate written and oral reports and to make recommendations of improved communication services. Applicant must possess knowledge of Federal, State, and local jurisdictions as they relate to communications and law enforcement recordkeeping. Applicant must be able to react calmly and guickly in case of emergency and to make correct decisions. Applicant must possess working knowledge of law enforcement, fire, emergency medical services and civil preparedness procedures, as well as familiarity with City and County geography or the ability to become familiar with the geography. Working knowledge of criminal law, budgetary control, procurement, training requirements, communications, central filing systems, and the powers/limitations of police officers and fire fighters is preferred. Salary range is \$70,000-\$75,000 with full benefits. Interested applicants can pick up application from Arkansas City Hall, 216 Walnut St., Texarkana, AR 71854, 8:00 a.m.-5:00 p.m., M-F, or access the job details and online application at www.arkansas.txkusa.org. For more information please contact Melissa Edwards at 870-779-4997 or email at melissa.edwards@txkusa.org.

ENGINEERING TECHNICIAN—The City of Sherwood is accepting applications for the position of engineering technician. Duties will include: assisting the city engineer with technical support for city-wide mapping, project plans, specifications; performing inspections relating to subdivision development; performing complex engineering solutions and surveying tasks; assisting city engineer in the preparation of sanitary sewer, storm drainage, street/roadway plans and specifications; and developing and maintaining mapping project for city-wide infrastructure inventory and planning purposes. Requirements include: graduation from HS/GED equivalent and five years experience in an engineering field. Preferred qualifications include: Bachelor's Degree in Civil Engineering or GIS and knowledge of Autocadd, Arcview, or other mapping and design software. More information and online application found at: www.cityofsherwood.net. EOE.

OFFICE CLERK—The City of Tontitown is accepting applications for the position of office clerk. The duties of this position include: greeting customers in reception area, provide information and answers, answer incoming phone calls and take messages. Perform clerical and recordkeeping work that involves record maintenance, digital files, filing and data entry. Perform administrative support to other city departments. Utility billing and receivable clerk, receiving payments, prepare utility billing reports each billing cycle. Process accounts receivable and maintain records for the City Water and Sewer Office. Applicant must have HS

diploma or GED and must possess a valid Arkansas DL. Must be able to pass a pre-employment drug screen and background check. Applications are available online at www.tontitown.com. You can email the application and resume to pwdirector@tontitownar.gov or you can mail it to: City of Tontitown ATTN: Public Works Director, P.O. Box 305, Tontitown, AR 72770. No phone calls please.

PUBLIC WORKS FOREMAN—The City of Tontitown is accepting applications for the position of public works foreman. The duties of this position include: scheduling day-to-day operations of the water, sewer and street department personnel; maintaining inventory of parts and materials for emergency repairs; operating all equipment necessary to perform water, sewer and street repair; responding after normal working hours, nights or weekends and in inclement weather to perform emergency services. Applicant must have HS diploma or GED and must possess a valid Arkansas DL. Must be able to pass a pre-employment drug screen and background check. Applications are available online at www.tontitown.com. You can email the application and resume, to pwdirector@tontitownar.gov or you can mail it to: City of Tontitown ATTN: Public Works Director, P.O. Box 305, Tontitown, AR 72770. No phone calls please.

WATER/WASTEWATER OPERATOR/GENERAL LABORER—City of Shannon Hills, notice of job opening. Open date: Jan. 1, 2019. Closing date: until position is filled. Pay based on exp. \$12.00 - \$15.00 per hour. Summary of job duties: receive training in work methods and procedures; perform manual and semi-skilled construction and maintenance work; operate construction and maintenance equipment; perform clean up work; notifies customers when water is being shut off for repair work; will be required to perform tasks for other departments and/or areas of the city; other jobs as specified by director. While the position is not a supervisor position it will require the applicant to possess supervisory/crew leader skills set while working in the field. Knowledge, skills, and abilities: knowledge of basic hand tools including but not limited to wrenches, socket sets, picks, and shovels. Knowledge of underground utilities. Knowledge of water and wastewater line repair. Knowledge of general vehicle maintenance in order to check fluids, belts, etc. to ensure safe operation. Ability to complete reports. Ability to lift minimum of 80 lbs. Ability to work from verbal, written, diagrammed and phone instructions. Ability to learn and use related construction safety practices. Ability to learn to drive standard transmission vehicles. Ability to perform manual labor in all weather conditions. Ability to work in confined spaces. Special qualifications: Must be 18 years old or older. Valid Arkansas DL. Good driving record. Must be available for call outs; nights, weekend, and holidays. Must possess good interpersonal skills to effectively communicate with costumers and other employees. Desirable qualifications: 5 years exp. in water/wastewater or related filled. Knowledge of underground utilities. CDL class B. Grade 1 or higher water license. Class 1 or hire Wastewater Treatment. Applicants will be given a pre qualifying physical and drug screen. Apply in person 8 a.m. - 5 p.m. Mon.-Fri. at: Shannon Hills City Hall, 10401 High Road East, Shannon Hills, AR 72103. Email resume to: shannonhillspubworks@aristotle.net. EOE.

FOR SALE—The Downtown Little Rock Partnership has for sale a 2001 Tennant Street Vacuum. It runs but needs work. \$1,000. For more information contact Gabe Holmstrom at (501) 375-0121.

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